

Board Meeting

Monday, January 6, 2020
Martin Petersen Event Center
720 12th Street, Modesto, CA 95354
12:00 p.m. – 2:00 p.m.

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>
<http://stanworkforce.com/board>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at <http://stanworkforce.com/documents/forms/pcf-wdb.pdf>.

All meetings are conducted in English.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Workforce Development at (209) 558-2114, 72 hours in advance of the meeting.

Public notice of all Workforce Development Board meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at <http://stanworkforce.com/board>.

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Presentation
 - A. Sector Strategies
 - B. Rapid Response
- V. Board Update
- VI. Committee Reports
 - A. Youth Development Committee
 - B. Veterans' Development Committee
- VII. Director's Report
 - A. Department Update
 - B. Update on Business Services
 - C. Update of Client Services
- VIII. Consent Items
 - A. Approve the Minutes of the October 7, 2019 Workforce Development Board Meeting
 - B. Approval of the Youth Development Committee Recommendation to Modify the Eligibility Definition for the Additional Assistance Criteria
 - C. Approval of the Addition of Training Providers Truck Nation School and Advanced College to the Eligible Training Provider List

- D. Approval of 2020 In-Demand Occupations List for Workforce Innovation and Opportunity Act (WIOA) Funded Training
- IX. Discussion and Action Items
 - A. Nominations and Elections of Workforce Development Board Officers
 - B. Approval to Amend the Bylaws of the Stanislaus County Department of Workforce Development Board
- X. Future Topic and Discussion

Next Meeting:

Location: Monday, April 6, 2020
Martin Petersen Event Center
720 12th Street, Modesto, CA 95354

Time: 12:00 pm – 2:00 pm

Future Meeting:

Location: Monday, July 13, 2020
Martin Petersen Event Center
720 12th Street, Modesto, CA 95354

Time: 12:00 pm – 2:00 pm

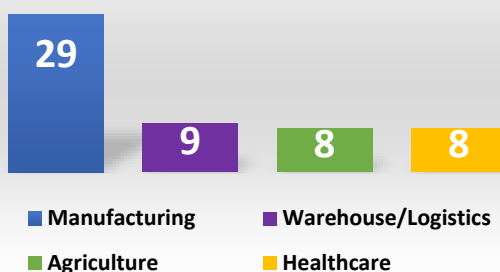
SECTOR STRATEGIES QUARTERLY REPORT
QUARTER 2 | JULY 2019 – DECEMBER 2019

SURVEY HIGHLIGHTS

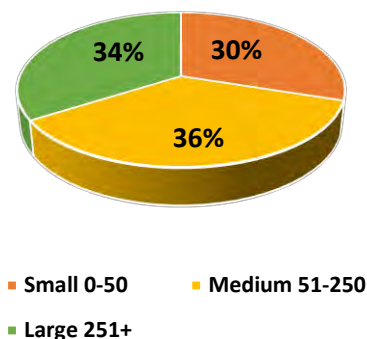
50

Employers
Surveyed

Industry Sectors



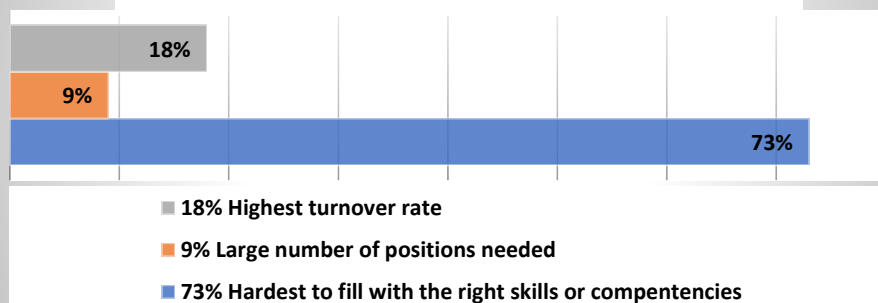
Employer Size



Talent Development



REASON POSITIONS ARE CRITICAL



- 37% of employers reported a lack of industry work experience as the main missing competency from applicant pools

- 8% of employers reported participating in a workforce or career pathways initiative

WHAT EMPLOYERS ARE DOING TO
RETAIN EMPLOYEES

- Wage & Benefit Packages
- Flexible Schedules
- Cross Training & Succession Planning
- Tuition Reimbursement
- Bonus & Incentive Pay

CONTRIBUTING FACTORS FOR TURNOVER

- 47% Competitive Salary
- 23% Other Reasons
 - ❖ Lack of Desire to Work
 - ❖ Lack of Soft Skills
 - ❖ Employer Location
- 13% Shift Work
- 13% Working Conditions
- 2% Too much OJT needed
- 2% Training

INDUSTRY CHALLENGES

- Lack of Computer Skills
- Lack of Soft Skills
- No Leadership Desires
- No Motivation or Loyalty

NEEDED IMPROVEMENT TO EDUCATION
INSTITUTIONS

- New Industry Related Trainings
- Cost & Schedule That Fit Employed Workers
- More Training Options for Non-Demand Occupations



SECTOR STRATEGIES QUARTERLY REPORT
 QUARTER 2 | JULY 2019 – DECEMBER 2019

COMPLETED TASKS

- Conducted labor market analysis to target high-demand and growing industries.
- Identified Stanislaus county businesses and contact representative for 15 small, 15 medium and 15 large employers in each of the 4 industry sectors per SOC codes assigned to identified high-demand and growing industries.
- Developed research survey.
- Emailed invitation to participate in Sector Strategy Initiative to identified business contacts.
- Requested to present information to industry agencies -Manufacturing Council of Central Valley, National Ag Tech Science Center, Stanislaus Farm Bureau, Almond Alliance of California, Family Business Center Central Valley, and Patterson High School Supply Chain & Logistics.
- Presented information to Patterson High School Supply Chain & Logistics.
- Determined the need for kickoff summit to engage employers.
- Met with Emily Lawrence from National Ag Tech Science Center.
- Met with congressman Josh Harder to discuss summit participation.
- Determined the need to add sector strategy breakout sessions to Ag Tech Summit focusing on Workforce Solutions to insure employer buy in and participation.
- Adapt or Die-Ag Tech Summit scheduled for 2/6/20 @ MJC Ag Pavilion Center, will present survey findings and facilitate employer led breakout discussions. Goal to encourage employers to continue forward with quarterly meetings.
- Invited Community Agencies and Education Partners to participate in Sector Strategy quarterly meetings.
- Met with MJC to discuss combined efforts of working with common employers on Industrial Trade Advisory board to reduce the possibility of employer burnout.





WORKFORCE DEVELOPMENT BUSINESS SERVICES

Rapid Response is a proactive, business-focused program with immediate on-site services designed to assist business and workers facing potential layoffs, closures or job losses. Rapid Response services are tailored to each company based on the needs of the affected employees. The team will help affected workers on-site to provide important information and services that enhance re-employment opportunities. In Stanislaus County these services are performed by Stanislaus County Workforce Development in partnership with the America's Job Center of California network.

