



SAN BENITO COUNTY

JAMES A. RYDINGSWORD
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 108 * Hollister, CA 95023

November 14, 2017 @ 3:00 P.M.

Executive Committee - Workforce Development Board

AGENDA

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS ALL MEETINGS ARE FRAGRANCE FREE

I. **GENERAL INFORMATION:**

II. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.

III. **Regular Agenda:**

A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements. Individuals who called in were excused.

B. **Executive Committee Meeting:** September 12, 2017 Executive Committee meeting minutes are enclosed for board review and approval. **Action Required**

C. **Full WDB Meeting Minutes:** October 10, 2017 full WDB meeting minutes are enclosed for info only.

IV. **CONSENT AGENDA:**

A. **Board Announcements:**

1. **Lunch and Learn Event:** Staff and members will report on the Lunch and Learn event held on November 8, 2017 from 11:30 am to 1:00 pm.

V. **DISCUSSION/ACTION ITEMS:**

A. **Policies & Procedures:** The **enclosed** OJT Policies & Procedures is enclosed for review and approval.

B. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Adult Education, Business Representatives (4). Two applications are **enclosed** to fill the vacancy for Adult Education.

C. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** is staff's recommendation to approve the top 3 services as voted by the WDB for the layoff aversion activities.

D. **Committee Updates:** Updates may be provided on the following committees:

1. **Youth Committee:**

2. **Job Fair Committee:** Staff will provide an update.

3. **One-Stop and Business Services Websites Committee:** Members will provide an update on the existing websites www.sbcjobs.org & www.sanbenitobsc.org.

4. **Agricultural AdHoc Committee:** Staff and members will provide an update.

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The County CSWD is an equal opportunity employer/program



EQUAL HOUSING
OPPORTUNITY

The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

- E. **America's Job Center of California (AJCC) Operator**: The next partner meeting is scheduled on December 6, 2017 from 2:30 p.m. to 4:00 p.m.
 - F. **AJCC Certification Process**: Staff will provide an update.
- IV. **Additional Information**:
- A. **California Workforce Association (CWA) Youth Conference**: Scheduled for January 9th thru 11th, 2018 in Sacramento.
 - B. **Workforce Services Directives and Information Notices**: Provided for WDB information are links to the most recent Workforce Services Directives NONE and Information Notices [WSIN17-10 thru WSIN17-16](#) Summary enclosed.
 - C. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>
- V. **Adjournment**:

The next Executive Committee meeting is scheduled on December 12, 2017, Ste. 107 – 3 P.M.
The next Full WDB meeting is January 9, 2018, Suite 108 at 3 P.M.



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 107 * Hollister, CA 95023

September 12, 2017 @ 3:00 P.M.

Workforce Development Board

Executive Committee

MINUTES

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS ALL MEETINGS ARE FRAGRANCE FREE

Present: Alex Arias, Richard Bianchi, Kristina Chavez Wyatt, Albert Orosco, James Rydingsword
Absent: Excused: Kendra Bobsin, Carrie Fosdick
Guests: Hailey Wyatt, Molly Wyatt
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto, Joseph Parra, Casey Estorga

Chair, Alex Arias, called the meeting to order at 3:04 P.M.

I. **GENERAL INFORMATION:**

II. **Public Comment Period:** Casey Estorga introduced himself as the new Fiscal Officer. Kristina Chavez Wyatt shared that the County Fair is coming up and invited all members to attend.

III. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

B. **Executive Committee Meeting:** The minutes of the June 13, 2017 and August 8, 2017 Executive Committee meeting minutes were approved as presented. *M/S/C James Rydingsword/Richard Bianchi.*

C. **Full WDB Meeting Minutes:** The July 11, 2017 full WDB meeting minutes are enclosed for info only.

IV. **CONSENT AGENDA:** *M/S/C Kristina Chavez Wyatt/Richard Bianchi*

A. **Board Announcements:**

B. **Lunch and Learn Event:** Alex Arias is scheduled to be a presenter at the Lunch and Learn event on November 8, 2017 from 11:30 am to 1:00 pm. – Information **enclosed**

V. **DISCUSSION/ACTION ITEMS:**

A. **Fiscal Report:** Joseph Parra presented the fiscal report for WIOA programs and distributed a copy. San Benito County may receive a small deduction in the next fiscal year. Board requested a report twice a year and also requested a dollar amount/person breakdown.

B. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Adult Education, Business Representatives (3).

1. **Resignations:**

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- a. Carrie Fosdick: Discuss the options for board member representation.
 - b. Jeffrey Anyeneh has submitted **enclosed** letter of resignation due to relocation.
2. **Recruitment:** Staff requests committee meet to discuss recruitment efforts. Alex Arias has attempted to get someone from Earthbound Farms but they are in transition right now. Once the new manager is in place Alex will connect with him.
- C. **One-Stop and Business Services Websites:** Staff recommended forming an AdHoc committee to view the current websites and revamp them as they haven't been updated and contain old information/language. (www.sbcjobs.org & www.sanbenitobsc.org). Kristina Chavez Wyatt, Alex Arias and Richard Bianchi volunteered to be on the committee. They decided to meet prior to the next full WDB meeting. Motion to approve adhoc committee. Kristina asked if staff could contact the website manager and request to send "site map" and any google data. *M/S/C Richard Bianchi/ Kristina Chavez Wyatt.*
- D. **Lay-Off Aversion Services:** It was requested that members review and discuss the Lay-Off Aversion survey results and select the top 3 activities to provide staff direction on proposed services for FY 17/18. The survey was sent to all WDB members with only 8 completing the survey as of this meeting. Alex will send a follow-up e-mail and present to the full WDB in October for action.
- E. **Committee Updates:**
- 1. **Committee Appointments:** Memo with committee definitions Updated committees list **enclosed**. Appoint members to committees.
 - a. **Business Service Center (BSC):** Move to appoint Jose Rodriguez as chair of this committee. *M/S/C Kristina Chavez Wyatt/James Rydingsword.*
 - b. **Audit Committee:** Will remain the same with Kendra Bobsin as chair. *M/S/C James Rydingsword/Kristina Chavez Wyatt*
 - c. **Youth Committee** – Appoint Richard Perez, Sr. as chair. Discussion was held on determining additional committee members and whether or not their appointments needed to be approved by the BOS. After discussion the Ex Committee approved Richard Perez, Sr. as chair. *M/S/C Richard Bianchi/Al Orosco*
 - d. **Adhoc Committee:** No action required. Jeffrey Anyeneh resigned.
 - e. **Nominating Committee:** Jeffrey Anyeneh resigned.
 - f. **Membership Committee:** Alex Arias & James Rydingsword and Kristina Chavez Wyatt.
 - g. **Website Committee:** Kristina Chavez Wyatt, Alex Arias & Richard Bianchi.
 - h. **Job Fair:** Andy Hartman (?)
- F. **Audit & Evaluation:** Enrique Arreola provided an update on the **enclosed** WIOA Fiscal and Procurement Review Status and findings for FY 15-16. Enrique stated finding was in reference to the Eureka online assessment tool and the sharing of the cost of the program. This tool was used only by WIOA programs and was divided equally among WIOA programs. In the end it was determined how many clients were

assessed by each program and it was determined that the final distribution of the funds between the programs was minimal. Corrective action has been made.

