



**San Benito County Workforce Development Board (WDB)**  
**1111 San Felipe Road, Suite 107 \* Hollister, CA 95023**

**May 14, 2019 @ 3:00 P.M.**

**Executive Committee Meeting**

**AGENDA**

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

**I. GENERAL INFORMATION:**

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

**II. Regular Agenda:**

A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements. .

B. **Meeting Minutes:**

1. **Executive Committee:** Due to the February 12, 2019 and the March 9, 2019 meeting cancellations, the December 11, 2018 Executive Committee is **enclosed** and need to be reviewed and approved. **Action Required.**

2. **Full WDB:** The January 8, 2019 and April 9, 2019 full WDB meeting minutes are **enclosed** for board info and will be tabled to the full WDB meeting in July for action.

**III. CONSENT AGENDA:** Items as a whole will be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items:

A. **Board Announcements:**

B. **Lay-Off Aversion Services and Rapid Response Report:** **Enclosed** is the Report for May 2019.

C. **Workforce Services Directives and Information Notices:** There were no new summaries for the most recent Workforce Services Directives except WSD 18-12 which is a discussion item this month. Information Notices [WSIN 18-31 thru 18-33](#) are **enclosed**.

D. **Unemployment:** The Unemployment Report for March 2019 is enclosed.

E. **Budget Expenditure Report:** **Enclosed** for your information.

**IV. DISCUSSION/ACTION ITEMS:**

A. **WIOA Memorandums Of Understanding (MOU):** [WSD18-12](#) Directive was released April 30, 2019 indicating the need to update the MOUs. The MOU time line, Required Partners and MOU Content is **enclosed**. MOU is due to the State on June 30, 2019.

B. **Website:** The revamped website was launched on May 10, 2019. Any updates or additional recommendations may be sent to Sylvia Jacquez.

C. **Board Membership:** Applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (3).

1. **New Applications:** The **enclosed** application was received from Tracey Belton to fill the vacancy of James Rydingsword. **Action Required.**



- D. **Regional Business Services/Prison 2 Employment (P2E) Agreement Modification #2:** The agreement is being increased to include Prison to Employment P2E. **Enclosed** is the amendment for your review. An RFP was released on April 23, 2019 for the P2E implementation process with a due date of May 8, 2019. **Action Required.**
- E. **Regional and Local Plans PY 17-21 – Two Year Modification:** Staff will provide an update on the Regional and Local Plan modifications which were submitted to the State by March 15, 2019. Both plans are provided via a [link](#) due to the size of the documents. Request WDB approve the Local and Regional Plan modification. **Action Required.**
- F. **Local Area Designation and Local Board Certification for PY 2019/21:** The local area designation and board certification is due to the State by May 30, 2019. **Enclosed** is the application staff will be completing. **Action Required.**
- G. **Second Chance Event:** Staff will send a Save the Date invitation to all board members once the date has been confirmed with the organizer. Tentative date is scheduled for July 16, 2019.
- H. **Committee Updates:** Updates may be provided on the following committees:
1. **Audit Committee:** A Fiscal and Procurement review is scheduled for the week of June 10, 2019.
  2. **Ag Committee:** The Ag Committee met on May 8, 2019 and requests discussion on the [Beginning Farmer Rancher Program](#). Discuss preferred date, time and location of meeting which can be added the WDB Calendar.
  3. **Bylaws Committee:** The Bylaws committee needs to meet for the annual review.
  4. **Youth Committee:** Committee members may provide an update
  5. **Membership Committee:** The membership committee will need to meet to strategize the recruitment of new members due to previous members no longer serving on the board. Staff is working to identify new members as well.

IV. **Additional Information:**

- A. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.
- B. **Form 700:** Reminder that it is time to submit your annual Form 700. The deadline was April 15<sup>th</sup> deadline.

V. **Adjournment:**

The next Executive Committee is scheduled for June 11, 2019, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on July 9, 2019, Ste. 205 at 3 P.M.



**San Benito County Workforce Development Board (WDB)**

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

**December 11, 2018 @ 3:00 P.M.**

**WDB Executive Committee Meeting**

**Minutes**

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

Present: Kendra Bobsin, Kristina Chavez Wyatt, Karen Para, Richard Perez  
Absent: Richard Bianchi, James Rydingsword  
Guests: Judith Munter  
Staff: Andi Anderson, Enrique Arreola, Ruby Soto

Richard Perez called the meeting to order at 3:02 P.M.