SUMMARY OF SERVICES

(July 1, 2019 -January 1, 2020)

Company Name	Closure Type or Layoff	Number of Employees Affected
AVENUE	All locations closed	8
CARLSON, HANSEN, KWON-HONG MDS	Partial closure	12
CHARMING CHARLIE	All locations are closed	14
DBI BEVERAGE	Acquired, all employees hired	84
DIABLO GRANDE	Unable to reach	
DRESSBARN (MODESTO, TURLOCK)	All locations closed	12,11
FIT REPUBLIC (MCHENRY)	Only this location	4
FOREVER 21 (MODESTO)	Only this location	52
KMART (OAKDALE)	Last location in the County	53
LOVE'S SAFE DRIVING SCHOOL	Entire company	
MARIE CALLENDER'S	Closed, will reopen	30
RANCHO SAN MIGUEL (HATCH)	Only this location	61
SILGAN CONTAINERS	3 locations, seasonal layoff	87, 64, 153
TIMMERMAN STARLITE TRUCKING	Entire company	30
TITLEMAX (2 IN MODESTO)	All locations in CA will close in May 2020	4
WELLS FARGO (MCHENRY)	Only this location	7

This program is funded by the Workforce Innovation and Opportunity Act (WIOA) and is available to those who qualify. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

686 (298 Laid Off)



eap

EMPLOYER ASSISTANCE PROGRAM
A STANISLAUS COUNTY WORKFORCE DEVELOPMENT PROGRAM

Contact

Sharon Pohl, Program Manager
spohl@opportunitystanislaus.com
209.488.4525



Helping your business stay afloat through the ups and downs.

Surviving the storms of uncertainty that are common in business can be challenging and often discouraging. You're not alone.

Stanislaus County Workforce Development has contracted with Opportunity Stanislaus to offer the Employer Assistance Program (EAP) to businesses at-risk for lay-offs or closing. A dedicated staff member works directly with the business to identify needs. They will provide professional consulting and training designed to help stabilize the business, avoiding future lay-offs or closures.

The Employer Assistance Program supports business by

- Conducting a complete assessment and creating a customized strategy of services based on the particular needs and goals of each business.

- Provide professional consultants to work with the business in areas including

- Human Resources
- Web and Digital Marketing
- Bookkeeping Resources and Recommendations
- Operations

- All Employer Assistance Program services will be customized for your unique business need

The Employer Assistance Program (EAP) is a unique resource for businesses that have at least two employees AND one employee must be at-risk of reduction of work hours or layoff.

Contact Program Manager, Sharon Pohl for more information.



EAP is a Stanislaus County Workforce Development initiative contracted to Opportunity Stanislaus

OPPORTUNITY STANISLAUS | 1625 I Street, Modesto, CA 95354
www.opportunitystanislaus.com



Financial Stress Index of Businesses in Regional Planning Unit

Dun & Bradstreet offers a software tool called Econovue™

- Best “Employer List” on the market
- Offered to Local Areas by the State
- State promotes its use for Rapid Response

Dun & Bradstreet formulated a measurement called the Financial Stress Score

- Forecasts the risk of a business failing in the next 12-18 months
- Categorized from low to high risk, low being the most stable.

Factors of the Financial Stress Score

- Business History
 - Frequency of changes in ownership
- Family Tree
 - Portions of the company contracting (i.e. headquarters vs. affiliate sites)
- Commercial Credit Score
 - Measures late payments and length of time in business (similar to a personal credit score)
- Revenue and Loans
 - Borrowing history and profits/returns
- Litigations
 - Bankruptcy, suits, judgements, and/or liens

Financial Stress Score

- Low
 - Businesses show stability and growth
- Medium
 - Businesses show movement which can lead to growth or contraction
- High
 - Businesses failing or at risk of failing (benefit most from Rapid Response)
- Unclassified
 - Businesses do not have a Financial Stress Score
 - Example: government offices or businesses that have filed Chapter 11 bankruptcy

Financial Stress Index Attachments

Attachment 1: Comparative of Financial Stress: Employer Sites

Attachment 2: Comparative of Financial Stress: Employment

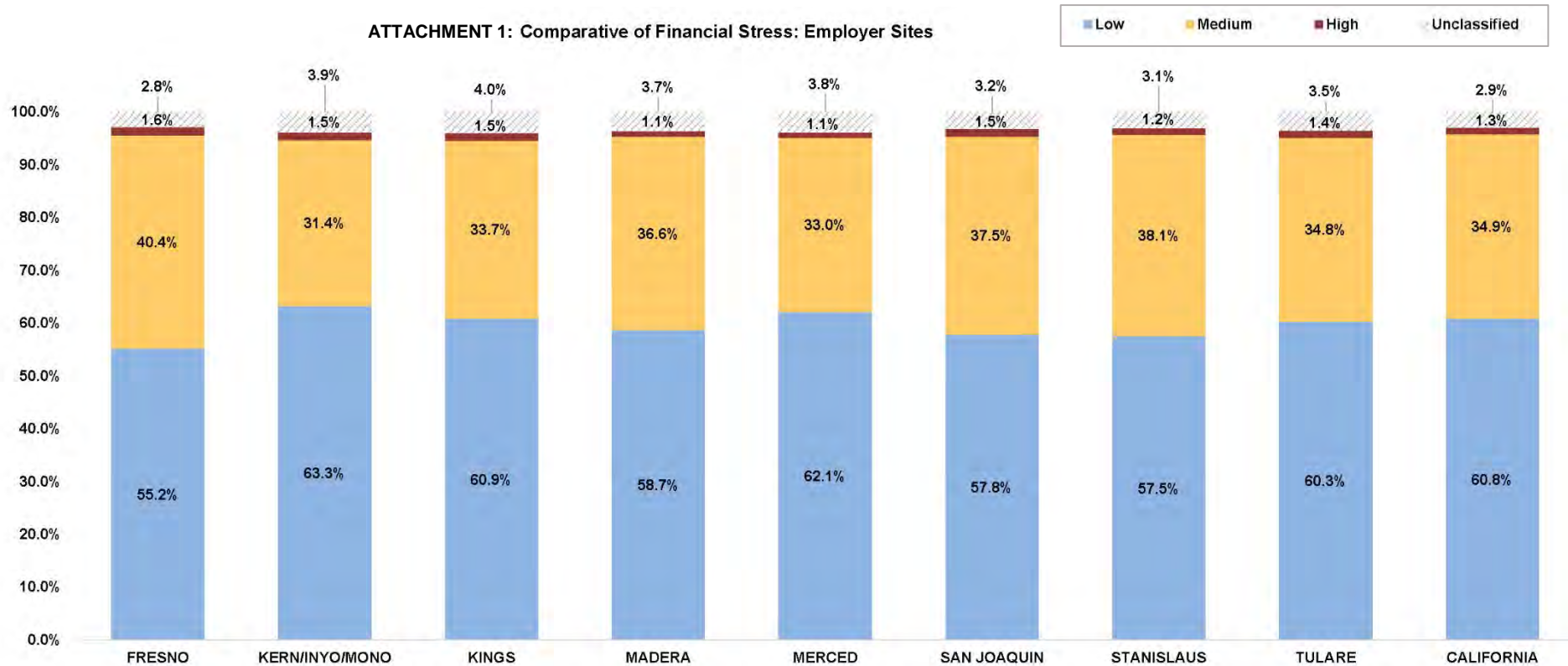
- The graphs allows for a visual comparison of the proportion of high, medium, low, and unclassified employer sites/employees of each county in our region that vary in size.
- The table below allows one to see the totals for employer sites/employees to better compare counties with similar demographics and sizes.

Targeted and strategic approach for Rapid Response

- Smaller counties are easier to identify Rapid Response need with techniques like driving around, word of mouth, and news.
- Larger counties like Stanislaus, Fresno, and San Joaquin can benefit from mixed-mode of anecdotal techniques and analysis of the high/medium Financial Stress Index provided by Dun & Bradstreet.

Caveat: Numbers reflect data which has not been suppressed. Businesses have the ability to select “Do Not Call” option which suppresses their data.