- G. **Agricultural AdHoc Committee**: Preliminary report on the West Valley College survey results was distributed and Enrique gave a brief overview.
 - H. **Job Fair**: Sylvia Jacquez stated that staff reached out to Chamber and they stated that once a meeting is scheduled AJCC staff will receive an invite. The Chamber indicated the meeting should be end of August/beginning of September but nothing has been received. It was the consensus of the board that participants not be charged for participation in any future Job Fairs.
 - I. **Meeting of the Minds in Monterey (MMM)**: Staff and members provided an update the MMM, Driven by Demand, event they attended September 5-7, 2017. Enrique reported it was well attended with 600 registrants. Enrique stated that this is the 1st time in his 9 years of attending that they discussed workforce in relation to poverty. Found it interesting that TANF and CAB are required partners which opens another door for partnerships/decrease in duplication of services. Ruby stated that another big topic is Apprenticeships and college partnerships. WIOA should also be serving people with disabilities.
 - J. **America's Job Center of California (AJCC) Operator**: Staff provided and update on the upcoming partner meeting on September 13, 2017 from 2-5pm. David Mirrone, the new one-Stop operator is coordinating with all partners in the center to learn more about his roll and how he can best serve the center.
 - K. **AJCC Certification Process**: Enrique Arreola provided an update on the enclosed AJCC Certification process and stated that each WIOA area is required to submit a self-certification. The self-certification is due to the State by _____. Staff will report at the next month's meeting.
 - L. **Memorandum of Understanding (MOU) Phase II**: Staff provided a status update on the enclosed Resource Sharing Agreement which was due to the State by September 1, 2017. The MOU/RSA was submitted as is. The final will be presented to the BOS at the September 26, 2017 meeting and once finalized it will be sent to the State.
 - M. **Rapid Response**: Staff reported on the closure of ANSR Pharmacy. 5 individuals came in to get information on services since their place of employment closed. Several were interested in continuing their education and will seek services through AJCC.
- IV. **Additional Information**:
- A. **Workforce Services Directives and Information Notices**: Provided for WDB information are links to the most recent directives [WSD17-01 to 17-05](#) and Information Notices [WSIN17-01 thru 17-05](#). Summary is **enclosed**.
 - B. **Member Roster**: The updated member and [committees roster](#) is enclosed. Highlighted on the roster are members who must complete the following:
 - a. **AB124 Ethics Training**: NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>
- V. **Adjournment**: *M/S/C Kristina Chavez Wyatt/James Rydingsword 4:11 P.M.*
- The next Full WDB meeting is October 10, 2017, Suite 108 at 3 P.M.

The next Executive Committee meeting is scheduled on November 14, 2017, Ste. 107 – 3 P.M.



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 108 * Hollister, CA 95023

October 10, 2017 @ 3:00 P.M.

Full - Workforce Development Board

MINUTES

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS ALL MEETINGS ARE FRAGRANCE FREE

Present: Kristi Alarid, Kendra Bobsin, Duane Bradford, Sherrean Carr, Kristina Chavez Wyatt, James Dion, Al Gonzalez, Andy Hartman, Albert Orosco, Karen Para, Richard Perez, Jose Rodriguez, James Rydingsword

Absent: Alex Arias, Richard Bianchi, Carrie Fosdick

Guests: Janice Schriver, Abraham Gonzlez, Patrick Espanol

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

Kristina Chavez Wyatt called the meeting to order at 3:02 P.M.

I. **GENERAL INFORMATION:**

II. **Public Comment Period:**

A. **Guests:** Introductions were made by everyone present.

B. **Success Stories:**

1. Guest, Abraham Gonzales, Waste Water Operator, heard about the Work Experience Program (WEP) and decided to enter the waste water field. He shared how it is difficult to gain experience in this area and through the WEP he was able to join Veolia and receive much needed hands on experience. He said it is a great feeling to excel in his field and he is grateful for the program. After explaining the various certifications and the credits needed (1800 hours, pass state board, etc.) for this specialized field, he has certifications that others within his field don't have. Found out about the program through a brief conversation with a neighbor. Sherrean Carr distributed newly updated water resource brochures and stated members can contact her directly at (408) 848-4757 or scarr@gavilan.edu. Jose Rodriguez stated in his 20+ years 7 participants have gone through this program that he has hired. It is a thriving profession and there is a great need for workers. It is difficult to obtain the 1800 hours required for certification and this program has been instrumental in helping participants to obtain the hours. Discussed outreach & marketing of the program. Enrique explained that he met with the High School and found that at the time it was difficult to get into the HS because of the curriculum. Now may be a time to begin focusing more on that, not just training in the water industry but all programs. Sherrean has attempted to implement college courses on the high school campus for the water classes. HS is afraid that there won't be enough interest in "just water". Jose stated that

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equipment in waste water is now more computerized and that may be an avenue to generate more interest. There are a lot of technical careers involved in wastewater. Jose, Sherrean, CSWD staff will come together and develop a press release and promotional items.