**I. GENERAL INFORMATION:**

A. **Public Comment Period:** Introductions were made by everyone present. Judith Munter, Professor at San Francisco State University, introduced herself and gave a brief presentation on the services she is providing through the College Career Transitions Program. She is bilingual and is working on developing a bilingual curriculum for adults for San Benito County and has partnered with the local schools to assist with school to college transition. All the programs are pilot and is moving in the area of starting a nonprofit locally. She has read the San Benito County local 2 year plan and stated there is a lot of overlap. She has been meeting with clients at the local library and her goal is to work in collaboration with local schools and high school students to help them discover opportunities in careers which are sustainable.

**II. 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 Minutes:** November 13, 2018 Executive Committee meeting minutes were approved as presented. *M/S/C Kendra Bobsin/Kristina Chavez Wyatt*

**III. CONSENT AGENDA: M/S/C Karen Para/Kendra Bobsin.**

A. **Board Announcements:**

B. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** was the Layoff Aversion Activities Report for November, 2018.

C. **Workforce Services Directives and Information Notices:** **Enclosed** were the summaries for the most recent Workforce Services Directives [WSD 18-07 thru 18-08](#) and Information Notices [WSIN 18-10 thru 18-14](#). Please click hyperlink to read full description.

**COMMUNITY ACTION BOARD & WORKFORCE Development BOARD**

SERVING SAN BENITO COUNTY SINCE 1978

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 should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.



- D. **Unemployment**: The Unemployment Report for October, 2018 was enclosed.
- E. **Budget Expenditure Report**: Enclosed for your information.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Board Membership**: Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representative (5).
  - 1. **New Memberships**: An application was received from Joe Giacalone for appointment to the board. After discussion the Executive Committee approved the application of Joe Gaicalone and his application will be forwarded the Board of Supervisors for appointment to the board. *M/S/C Kendra Bobsin/Richard Perez.*
- B. **America's Job Center of California (AJCC) and Business Services Websites**: Antonio Mendez/IT will present the live website for board review and feedback. *Table to next meeting.*
- C. **Election of Officers**: The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. There is still a need to fill the vacancy for the Executive Committee replacing Albert Orosco, Private Sector Representative. *Action is required. Table*
- D. **Prison to Employment Initiative Planning Grant**: Staff provided an update on this project. NOVA has been identified as the lead. It is still unclear whether the regional lead or the local board will lead the contract requirements for procurement with non-profit. It is ideal that each local area establish their own procurement and contracts within their jurisdiction. If proposals are accepted it is expected to move forward in March.
- E. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff provided an update on the Regional and Local Plan modification due to the State by March 15, 2019. An evening session was held and the State has required individual sessions as well. They have been scheduled for next week on the 19<sup>th</sup>. Enrique distributed an informational flier of the various sessions. Goal is to get more feedback and to incorporate that into the plan. Suggested going into Juvenile Hall and having a session with the youth. Once the draft plan is completed there will be a 30-day public comment period for submission by the March 15, 2019 deadline. Discussed partnerships with Monterey EDC and the session Kristina attended. Enrique discussed other programs and presentations that have been presented to the staff, Youth Tech Prep, Apprenticeships, Unions, Health Care, etc.
- F. **Youth Request for Proposal (RFP)**: The WDB is required to procure for the Youth Services at least every 3 years. Board is to give direction to staff to initiate the RFP and to present the RFP at the next Full Board Meeting. Enrique, Richard Perez & Karen Para will schedule a meeting to discuss further. Motion to give direction with RFP *M/S/C Kendra Bobsin/Kristina Chavez Wyatt*
- G. **Committee Updates**: Updates were provided on the following committees:
  - 1. **Audit Committee**: Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State. There is a monitoring scheduled for the week of January 28<sup>th</sup>. Invite committee members to attend the entrance/exit meetings.

2. **Ag Committee**: Convene a meeting to revamp and layout a new program model to see if training can be offered to meet the local agricultural needs. Attempt to reconnect with Ag employers. Goal is get direction on what training to explore. Andi will help coordinate an Ag committee meeting. Revisit next month. Granit Rock would like to do something at the high school on Construction Management.
  3. **Youth Committee**: Committee members provided an update on recruitment efforts. Karen and Richard reached out to Lorena Fernandez, San Benito High School. There is a need to focus on what the youth services are and to identify what the local needs, location, etc. Richard, Karen, Enrique will Meet Dec 18<sup>th</sup> at Sam Mars Hill.
  4. **Membership Committee**: Committee members will update the board on efforts made to recruit new board members. Andi Anderson spoke with Chuck Frohwein, owner of Grillin & Chillin, and he is interested. Still will bring him an application.
- IV. **Additional Information**:
- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
- V. **Adjournment**: *M/S/C Karen Para / Kristina Chavez Wyatt* 4:02 P.M.