ATTACHMENT 1: Comparative of Financial Stress: Employer Sites

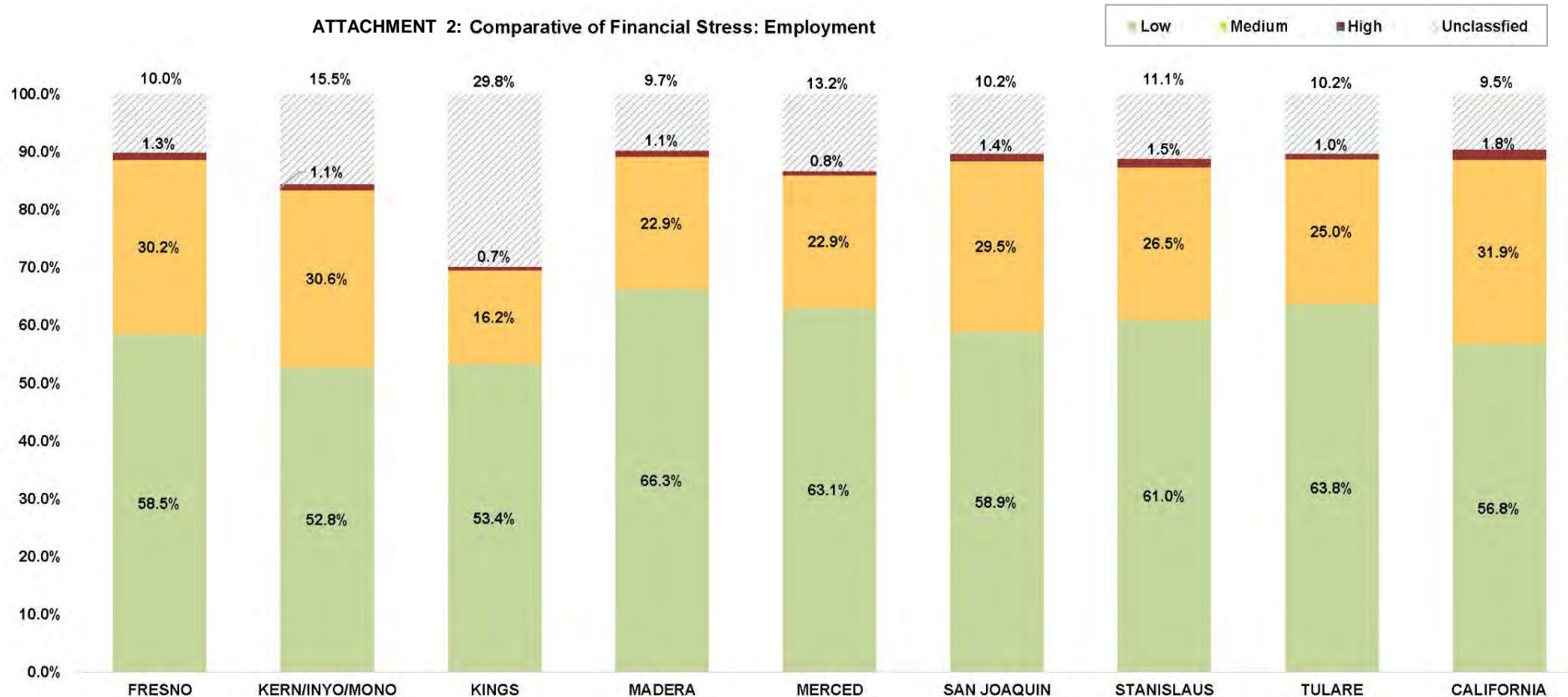


Comparative of Financial Stress: Employer Sites

Regions	Low	Medium	High	Unclassified	TOTAL
FRESNO	21,493	15,757	616	1,098	38,964
KERN/INYO/MONO	21,459	10,651	498	1,309	33,917
KINGS	2,462	1,361	59	161	4,043
MADERA	3,066	1,909	56	191	5,222
MERCED	4,847	2,574	83	299	7,803
SAN JOAQUIN	15,551	10,080	406	851	26,888
STANISLAUS	12,056	7,992	258	650	20,956
TULARE	8,746	5,051	199	507	14,503
CALIFORNIA	1,238,691	710,786	26,777	59,539	2,035,793

Source: Dun & Bradstreet
(December 2019)

ATTACHMENT 2: Comparative of Financial Stress: Employment



Comparative of Financial Stress Employment

Regions	Low	Medium	High	Unclassified	Total
FRESNO	204,909	105,764	4,673	34,875	350,221
KERN/INYO/MONO	175,957	102,041	3,730	51,620	333,348
KINGS	25,224	7,661	312	14,061	47,258
MADERA	30,306	10,458	491	4,452	45,707
MERCED	45,920	16,703	582	9,618	72,823
SAN JOAQUIN	147,461	73,951	3,437	25,490	250,339
STANISLAUS	109,826	47,746	2,633	19,972	180,177
TULARE	88,822	34,854	1,397	14,234	139,307
CALIFORNIA	10,184,062	5,728,595	327,283	1,699,565	17,939,505

Source: Dun & Bradstreet
(December 2019)

Board Meeting

Monday, October 7, 2019
Stanislaus County Office of Education
Tom Changnon Building, Orestimba Room
1325 H Street, Modesto, CA 95354
12:00 p.m. – 2:00 p.m.

Members in attendance:

Josh Bridegroom
Ross Briles
Margarita Cabalbag
Lynis Chaffey
Charles Dossett
Mahalia Gotico
Richard Hagerty
Kathy Harwell
Jody Hayes
Kris Helton

Scott Kuykendall
Mary Machado
Pedro Mendez
Doug Murdock
Maryn Pitt
Tim Robertson
Cecil Russell
Chris Savage
J. Doug Van Diepen
Greg Vincelet

Members excused:

Supervisor Berryhill

Bill O'Brien

Staff in attendance:

Andy Fiskum
Doris Foster
Ryan Gonchar
Eugene Garcia
Karla Garcia

Virginia Isha
Adolph Lopez
Angelique Prendez
Sara Redd

8 additional guests were present.

- I. Call to Order and Introductions
Cecil Russell, Workforce Development Board (WDB) Vice Chair, called the meeting to order at 12:12 p.m., thanked everyone for attending and invited the Board members, staff, and guests to introduce themselves.
- II. Conflict of Interest
Vice Chairman Russell outlined the Conflict of Interest Policy.
- III. Public Comment Period
Vice Chairman Russell gave information on the Public Comment Period. There were no public comments on non-agenda items.

IV. Introduction of New Workforce Development Board Member Lynis Chaffey.

V. Presentation

- A. Greg Pensinger with Downtown Streets Team provided an overview of the Organization and thanked Workforce Development for its partnership. The Downtown Streets Team is a volunteer work experience program that enables members in the community who are experiencing homelessness to exchange services for gift cards to help with their basic needs and gain access to employment, case management, counseling, and a variety of other services as they work toward their self-sufficiency goals. Downtown Streets Team was established in Palo Alto, CA with the goal to beautify the community by cleaning up the streets and having an environmental impact. The organization now serves 15 communities in California.

Team Members have reported they feel welcomed, respected, and are proud to be members. They have also reported since becoming members, positive mental and physical health outcomes, consuming less alcohol, and fewer or less interactions with law enforcement. 7 members have gained employment and 10 members have secured housing while participating in the program.

Downtown Streets Team established the Career Club with Workforce Development Staff. The Career Club meets on Friday's at Workforce Developments 629 12th Street location to utilize the Job Center to create resumes, job search, connect with CalJobs, and learn about programs and services. Members of the program that are job ready are enrolled into the Workforce Development program to receive job search and training services.

Due to Downtown Streets Team popularity, entry into the program averages 12 weeks. Time on the waitlist can lessen with more funding. Go to loveourneighbors.org to donate to someone in need or to discover ways to volunteer with an organization.