2. Ruby shared 2 additional success stories. – get these from Ruby to included in minutes.

III. **Regular Agenda:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused.
- B. **Full WDB Meeting Minutes:** The July 11, 2017 full WDB meeting minutes are enclosed for board review and approval. *M/S/C Richard Perez/Karen Para.*
- C. **Executive Committee Meeting:** The minutes of the September 12, 2017 Executive Committee meeting minutes are enclosed for info only.

IV. **CONSENT AGENDA:**

- A. **Board Announcements:**
- B. **Lunch and Learn Event:** Alex Arias was scheduled to be a presenter at the Lunch and Learn event on November 8, 2017 from 11:30 am to 1:00 pm. Alex has accepted a new position and staff requested a volunteer to take Alex's place. Richard Perez volunteered to assist Enrique at the event.
- C. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Adult Education, Business Representatives (4). Enrique reported that Alex Arias may need to resign the WDB as he is currently in transition to another career path.

V. **DISCUSSION/ACTION ITEMS:**

- A. **Policies & Procedures:** The enclosed updated Policies & Procedures were reviewed and approved by the board. *M/S/C Richard Perez/Duane Bradford.*
- B. **Lay-Off Aversion Services:** Board members reviewed and discussed the Lay-Off Aversion survey results and selected the top 3 activities in order to provide staff direction on proposed services for FY 17/18. At the direction of the board the top 3 priorities for the layoff aversion activities are: 1) Business Services Workshops 2) Job Search 3) Business Engagement *M/S/C Karen Para/Richard Perez.*
- C. **AJCC Certification Process:** Staff provided an update on the AJCC Certification Process and the proposal was approved by the board. *M/S/C Kendra Bobsin/Duane Bradford.*
- D. **Committee Updates:** Finalize appointments to the following committees:
 1. **Youth Committee:** Chair, Richard Perez, Sr., Karen Para provided an update on appointments to the Youth Committee. Richard indicated that Lorena Fernandez, Teacher at high school is interested in being appointed to the committee. Sylvia Jacquez stated that she needs to submit a membership application to be approved by the WDB. Sylvia indicated that according to WIOA guidelines states that 75% of funds must be tied to out-of-school you ages 16-24. Discussed outreach target population, ie youth in Juvenile Hall. Sylvia indicated that this is a possibility as long as they are enrolled prior to being re-enroll into school.

2. **Job Fair Committee:** Andy Hartman will chair. In the event that the WDB participates in future job fairs, he will request volunteers for this ad hoc committee. Sylvia Jacquez stated a meeting was scheduled for today but it was postponed. Kristina Chavez Wyatt reported that the Chamber is now looking at holding a Business Expo, similar to the former “Spotlight on Hollister”. AJCC previously partnered with EDC for the event. Employers weren’t charged for a booth. Sylvia explained that if the WDB decided not to partner with the Chamber, AJCC would look into hosting their own job fair and Andy Hartman would chair that effort.
 3. **One-Stop and Business Services Websites Committee:** Members provided an update on the existing websites www.sbcjobs.org & www.sanbenitobsc.org. There was a meeting scheduled for today but it was rescheduled.
 4. **Agricultural AdHoc Committee:** Enrique provided a brief overview of the survey and what was covered. There is a meeting at AJCC Friday, October 13, 2017 at 10am to review the results.
- E. **America’s Job Center of California (AJCC) Operator:** Enrique provided an update on the partner meeting held September 13, 2017. All on-site and off-site partners were present. Participants identified needs. Notes can be provided to WDB members. Their next meeting will be in November.
- F. **Memorandum of Understanding (MOU) Phase II:** Staff submitted the Resource Sharing Agreement to the State without all the signatures by the due date of September 1, 2017. Enrique is working on obtaining additional signatures and once received an updated copy will be provided to the State.
- IV. **Additional Information:**
- A. **Workforce Services Directives and Information Notices:** Provided for WDB information are links to the most recent directives None and Information Notices [WSIN17-06 to 09](#). Summary was [enclosed](#).
 - B. **Member Roster/Committees:** The updated member and [committees roster](#) is [enclosed](#). Highlighted on the roster are members who must complete the following:
 - a. **AB124 Ethics Training:** NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>
 - C. **Community Matters Leadership Luncheon** – Encouraged members to attend.
 - D. **Employment Development Corporation (EDC):** Kristina Chavez Wyatt stated that discussion is underway for the re-launch of the EDC by 2018.
- V. **Adjournment:** *M/S/C Kendra Bobsin/Karen Para. 4:21 P.M.*

The next Executive Committee meeting is scheduled on November 14, 2017, Ste. 107 – 3 P.M.
 The next Full WDB meeting is January 9, 2018, Suite 108 at 3 P.M.

*San Benito County
Board and Commissions*

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee:
(PLEASE PRINT)

BOARD/COMMISSION: **WORKFORCE INVESTMENT BOARD (WIB)**

NAME: Randy Brown

PHONE: 408-848-4847 EMAIL: rbrown@gavilan.edu

HOME ADDRESS: 235 Kane Dr

CITY: Hollister ZIP: 95023

LENGTH OF RESIDENCY: 12 yrs

SUPERVISOR DISTRICT: Medina

OCCUPATION: Associate Dean

EDUCATION: Ph.D., M.S. BA

AFFILIATIONS: _____

REASON(S) FOR SEEKING APPOINTMENT: Increase partnership between Gavilan
College and WIB.

DATE: 10/17/17 SIGNATURE: 

Return completed form to

San Benito County
Attention: Grave Chase, Clerk
of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

Community Services & Workforce Development
Enrique Arreola, Deputy Director
1111 San Felipe Road, Suite 108
Hollister, CA 95023
-Or- (831) 637-9293 L (831) 637-0996 FAX

**San Benito County
Board and Commissions**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Charles Oles
PHONE: (831) 801-6915 E-MAIL: col@sbcoe.k12.ca.us
BUSINESS ADDRESS: 191 Alvarado Street
CITY: Hollister CA ZIP: 95023
LENGTH OF RESIDENCY: 22 years
SUPERVISOR DISTRICT: San Benito County
OCCUPATION: Principal - Alternative Education
EDUCATION: Masters
AFFILIATIONS: SBCOE
REASON(S) FOR SEEKING APPOINTMENT:

DATE: 10/30/2017 SIGNATURE: [Signature]

Return completed form to:

San Benito County
Attention: Louis Valdez,
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

and/or

Community Services & Workforce Development
Attn: Andi Anderson
1111 San Felipe Road, Ste 108
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
Email to: aanderson@cosb.us

On-the-Job Training (OJT) Policy

PURPOSE: The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts

POLICY:

I. Overview of OJT

OJT is one strategy for individuals to receive training funded through the Workforce Innovation and Opportunity Act (WIOA). The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- § Provides knowledge or skills essential to the full and adequate performance of the job;
- § Provides reimbursement to the employer for the costs associated with training the OJT trainee, which are usually calculated at half the pay rate for the agreed-upon training period; and
- § Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
- § Participants with experience of one year or more in any given career will be exempt from participating in the same type of OJT.

II. Length of Training

OJT should not exceed 600 hours. If training beyond 600 hours is deemed necessary to help the participant excel along their designated career pathway, approval from San Benito County management is required. Hours must comply with the rules of the California Child Labor Laws, the Federal Fair Labor Standards Act, and the Affordable Care Act. The workday cannot exceed 8 hours per day, or 40 hours per week. Employment shall be no less than 30 hours of work per week. Exception may be made to reduce hours per week on a case-by-case basis and approved by AJCC Management.

III. Training Reimbursement

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50%, which is considered payment for extraordinary costs to the employer associated with training a new employee. This encourages the hiring of long-term unemployed dislocated workers and helps offset the cost of training.

Under certain funding circumstances, employers providing an OJT may receive reimbursement for a portion of the hourly pay rate at a greater percentage based on the specific funding allocation. This is in alignment with the State Plan and Department of Labor (DOL) waivers which allow increased flexibility based on additional funding allocations and grants awarded through the State and DOL.