VI. Board Update

- A. California Workforce Association (CWA) Meeting of the Minds 2019 Conference
Workforce Development Board Members reported insight, takeaways and discussions from the California Workforce Association (CWA) Meeting of the Minds 2019 Conference that can help the Board make better decisions. Helpful highlight topics included: Workforce Revolution, Local, State and Federal forecast, labor markets future, Artificial Intelligence (AI), and strategic doing versus strategic planning.

VII. Committee Reports

A. Youth Development Committee

- Summer Youth Outcome

Workforce Development Analyst, Ryan Gonchar reported on the outcomes of the 2019 Summer Youth Program. The Summer Youth Program focuses on youth ages 17 – 24 in Stanislaus County. The programs goal is to

connect youth with summer jobs to gain work experience and transferable skills. The Department hired four youth to serve youth. They enrolled youth into the program, conducted resume workshops, helped find employment and ways to remove barriers. Summer Youth Staff served homeless youth by going tent-to-tent at the Modesto Outdoor Emergency Shelter and targeting youth ages 17 – 24 to get the word out on the program and its offerings.

This program year there were 179 participants enrolled, up 132 percent from last year. 51 employers and 59 worksites participated. 108 of the youth served were Workforce Innovation and Opportunities Act (WIOA) eligible. 160 youth received job placement and obtained work experience. 134 youth were successful WEX participants. To be considered successful, participants must go through the program and complete the program through the end. 42 youth received job placement after the program, others returned to school, received other jobs, or are receiving youth services with other County agencies. Project Yes, Eckerd Connects, and Steller were thanked for the work they do with youth year round. Workforce Development Director, Doris Foster thanked Project Yes for allowing the Department to be co-located at their J Street location in Modesto, CA.

B. Veterans' Development Committee

Veterans' Development Committee Chairman, Richard Hagerty provided an update on the Committee and reported on the September meeting. An overview was provided on Stanislaus County Veteran statistics. For the 2018 – 2019 program year 69 percent of Veterans were employed at an average rate of \$22.42 per hour after receiving services. 47 Veterans enrolled in WIOA funded services and 26 exited from services. Of those enrolled, 18 were employed at exit.

Workforce Development held a Veterans Job Fair on May 30, 2019 at the Martin Petersen Center in Modesto, CA. Collaborative partnership at the Job Fair included Employment Development Department (EDD), Stanislaus County Office of Education, and Congressman Josh Harder's office. Veteran attendance at the Job Fair almost doubled from the previous year of 20 to 41. The Department provided laptops for job seekers to submit resumes and apply to jobs. Mock interview workshops were also conducted. 76 exhibitors were present. Of the exhibitors who attended, 59 employers had open positions, 8 Apprenticeship/School Programs, and 8 Veteran Service Organizations. Based on the success of this Job Fair the Committee recommends holding a Job Fair in 2020.

Chairman, Richard Hagerty invited Board members to attend the next Veterans' Development Committee meeting.

VIII. Director's Report

A. Department Update

Workforce Development Director, Doris Foster reported Department staff

changes. Managers, Martha Sanchez and Vinal Chand have moved to opportunities outside of the Department. Eugene Garcia will be the Business Services Interim Manager. Eugene has experience working in Business Services and with contractors. The Business Services Manager job announcement flyer is out for recruitment and the Board was encouraged to share the announcement.

The Department presented labor market information to the Modesto Chamber of Commerce, Economic Development Committee which was well received. The Department continues to receive invitations to present on Board topics and at the Boards direction on being more proactive in the community.

Advertising for the Stanislaus County Workforce Development Commuter Study which has been contracted out, is underway. Surveys have been sent out to community members and one-on-one conversations are taking place with commuters. The objective is to understand who is leaving the area and why. There may be an opportunity to create jobs in these fields in Stanislaus County to support this. Board members Maryn Pitt and Margarita Cabalbag are on the committee that represents the Board.

At this time, the Department continues to work toward a contract with E for All. We hope to have this endeavor underway soon. The contract is still under review with UC Merced.

There has been discussion at the State level to change the current Regional Area to four counties, to include Stanislaus County, San Joaquin County, Merced County, and Madera County.

San Joaquin Regional Association is having a conference hosted by the Stanislaus County Board of Supervisors. The Department has been asked to present on Keeping Talent Local. We will utilize statistics gathered from the Commuter Study and other resources.

B. Allocations at a Glance

Director, Doris Foster provided an update and depiction on allocations for Fiscal Year 2019 – 2020 for the Workforce Innovation and Opportunities Act (WIOA) is \$9,590,746. The Department will have a Request for Proposal (RFP) to again contract out Youth Services.

C. Update on Business Services

Workforce Development Interim Manager, Eugene Garcia reported Business Services is fully staffed. The Department is currently working with 40 businesses with approximately 99 open positions. They are assisting with recruitments and advertising job information with partner agencies via Facebook and CalJobs. The 209-558-HIRE (4473) line has dedicated staff to answer calls and assist businesses with their hiring needs. Business Services

can also be reached by email at business@stanworkforce.com.

There will be several Job Fairs and recruitments in the next couple weeks. The Department will be an exhibitor at the Central Valley Human Resources Management Conference where Business Services can showcase their services to Human Resources professionals.

The Departments Pre-Apprenticeship program is in its second year and partners with Modesto Junior College. As of August 12, 2019 there are currently 6 participants in this 1-year program with the Stanislaus Area Maintenance and Machinist Apprenticeship Committee. The six worksites include Blue Diamond, Modesto Machine Works, Inc., Ball Metalpack, Del Monte, Fastenal, and Sconza.

Director Foster provided an update on Sector Strategy. At the April 1, 2019 Board meeting the Board approved the Sector Strategy agenda item. A request was made at the July 1, 2019 Board meeting to have two Board members volunteer to represent each of the various sectors for In-Demand occupations. Board member volunteers are as follows:

Healthcare: Scott Kuykendall and Lynis Chaffey
Manufacturing: Chris Savage and Doug Murdock
Logistics/Warehouse: Cecil Russell and Tim Robertson
Agriculture: Kris Helton and Pedro Mendez

The Department and Opportunity Stanislaus have met regularly to build the Sector Strategy. Opportunity Stanislaus is constructing a survey for businesses and will have a meeting with employers to learn what businesses are seeking from Workforce Development, followed by a breakout of sectors. This Summit will take place the afternoon of February 6, 2020. The Department will share more details as soon as they receive the information.

D. Update on Client Services

Workforce Development Manager, Sara Redd reported the State approved Prison to Employment as Director Foster reported in Allocations at a Glance. This program is a learn-and-work program to those previously incarcerated or justice involved. The Department is partnering with the Sherriff's Department and an established partnership with Modesto Junior College's Welding program. The Department has identified an employer who will hire these participants once released. Client Services will work with the employer on the type of services Workforce Development offers to help participants be successful. The Sherriff's Department also has a landscaping model which has the same learn-and-work model as Welding.

Orientation will soon move to an on-line service. The goal is to have it up and running January 2020. New to CalJobs is a service to turn on pre-application

offerings on-line. Individuals are able to upload required documents prior to meeting with staff, which will speed up the application process and allow staff to be more efficient.

There have been changes to Job Search Services. In the past, clients received assistance from their Client Services Caseworker on their job search. Recently we asked those seeking employment in the same sector to meet with employers to learn what skills businesses are looking for in specific job postings. This engagement was well received as clients learned what information businesses are looking and what to include on their resume. The Department will continue to hold these sector sessions monthly.

E. Labor Market Information – Veterans’ Statistics

Veterans’ Development Committee Chairman, Richard Hagerty provided an update on the labor market information on Veterans’ statistics in the above Veterans’ Development Committee update agenda item.