IV. Outreach Strategies

Outreach can be done directly or indirectly to both employers and job seekers. Outreach includes, but is not limited to: face-to-face contact, direct mail, press releases, involvement with the Chamber of Commerce and networking with other agencies.

V. Employer Pre-Screening for OJT

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee.

Prior to engaging an employer in an OJT, local service providers must ensure:

- § Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- § The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- § Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- § Company has operated at its current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- § Company commits to providing an opportunity for long-term employment for successful OJT trainees, and is verified and documented in the participant case file;
- § If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under WIA, the OJT would be inconsistent with a collective bargaining agreement, written concurrence from the appropriate labor organization and employer is obtained before the OJT activity begins;
- § OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- § The OJT will not result in the full or partial displacement of employed workers;
- § Trainee wages to be paid are at least equal to:
 - ü State and/or Local minimum wage
 - ü Other employees in the same occupation with similar experience
- § Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees;
- § The employer will comply with the non-discrimination and equal opportunity provisions of WIOA and its regulations;

VI. OJT Trainee Requirements

Only those individuals who meet the eligibility requirements for training services (*Reference WIA Eligibility Technical Assistance Guide, Lower Living Standard Income Level and Poverty Guidelines*), who have received an assessment and for whom an Individual Employment Plan (IEP) has been developed, may be considered for OJT, as well as any type of training under WIOA.

An individual referred to the America's Job Center of California in San Benito County by an employer may be considered for OJT with that employer only after the individual has met WIOA eligibility requirements for the identified funding stream, received an assessment and for whom an IEP has been developed. The IEP must indicate an OJT is appropriate based upon the skill requirements of the occupation; the academic and occupational skill level of the participant; the participant's prior work history and experience; and the participant's level of commitment to program services and likeliness to succeed. The IEP documentation of a participant's appropriateness for OJT is required prior to employer selection.

A variety of assessment instruments are available to assist in the determination of participant/trainee suitability, to include the TABE assessment, EUREKA and/or WorkKeys® Readiness Indicator and WorkKeys® assessments. The selection of appropriate assessment instruments is based upon the individual needs of the participant and training employer.

VII. Required Documents

To encourage the use of OJT by employers and job seekers, it is critical that the service providers keep paperwork to a minimum. However, there are several documents required to effectively implement an OJT including: OJT contracts, training plans (IEPs), invoicing and monitoring documentation. An OJT is considered a program cost under WIA and should be reported as such on financial reports.

A. OJT Contract Minimum Requirements

Contracts are the terms and conditions that the employer and OJT provider agree to provide for an OJT experience. At a minimum, an OJT contract must comply with the requirements of WIA rules and regulations including identifying the occupation, skills and competencies to be learned, and the length of time the training will be provided. Contracts should also include requirements specific to the state and local areas and the requirements specific to OJTs funded through other federal programs. An OJT contract is considered to be a legally binding agreement between the employer and service provider.

Local OJT providers must conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. OJT employers must be aware of the following:

- § OJT participants must receive wages and fringe benefits equal to those similarly employed by the employer;
- § The reimbursement mechanisms of an OJT are not a wage subsidy;
- § It is expected that the participant will continue working after the payments to the employer end; and
- § It is expected that participants who complete an OJT will continue to receive compensation and benefits commensurate with the job performance.

B. Training Plans

After determination of the occupation in which the participant will be trained, an OJT training plan must be developed to allow for the monitoring of agreed upon contract provisions and the progression of the established training program. The training plan becomes the work statement of the contract and should serve as a guide when

delivering training. This plan will be a formal and written program of the structured job training that will provide participants with an orderly combination of instruction in work maturity skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. OJT providers can use O*NET and/or a company job description as a basis to begin listing skills or tasks. Skill descriptions should be comprehensive and ensure that individual tasks are both measurable and observable. All OJT Training Plans must include:

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;
3. OJT information – start and end dates, wage rate, and reimbursement rates;
4. Occupational information – job title & description, O*NET code, and # of hours per week. O*NET should not be relied upon exclusively at the risk of overlooking the needs, skills, and abilities of the participant and the specific needs of the employer;
5. Job skills – skills necessary to perform the job and the trainee’s skill level for each;
6. Training information - list of specific skills or tasks the employer agrees to provide to the participant, estimated training hours for each skill, and acknowledgement of skill obtained; and
7. Signatures - of trainee and date, of employer and date, and of OJT provider and date.

C. Invoicing

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

D. Other Terms & Conditions, WIA General Assurances and Certifications

All contacts and OJT employers must adhere to the Other Terms & Conditions, WIOA General Assurances and Certifications as written by the San Benito County WDB.

E. Monitoring

Monitoring is the responsibility of both the state and the local area, though the duty may be assigned to another designated entity or individual. Monitoring at the local level will include oversight of the participant training and corresponding employer payroll records to ensure validity and propriety of the reimbursement amounts claimed, and that the training for which the contract is written is actually delivered. The on-site monitoring of the OJT must include documenting information received directly from the trainees, should capture the trainee supervisor’s perspective about how the training is progressing, and should include review of the employer payroll

records. WDB staff will review training contracts of all local WIOA service providers and subcontractors on a bi-yearly basis and will adjust the monitoring review, as needed.

VIII. Additional Resources

The **OJT Toolkit** (available at <https://ojttoolkit.workforce3one.org/>) has a variety of OJT resources, documents and samples to aid OJT providers in implementing their OJT policy and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

MEMORANDUM

November 10, 2017

TO: Workforce Development Board (WDB) Members
FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director
SUBJECT: **Rapid Response (RR) and Layoff Aversion Services:** Staff requests for the WDB to approve the recommended RR and Lay-off Aversion services for FY 17/18. ***Action is Required.***

Background/Summary: Federal law requires that states set aside no more than 25 percent of their WIA/WIOA Dislocated Worker funding for two statewide activities which are **Rapid Response and Additional Assistance** for Local Boards to apply for, if there is a significant increase in unemployment in their areas caused by plant closure, downsizing, natural disaster, or "other events.

Discussion: At the October 10, 2017, the WDB approved the following RR and Layoff Aversion top 3 services:

Conducting business services workshops: This may be done in collaboration with in-house staff and Small Business Development Corporation, SBA, etc.

Conducting job search assistance and resume writing workshops: These workshops are currently offered through the AJCC by staff and partners. Enclosed is the calendar for your information.

Conducting Business Engagement Activities: This may be done in collaboration with in-house staff and partners such as Employment Development Department and others as deemed appropriate based on the employer's needs

Recommendation: Staff recommends that the above mentioned services be provided by In-House staff and/or in combination with other partners with expertise in those areas.

Financial Consideration: FY 2016-2017 Allocation is in the amount of \$30,936. FY 2017-2018 Allocation is in the amount of \$16,639.

Sylvia Jacquez, Program Manager
San Benito County Workforce Development Board (WDB)

Date

MEMORANDUM

November 14, 2017

TO: Workforce Development Board (WDB) Members
FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director
SUBJECT: Summary of EDD Workforce Services Directives and Workforce Services Information Notices

Background/Summary: Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

Background/Summary (Information Notices): The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities; including Trade Adjustment Assistance, CalJOBSSM, employer incentives and more. Directives provide policy and guidance regarding various Workforce Services program requirements, funding, and activities for EDD Workforce Services Staff and Workforce Partners.