IX. Consent Items

Consent items adopted. R. Briles / C. Dossett unan.

- A. Approve the Minutes of the July 1, 2019 Workforce Development Board Meeting
- B. Approval to Release a Request for Proposal for Workforce Innovation and Opportunity Act Funded Youth Services

X. Discussion and Action Items

- A. Approved the 2020 Workforce Development Board Quarterly Meeting Dates and Location

R. Briles / M. Machado unan. Motion Passed.

- B. Accepted the Year End Report for Workforce Innovation and Opportunity Act (WIOA) 2018-2019 Program Year

M. Pitt / M. Machado unan. Motion Passed.

Workforce Development reported on the Year End Report for Workforce Innovation and Opportunity Act (WIOA) for the 2018 – 2019 Program Year. Workforce Development exceeded 100 percent plus of all negotiated performance goals. 469 businesses received workforce services. The average client (adult, youth, and dislocated workers) wage at exit was \$15.27 per hour. Workforce Development had a total of 25,904 visits to its four One-Stop Job Center locations. 10,687 total services were provided to individuals by the Department and its contractors. 1,394 clients represented distinct and unduplicated users (clients) that were provided. With the low unemployment rate, Workforce Development has found that an average of 8 services are provided to clients who have multiple barriers to employment.

XI. Future Topic and Discussion

There were no future topics or discussions. Director Foster encouraged Board members to contact her with any future topics.

Vice Chairman Russell gave his closing remarks.

Meeting adjourned: 1:57 p.m.

Next Meeting: Monday, January 6, 2020
Location: Martin Petersen Event Center
720 12th Street, Modesto, CA 95354
Time: 12:00 pm – 2:00 pm

Future Meeting: Monday, April 6, 2020
Location: Martin Petersen Event Center
720 12th Street, Modesto, CA 95354
Time: 12:00 pm – 2:00 pm

January 6, 2020

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval of the Youth Development Committee Recommendation to Modify the Eligibility Definition for the Additional Assistance Criteria

II. ITEM NUMBER: VIII-B

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the Youth Development Committee's recommendation to modify the eligibility definition for those Youth that "require additional assistance to enter or complete an educational program or to secure and retain employment."

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) regulations 679.370 states the Local Workforce Development Board, amongst other responsibilities, must select providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established). WIOA regulations 677.210 (e) states the Local Workforce Development Boards may apply local performance measures to service providers that differ from the performance indicators that apply to the local area.

VI. DISCUSSION:

At the January 8, 2018 Workforce Development Board meeting, the Board approved the Youth Development Committee recommendation to modify the Eligibility Definition for the Additional Assistance Criteria.

The "Additional Assistance" criteria is defined by the Local Workforce Development Board. The Youth Development Committee may recommend changes to the Additional Assistance eligibility criteria to the Workforce Development Board if it considers changes in the locally defined criteria to be warranted.

To be eligible for the Workforce Innovation and Opportunity Act (WIOA) Youth program, individuals, whether in-school or out-of-school, must meet one or more of the eligibility barriers. Under WIOA, each state may establish definitions and eligibility documentation requirements defining "an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment." This "additional assistance"

criterion is in addition to the existing eligibility barriers established under WIOA. The purpose is to identify the additional barriers that are prohibiting Youth from entering or completing an educational program or attaining employment. If the State does not establish these definitions and eligibility documentation, the local area must do so if it chooses to use this criterion. The State of California permits each local area to determine this eligibility criterion.

The standard WIOA Youth eligibility requirements for both In and Out-of-School youth are as follows:

In-School Youth:

Aged 14-21, attending school, is low-income *AND must meet one of the following:*

- Basic Skills Deficient
- An English language learner
- Subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment*

Out-of-School Youth:

Aged 16-24, not attending school *AND must meet one of the following:*

- School dropout
- Within the age of compulsory school attendance, but has not attended school
- Low-income individual who is a recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
- A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement
- Pregnant or parenting
- An individual with a disability
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment*

Note: Per WIOA eligibility, In-school youth can be as young as 14 years and out-of school youth can be as young as 16 years. However, the prior Workforce Investment Board approved the Youth Advisory Council's recommendation to serve only in-school and out-of school youth ages 17-24. Staff recommend that we maintain the youth eligibility age of 17-24 for Stanislaus County. We also request that the Workforce Development Board give discretion to the Director to consider serving youth ages 14-16 on a case-by-case basis. The following barriers were previously locally approved for additional assistance:

- Have a visible tattoo(s) and/or piercing(s) that may affect employability;

- Are a victim of domestic violence;
- Have a parent or legal guardian that is incarcerated;
- Are refugees/immigrants;
- Have family history of chronic unemployment, including long-term public assistance;
- Lacks foundational skills, such as:
 - Basic Skills; reading, writing, mathematics, listening, and speaking
 - Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
 - Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic

At the November 25, 2019 Youth Development Committee meeting, the Committee discussed the eligibility definition for those youth that require additional assistance and determined that two Additional Assistance criteria identifiers should be added, pending Workforce Development Board approval. The two Additional Assistance criteria include:

- Have a history of chronic substance abuse, and
- Basic needs coverage; technology, transportation, clothing food, etc.

The recommended local criteria for individuals who require additional assistance will take effect July 1, 2020 if approved.

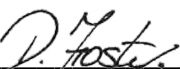
Additional Assistance Criteria:

Youth who:

- a. Have a visible tattoo(s) and/or piercing(s) that may affect employability;
- b. Is a victim of domestic violence;
- c. Have a parent or legal guardian that is incarcerated;
- d. Are refugees/immigrants;
- e. Have a family history of chronic unemployment, including long-term public assistance;
- f. Have a history of chronic substance abuse;
- g. Lacks foundational skills, such as:
 1. Basic Skills; reading, writing, mathematics, listening, and speaking
 2. Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
 3. Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic
 4. Basic needs coverage; technology, transportation, clothing, food, etc.

If the Board approves the Additional Assistance criteria, the Department will include the additional assistance eligibility criteria in the Fiscal Year 2020-2021 Youth contracts.

VII. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

January 6, 2020

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval of the Addition of Training Providers Truck Nation School and Advanced College to the Eligible Training Provider List

II. ITEM NUMBER: VIII-C

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the Addition of Training Providers Truck Nation School and Advanced College to the Eligible Training Provider List

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) regulations §679.370 (l)(2) states the Local Workforce Development Board, amongst other responsibilities, must select "Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122'. Additionally, §679.370 (m) states" In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities."

VI. DISCUSSION:

Truck Nation School

Truck Nation School is a Bureau for Private and Post-Secondary (BPPE) approved school located in Salida, California. The school has been providing services in Stanislaus County for over six years and offers the following BPPE approved programs geared toward helping students obtain their class A license (Advanced, Basic, Exclusive, Expert, Pro). Students will have the ability to complete the following objectives:

- Follow established procedures for pre-trip inspections
- Control and safely maneuver the vehicle in various traffic situations
- Back an articulated combination into and through various obstacles
- Couple and uncouple a tractor/trailer unit
- Apply proper logbook procedures and rules

- Calculate axle weight and adjust accordingly to state and federal laws
- Recognize, avoid, or solve potential hazardous situations related to truck driving

The school's Salida location is considered their main office, but they have a satellite office located in Fresno, CA. The full name of the school is U.N.M. Vocational Inc. dba Truck Nation School. An Eligible Training Provider Pre-Eligibility Risk Assessment was completed by Workforce Development staff on September 19, 2019, and they have met all requirements in order to be considered for placement onto the Eligible Training Provider List in Stanislaus County.