Workforce Service Directives	None
WSD17-10	EDD INTRODUCES BENEFIT PROGRAMS ONLINE On October 16, 2017, Employment Development Department (EDD) customers will have a new and simplified way to access Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL) online benefit services. The new Benefit Programs Online (BPO) portal will become the single access point for UI Online SM (UI claims) and SDI Online (DI and PFL claims). In addition to the convenience of a single login, BPO leverages the latest technology to help deter fraud and protect customers against cyber threats.
WSD17-11	INCREASING COMPETITIVE INTEGRATED EMPLOYMENT OPPORTUNITIES IN CALIFORNIA The purpose of the Competitive Integrated Employment (CIE) Opportunities policy brief is to better serve individuals who have Intellectual Disabilities and Developmental Disabilities (ID/DD) in the workforce system by offering resources to assist locals in delivering services to this population. The policy brief was developed by the State Board in coordination with the California Department of Rehabilitation, the California Department of Education, and the California Department of Social Services.
WSD17-12	CAMPESINO DE CALIFORNIA OUTREACH GRANT PY 17-18 On October 1, 2017, \$250,000.00 of Wagner-Peyser Act Governor’s Discretionary 10 percent funds were awarded to one (1) organization under the Campesino de California Outreach Grant Program Year 2017-18 Solicitation for Proposals released on August 17, 2017. The award list and project summary can be viewed on the Solicitations for Proposals web page. Funding decisions are final.
WSD17-13	DISASTER UNEMPLOYMENT ASSISTANCE FOR WORKERS IMPACTED BY CALIFORNIA WILDFIRES Federal Disaster Unemployment Assistance (DUA) benefits are now available for a 26-week period, beginning October 15, 2017, to individuals who are unable to work as a direct result of the California wildfires in Butte, Lake, Mendocino, Napa, Nevada, Orange, Sonoma, and Yuba counties. The DUA program provides weekly federal unemployment benefit payments to

	<p>individuals whose work or self-employment is interrupted due to a disaster. DUA benefits are available only to individuals who do not qualify for regular Unemployment Insurance (UI) benefits or State Disability Insurance or Paid Family Leave benefits and are unemployed as a direct result of the wildfires. America’s Job Center of CaliforniaSM staff should encourage affected customers to file a DUA claim online or by phone, noting that their job loss was due directly to the wildfires in order to have their claim identified as disaster-related. Individuals have until November 16, 2017 to file a DUA claim, but this filing deadline may be extended for good cause. The last payable week is the week ending April 14, 2018. The seven day waiting period does not apply.</p>
WSD17-14	<p>THE EDD ENCOURAGES STRONGER PARTNERSHIPS WITH PHA THROUGH THE JPI Local Workforce Development Areas (Local Area) and America’s Job Center of CaliforniaSM (AJCC) offices can strengthen partnerships by outreaching to Public Housing Authorities (PHA) through the Jobs Plus Initiative (JPI). The JPI is a funding opportunity available to eligible PHAs through the U.S. Department of Housing and Urban Development. The grant aligns with the California Unified Strategic Workforce Development Plan 2016-2020 and Local Plans by providing Local Area/AJCC the opportunity to build collaborations among communities and strengthen partnerships to allow streamline access to services for participants. Although Local Areas and AJCCs are not eligible to apply, successful PHA applicants must partner with Local Areas/AJCCs to offer multiple employment-related services for PHA participants. The purpose of the JPI is to develop locally-based job-driven approaches to increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, technology skills and financial literacy for residents of public housing.</p>
WSD17-15	<p>RR WARN CONTACT LIST AND CalJOBSSM MANAGE WARN NOTIFICATIONS MODULE The Employment Development Department (EDD) is providing all Local Workforce Development Areas (Local Areas) with an updated Rapid Response (RR) Worker Adjustment and Retraining Notification (WARN) Contact List and information pertaining to the “Manage WARN Notifications” module in CalJOBS. Rapid Response WARN Contact List The attached Rapid Response WARN Contact List (RR List) contains the list of RR contactsfor each Local Area. The RR contacts included on the RR List are the only individuals that receive CalJOBS WARN email notifications</p>
WSD17-16	<p>REVISED PY 17-18 WIOA FORMULA AND RR ALLOCATIONS The forthcoming release of Round two Program Year (PY) 2017-18 Workforce Innovation and Opportunity Act (WIOA) formula funds (commonly referred to as "advanced" funds) was recently announced by the U.S. Department of Labor (DOL) (refer to DOL Training and Employment Guidance Letter (TEGL) 27-16 Change 1, dated October 20, 2017). The funding allocations released reflects a 0.6791 percent reduction in funding from the initial allocation figures issued in TEGL 27-16, dated June 09, 2017. This reduction or “recession” will be applied to the second round allotments only.</p>



Enrique Arreola, Deputy Director
San Benito County Workforce Development Board (WDB)

11/09/17

Date