Truck driving is an in demand occupation with 731 total job postings in Stanislaus County during the 2019 calendar year. Using data provided by Chumra Jobs EQ from October 1, 2018 – September 30, 2019, there have been 87 new truck driving positions in Stanislaus County. Currently there are two truck driving schools on the Eligible Training Provider List. It is anticipated that Truck Drivers will continue to be in demand in the 2020 year. Staff are therefore recommending the addition of Truck Nation School onto the Eligible Training Provider List.

Advance College

Advanced College is a Bureau for Private and Post-Secondary (BPPE) approved school located in Salida, California. Advanced College first opened in 1999 in South Gate, CA, which is considered their main office. In 2017, they opened their first satellite campus in Stockton, CA, and the Salida location will be the second satellite campus for Advanced College. The other locations for Advanced College are currently approved as Eligible Training Providers in CalJOBS. The school has been providing services in Stanislaus County since 2018 and offers the following BPPE approved programs:

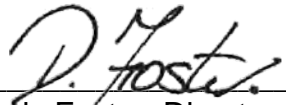
- Associate of Applied Science in Healthcare Management
- Associate of Science in Surgical Technology
- Vocational Nursing Program
- Computerized Accounting (South Gate Only)
- Phlebotomy (South Gate & Stockton Only)

The school's mission is to provide access to quality associate degree and certificate programs, workforce preparation, and opportunities for personal development and enrichment. The full name of the school is Jusrand LLC, dba Advanced College. An Eligible Training Provider Pre-Eligibility Risk Assessment was completed by Workforce Development staff on December 9, 2019, and they have met all requirements in order to be considered for placement onto the Eligible Training Provider List in Stanislaus County.

Based on statistics provided at the April 1, 2019 Workforce Development Board Meeting, 11.6% of Stanislaus County's labor force is employed in the health care sector. It is projected that the health care sector will grow by 1.8% over the next five years. Staff are therefore recommending the addition of Advanced College onto the Eligible Training Provider List.

If the Board approves the addition of Truck Nation School and Advanced College, Workforce Development staff will prepare a Eligible Training Provider Agreement for the school, and approve them as a vendor on CalJOBS.

VII. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

January 6, 2020

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval of 2020 In-Demand Occupations List for Workforce Innovation and Opportunity Act (WIOA) Funded Training

II. ITEM NUMBER: VIII-D

III. ITEM TYPE: Consent

IV. STAFF RECOMMENDATION:

Approve the 2020 In-Demand Occupations List for Workforce Innovation and Opportunity Act (WIOA) Funded Training and allow the Director of Workforce Development to make exceptions as necessary.

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) Section 3.23(B) states: "The determination of whether an industry sector or occupation is in-demand under this paragraph shall be made by the State board or local board as appropriate, using State and regional business and labor market projections, including the use of labor market information."

VI. DISCUSSION:

The local Workforce Development Board reviews in-demand occupations as part of the Local Plan. WIOA allows eligible individuals in need of occupational skills training to select the training program that will best meet the individual's employment or career goal, with the caveat that the Local Workforce Development Board may limit the choices for training to occupations that are in-demand in the local area. Workforce Development provides a list of existing and emerging in-demand occupations to inform participants of occupations that are most likely to provide viable employment in the local area as required in WIOA Sec. 134(c)(3)(G)(iii).

The prior In-Demand Occupations list focused on occupational clusters (i.e. management, business & finance, production and transportation occupations). The 2020 In-Demand Occupations List is categorized by industrial sectors. This represents the four sectors identified by the local plan, and includes two sectors of notable mention, Education and Administration. Not all demand occupations fell within the identified sectors, so occupations showing high demand were added to a miscellaneous category as they were not a part of the identified sectors, but met all other criteria. Also, some occupational titles were included

in more than one industry sector, due to the overlap of that occupations being utilized in many different sectors.

For the 2020 In-Demand Occupations list the data source has changed. In past years, Workforce Development primarily relied on Employment Development Department's Labor Market Information data and internal job orders. The attached 2020 updated list was produced using data provided by Chumra Jobs EQ, which takes into account the California Employment Development Department's Quarterly Census of Employment and Wages (QCEW) as required by WIOA.

Sequentially, the methodology gauging In-Demand Occupations has been revised. In prior years, Workforce Development focused on total projected job openings for entry-and middle-skill occupations that led to the sum of new and replacement job openings. For the 2020 In-Demand list, using Chumra Jobs EQ and QCEW, the gauge was for occupations that showed they could provide a self sufficient wage, had a growth in the last 10 years, an anticipated growth in the upcoming year, and an anticipated demand of at least 10 job openings within the next year per occupation.

If the Board approves the In-Demand Occupations List, the Department will be able to refer WIOA clients to the vendors providing trainings in the listed occupations for services. The Board has discretion to modify the attached In-Demand Occupations List. The Director of the Department has the ability to make exceptions to the in-demand Occupations List on a case-by-case basis. An example of such an exception is when an employer guarantees a job to an individual pending completion of a training program for an occupation that is not on the list.

VII. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

2020 IN-DEMAND OCCUPATIONS LIST

Occupations for Healthcare

	SOC	Occupation
1	29-1141	Registered Nurses
2	31-9092	Medical Assistants
3	31-1014	Nursing Assistants
4	43-6013	Medical Secretaries
5	31-9091	Dental Assistants
6	29-2061	Licensed Practical and Licensed Vocational Nurses
7	43-9061	Office Clerks, General
8	11-9111	Medical and Health Services Managers
9	43-1011	First-Line Supervisors of Office and Administrative Support Workers
10	29-2099	Health Technologists and Technicians, All Other
11	43-4051	Customer Service Representatives
12	29-2021	Dental Hygienists
13	35-2012	Cooks, Institution and Cafeteria
14	21-1014	Mental Health Counselors
15	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
16	21-1093	Social and Human Service Assistants
17	21-1022	Healthcare Social Workers
18	29-1069	Physicians and Surgeons, All Other
19	31-9097	Phlebotomists
20	29-1123	Physical Therapists
21	29-1171	Nurse Practitioners
22	21-1013	Marriage and Family Therapists
23	29-2071	Medical Records and Health Information Technicians
24	29-2034	Radiologic Technologists
25	29-1071	Physician Assistants
26	21-1011	Substance Abuse and Behavioral Disorder Counselors
27	21-1023	Mental Health and Substance Abuse Social Workers
28	29-2012	Medical and Clinical Laboratory Technicians
29	13-1199	Business Operations Specialists, All Other
30	29-2055	Surgical Technologists
31	29-1126	Respiratory Therapists
32	49-9071	Maintenance and Repair Workers, General
33	11-1021	General and Operations Managers
34	31-2021	Physical Therapist Assistants
35	31-9093	Medical Equipment Preparers
36	29-1021	Dentists, General
37	29-2052	Pharmacy Technicians
38	43-4171	Receptionists and Information Clerks

Occupations for Manufacturing

	SOC	Occupation
1	51-9111	Packaging and Filling Machine Operators and Tenders

2	51-3092	Food Batchmakers
3	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
4	53-7051	Industrial Truck and Tractor Operators
5	51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
6	49-9041	Industrial Machinery Mechanics
7	41-9011	Demonstrators and Product Promoters
8	43-5071	Shipping, Receiving, and Traffic Clerks
9	53-3032	Heavy and Tractor-Trailer Truck Drivers
10	49-9071	Maintenance and Repair Workers, General
11	51-4121	Welders, Cutters, Solderers, and Brazers
12	35-3011	Bartenders
13	51-4041	Machinists
14	11-1021	General and Operations Managers
15	43-9061	Office Clerks, General
16	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
17	43-5061	Production, Planning, and Expediting Clerks
18	51-3099	Food Processing Workers, All Other
19	43-4051	Customer Service Representatives
20	53-3033	Light Truck or Delivery Services Drivers
21	11-3051	Industrial Production Managers
22	53-3031	Driver/Sales Workers
23	51-7011	Cabinetmakers and Bench Carpenters
24	49-9043	Maintenance Workers, Machinery
25	13-2011	Accountants and Auditors
26	11-2022	Sales Managers
27	43-1011	First-Line Supervisors of Office and Administrative Support Workers
28	51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing
Occupations for Agriculture		
	SOC	Occupation
1	45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
2	53-3032	Heavy and Tractor-Trailer Truck Drivers
3	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
4	37-3011	Landscaping and Groundskeeping Workers
5	53-7051	Industrial Truck and Tractor Operators
Occupations for Logistics and Warehousing		
	SOC	Occupation
1	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
2	53-3032	Heavy and Tractor-Trailer Truck Drivers
3	53-7051	Industrial Truck and Tractor Operators
4	53-3033	Light Truck or Delivery Services Drivers
5	53-3021	Bus Drivers, Transit and Intercity
6	53-3022	Bus Drivers, School or Special Client
7	53-3041	Taxi Drivers and Chauffeurs
8	43-5071	Shipping, Receiving, and Traffic Clerks

9	43-9061	Office Clerks, General
10	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
11	53-1031	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
12	53-1021	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
13	33-9099	Protective Service Workers, All Other
14	43-5032	Dispatchers, Except Police, Fire, and Ambulance
15	43-4051	Customer Service Representatives
16	43-1011	First-Line Supervisors of Office and Administrative Support Workers
17	11-1021	General and Operations Managers
Occupations for Educational Services		
	SOC	Occupation
1	25-9041	Teacher Assistants
2	25-2021	Elementary School Teachers, Except Special Education
3	25-3098	Substitute Teachers
4	25-2031	Secondary School Teachers, Except Special and Career/Technical Education
5	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
6	25-2022	Middle School Teachers, Except Special and Career/Technical Education
7	25-3099	Teachers and Instructors, All Other
8	43-9061	Office Clerks, General
9	21-1012	Educational, Guidance, School, and Vocational Counselors
10	11-9032	Education Administrators, Elementary and Secondary School
11	33-9099	Protective Service Workers, All Other
12	25-3021	Self-Enrichment Education Teachers
13	27-2022	Coaches and Scouts
14	35-2012	Cooks, Institution and Cafeteria
15	53-3022	Bus Drivers, School or Special Client
16	25-2052	Special Education Teachers, Kindergarten and Elementary School
17	25-2012	Kindergarten Teachers, Except Special Education
18	25-9099	Education, Training, and Library Workers, All Other
19	25-9031	Instructional Coordinators
20	25-2011	Preschool Teachers, Except Special Education
21	25-2054	Special Education Teachers, Secondary School
22	13-1199	Business Operations Specialists, All Other
23	49-9071	Maintenance and Repair Workers, General
Occupations for Administration/Social Work		
	SOC	Occupation
1	21-1093	Social and Human Service Assistants
2	43-9061	Office Clerks, General
3	21-1021	Child, Family, and School Social Workers
4	21-1013	Marriage and Family Therapists
5	25-2011	Preschool Teachers, Except Special Education
6	43-4051	Customer Service Representatives
7	11-9151	Social and Community Service Managers
8	21-1014	Mental Health Counselors

9	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
10	25-9041	Teacher Assistants
11	13-1199	Business Operations Specialists, All Other
12	11-1021	General and Operations Managers
13	31-1014	Nursing Assistants
14	21-1099	Community and Social Service Specialists, All Other
15	39-1021	First-Line Supervisors of Personal Service Workers
16	49-9071	Maintenance and Repair Workers, General
17	43-1011	First-Line Supervisors of Office and Administrative Support Workers
18	21-1015	Rehabilitation Counselors
19	13-1071	Human Resources Specialists
20	21-1023	Mental Health and Substance Abuse Social Workers
21	13-2011	Accountants and Auditors
22	37-3011	Landscaping and Groundskeeping Workers
23	29-1141	Registered Nurses
24	21-1022	Healthcare Social Workers
25	43-4061	Eligibility Interviewers, Government Programs
26	11-9199	Managers, All Other
27	21-1011	Substance Abuse and Behavioral Disorder Counselors
Miscellaneous		
	SOC	Occupation
1	41-1011	First-Line Supervisors of Retail Sales Workers
2	47-2061	Construction Laborers
3	35-1012	First-Line Supervisors of Food Preparation and Serving Workers
4	47-2031	Carpenters
5	41-3099	Sales Representatives, Services, All Other
6	49-3023	Automotive Service Technicians and Mechanics
7	47-2111	Electricians
8	39-9031	Fitness Trainers and Aerobics Instructors
9	47-1011	First-line Supervisors of Construction Trades and Extraction Workers
10	47-2152	Plumbers, Pipefitters, and Steamfitters
11	13-1161	Market Research Analysts and Marketing Specialists
12	47-2141	Painters, Construction and Maintenance
13	11-9051	Food Service Managers
14	11-3031	Financial Managers
15	13-1111	Management Analysts
16	47-2073	Operating Engineers and Other Construction Equipment Operators
17	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
18	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
19	41-3021	Insurance Sales Agents
20	11-9021	Construction Managers
21	51-3011	Bakers
22	15-1132	Software Developers, Applications
23	13-1051	Cost Estimators
24	15-1151	Computer User Support Specialists

25	47-2051	Cement Masons and Concrete Finishers
26	11-9141	Property, Real Estate, and Community Association Managers
27	53-7081	Refuse and Recyclable Material Collectors
28	41-9099	Sales and Related Workers, All Other
29	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers
30	11-3011	Administrative Services Managers
31	41-3031	Securities, Commodities, and Financial Services Sales Agents
32	23-1011	Lawyers
33	13-1151	Training and Development Specialists
34	47-2181	Roofers
35	27-1026	Merchandise Displayers and Window Trimmers
36	49-9099	Installation, Maintenance, and Repair Workers, All Other
37	49-3041	Farm Equipment Mechanics and Service Technicians
38	21-2021	Directors, Religious Activities and Education
39	49-3093	Tire Repairers and Changers
40	15-1121	Computer Systems Analysts
41	15-1199	Computer Occupations, All Other
42	35-1011	Chefs and Head Cooks
43	49-3021	Automotive Body and Related Repairers
44	31-9011	Massage Therapists
45	11-3021	Computer and Information Systems Managers
46	13-1041	Compliance Officers
47	23-2011	Paralegals and Legal Assistants
48	37-2021	Pest Control Workers
49	19-3031	Clinical, Counseling, and School Psychologists
50	29-1051	Pharmacists
51	17-2051	Civil Engineers
52	11-2021	Marketing Managers
53	11-3071	Transportation, Storage, and Distribution Managers
54	13-2051	Financial Analysts
55	49-2098	Security and Fire Alarm Systems Installers
56	47-2221	Structural Iron and Steel Workers
57	43-4131	Loan Interviewers and Clerks
58	39-9041	Residential Advisors
59	49-3042	Mobile Heavy Equipment Mechanics, Except Engines
60	13-2082	Tax Preparers
61	29-2056	Veterinary Technologists and Technicians
62	29-1127	Speech-Language Pathologists
63	49-9051	Electrical Power-Line Installers and Repairers
64	13-1081	Logisticians
65	15-1133	Software Developers, Systems Software
66	15-1142	Network and Computer Systems Administrators
67	47-2121	Glaziers
68	21-1094	Community Health Workers
69	11-3121	Human Resources Managers
70	21-1091	Health Educators

71	13-1121	Meeting, Convention, and Event Planners
72	19-4011	Agricultural and Food Science Technicians
73	13-2052	Personal Financial Advisors
74	17-2112	Industrial Engineers
75	25-4031	Library Technicians
76	17-2141	Mechanical Engineers
77	37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation
78	39-5094	Skincare Specialists
79	47-4011	Construction and Building Inspectors
80	29-1122	Occupational Therapists
81	25-1194	Vocational Education Teachers, Postsecondary
82	51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
83	39-2011	Animal Trainers
84	51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders

Source: JobsEQ® (Quarter 2, 2019)

The Standard Occupational Classification (SOC) system is a federal statistical standard used by federal and state agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

Ranked by occupations with highest anticipated demand of job openings within the next year.

Grey highlight indicates the occupation is in-demand in more than one industry.

January 6, 2020

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT: Nominations and Elections of Workforce Development Board Officers

II. ITEM NUMBER: IX-A

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Nominate and elect Workforce Development Board Officer positions of Chair, Vice Chair and Secretary

V. POLICY ISSUE:

The Stanislaus County Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 107, paragraph (3) "CHAIRPERSON.—The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2) (A)." WIOA law also states in § 679.310 "The CEO must establish by-laws, consistent with State policy for Local WDB membership." The current WDB bylaws, approved by the Stanislaus County Board of Supervisors on May 15, 2018 state in article V "The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years. Officers shall be elected at a regular meeting of the Board.

VI. DISCUSSION:

On May 15, 2018, the Stanislaus County Board of Supervisors approved the latest version of the WDB Bylaws as required by regulations. The Bylaws include the authority of the Workforce Development Board, its purpose, define the membership, officers, meetings, committees, quorum, voting, vacancies, conflict of interest and amendments. A recommendation to amend, repeal, or alter the Bylaws, in whole or in part may be made by a majority vote of the WDB. Any amendments to the Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

As stated in the Bylaws under Article V Officers, the "Workforce Development Board shall elect a Chair, Vice Chair and Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years." The description of the duties for each of the Officers is included in the Bylaws.

On January 9, 2017, the Workforce Development Board elected the following officers for a one-year term.

Chair – William (Bill) O'Brien
Vice Chair – Cecil Russell
Secretary – Jennifer Carlson-Shipman

On February 15, 2018, the Workforce Development Board recommended and later on May 15, 2018, the Board of Supervisors approved changes to the Workforce Development bylaws. This changed increased the officer term limits from one year to two years.

Two years have passed from the January 9, 2017 election of officers. It is therefore time to elect the Chair, Vice Chair and Secretary.

The election of each of the Officers requires an action by the majority of members present.

VII. ADMINISTRATIVE BUDGET IMPACT: None



Doris Foster, Director

January 6, 2020

Stanislaus County Workforce Development Board Agenda Item

TO: Workforce Development Board

FROM: Doris Foster, Director

I. SUBJECT:

Approval to Amend the Bylaws of the Stanislaus County Department of Workforce Development Board

II. ITEM NUMBER: IX-B

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Approve and adopt the recommended amendments to the Bylaws for the Stanislaus County Workforce Development Board.

V. POLICY ISSUE:

The Stanislaus County Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 679.310 "The CEO must establish by-laws, consistent with State policy for Local WDB membership." Per the current established Stanislaus County WDB bylaws, "These bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board."

VI. DISCUSSION:

On April 5, 2016, the Stanislaus County Board of Supervisors approved agenda item B-9 which included the formation of the Workforce Development Board (WDB) and bylaws which satisfied requirements of Workforce Innovation and Opportunity Act (WIOA). The bylaws allowed the Stanislaus County WDB to be fully functional as of July 1, 2016. The WDB is responsible for shaping and strengthening local and regional workforce development efforts to support small, medium, and large business job growth and provides a strategic vision for the many workforce development activities.

On January 8, 2018, The WDB staff presented the first draft of the proposed amended bylaws to the WDB at the Board meeting. After consideration of recommendations from the Board, the final draft of the proposed amended bylaws were provided to the Board on February 15, 2018 via e-mail in accordance with the current established WDB bylaws "A recommendation to amend, repeal, or alter these bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be mailed to the

last recorded address of each member of the Board at least 30 days prior to the date of the meeting at which such vote shall be held.” The following amendments were made in addition to clerical adjustments highlighted in the proposed WDB bylaws:

- **Page two-three, Article IV – Membership** – Add verbiage incorporating member term limits in the bylaws;
- **Page three, Article V – Officers** - Add verbiage increasing the officer term limits from one year to two year terms based on Board member feedback;
- **Page four, Article VI – Meetings** – Add verbiage “unexcused” in the rule that a Board member cannot miss more than three (3) consecutive Board meetings, to now state, “A Board member cannot miss more than three (consecutive) *unexcused* meetings”; Add the following verbiage, “A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific requirements relating to teleconferencing must be followed.”

The recommended changes to the bylaws were approved by the Stanislaus County Board of Supervisors on May 15, 2018, under agenda item 6.B.1

Recommended Changes

During the monitoring visit by the State of California Employment Development Department (EDD) on November 28, 2018, there were deficiencies in the Bylaws identified that staff is resolving by bringing forward the following recommended amendments for consideration by the WDB:

- **Page One, Article III – Purpose**; Add “ and (v) Actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.”
- **Page Four, Article VI – Meetings**; Currently under Page 4 Article VI, the Bylaws allow for participation of a member via teleconferencing. However, the phrase stating “use of technology” needs to be included in statement. Staff recommends “A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific use of technology requirements relating to teleconferencing must be followed. “
- **Page Five, Article VIII – Quorum and Voting**, Proxy voting is not addressed. Staff is recommending that **Page Four, Article VIII – Quorum and Voting** is amended to include the statement: “No proxy voting will be allowed.”

The amended Bylaws are attached for consideration.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no budget impact associated with this agenda item.



Doris Foster, Director

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD
BYLAWS**

**ARTICLE I
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 et seq.

**ARTICLE III
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; -(v) actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and (vi) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. The Board shall consist of no more than twenty eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and

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Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

1. Business Representatives. A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector. The term for Business Representatives is four years.

2. Labor Representatives. No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve Veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iii) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. The term for Labor Representatives is four years.

3. Education/Training Representatives. The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives"); (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; ("Higher Learning Education Representatives") and (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. The term for Education/Training Representatives is four years.

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4. Economic/Community Development Representatives. The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who (i) shall include a representative of economic and community development activities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County; (iv) may include representatives of agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving Stanislaus County. The term for Economic and Community Development Representatives is four years.

5. Other Representatives. The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of the Stanislaus County. The term for Other Representatives is two years.

**ARTICLE V
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years. Officers shall be elected at a regular meeting of the Board. The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

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The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.

**ARTICLE VI
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), and the provisions of the California Public Records Act (Gov. Code § 6250 et seq.), as either or both may be amended from time to time.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board. A member may participate in Board meetings via teleconference if he or she is unable to attend the meeting physically, however, all specific use of technology requirements relating to teleconferencing must be followed.

**ARTICLE VII
COMMITTEES**

The Board may designate and direct the activities of standing advisory committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

1. One-Stop Operations. A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. Youth Services. A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

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3. Individuals with Disabilities. A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. Other Committees. The Board may designate other standing advisory committees in addition to the standing committees specified above.

**ARTICLE VIII
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with Robert's Rules of Order and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board. No proxy voting will be allowed.

**ARTICLE IX
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 et seq., as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

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**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.