The next Full Board meeting is scheduled on January 8, 2019, **Ste. 207**– 3 P.M.

The next Ex Committee is scheduled for February 12, 2019, Ste. 107 at 3 P.M.



San Benito County Workforce Development Board (WDB)  
1111 San Felipe Road, Suite 207 \* Hollister, CA 95023

January 8, 2019 @ 3:00 P.M.

Full Board Meeting

MINUTES

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

- Present: Kendra Bobsin, Randy Brown, Kristina Chavez Wyatt, Karen Para, Richard Perez, Jose Rodriquez, James Rydingsword
- Absent: **Excused:** Kristi Alarid, Richard Bianchi, Duane Bradford, Carrie Fosdick, Al Gonzalez, Andy Hartman
- Guests: Darlene Boyd, Nima Chhay, Jim Gillio, Patricia Guerrero, Gary Knight, Nelson Leonor
- Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez

Vice-Chair, Richard Perez, called the meeting to order at 3:05 P.M.

I. **GENERAL INFORMATION:**

- A. **Public Comment Period:** Introductions were made by everyone present.
- B. **Guest Speakers Department of Industrial Relations:** Alicia Sibaja wasn't able to make the meeting. Gary Knight attended in here place along with Patricia Guerrero, Apprenticeship Consultants, from the Department of Industrial Relations. Gary presented on the Division of Apprenticeship Standards (DAS) which provides consultative services for apprenticeship program sponsor; promotes and develops training standards in occupations and industries, the benefits of apprenticeships both to the employer and employee, how to start an apprenticeship program, and where employers get funding for training programs. Q&A session provided as well. Staff will provide contact information to board members should they have additional questions. Also discussed was Ag Tech, as there is currently a grant which will be released in the near future. [www.Dir.ca.gov/DAS](http://www.Dir.ca.gov/DAS). Discussed pre-apprenticeship programs as a way to determine who will follow through with completing the training. [www.Onetonline.org](http://www.Onetonline.org).
- C. **Success Stories:** Sylvia presented success stories. Get from staff.

II. **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. **Meeting Minutes:**
  - 1. **Full WDB:** The October 9, 2018 full WDB meeting minutes were enclosed and approved by the full WDB. *M/S/C Richard Perez/Kristina Chavez Wyatt.*

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

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2. **Executive Committee**: Draft December 11, 2018 Executive Committee meeting minutes are enclosed for information.

III. **CONSENT AGENDA**: *M/S/C Kendra Bobsin/Randy Brown*

- A. **Board Announcements**:
- B. **Rapid Response and Lay-Off Aversion Services**: Enclosed was the Layoff Aversion Activities Report for December 2018.
- C. **Workforce Services Directives and Information Notices**: Enclosed were summaries for the most recent Workforce Services Directives [WSD 18-07 thru 18-08](#) and Information Notices [WSIN 18-11 thru 18-18](#). Please click hyperlink to read full description.
- D. **Unemployment**: The Unemployment Report for November, 2018 was enclosed.
- E. **Budget Expenditure Report**: Enclosed for your information.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Website**: Antonio Mendez/IT presented the latest website for board review and feedback. All board members were asked to have their photo and bio in by Friday, January 11, 2019. The final site name will remain sbcjobs.org.
- B. **Board Membership**: Applications received were reviewed for appointment to the board. The current vacancies are: Business Representatives (4).
  1. An Application was received from Chuck Frowein for appointment to the WDB to fill a vacancy for the Private Sector. After discussion the full WDB approved the application of Chuck Frowein to be forwarded the Board of Supervisors (BOS) for final appointment to the full WDB for a 3-year term. *M/S/C Karen Para/Kendra Bobsin*
  2. An Application was received from Nelson Leonor for appointment to the WDB to fill a vacancy for the Public Sector, a mandated position, to fill the vacancy of EDD Supervisor James Dion. After discussion the full WDB approved the application of Nelson Leonor to be forwarded the Board of Supervisors (BOS) for final appointment to the full WDB for a 3-year term. *M/S/C Karen Para/Kendra Bobsin.*
  3. An application was received from Judith Munter, for WDB approval and appointment to the Youth Committee. After discussion the full WDB approved the application of Judith Munter for appointment to the Youth Committee. *M/S/C Karen Para/Kendra.*
- C. **Election of Officers**: The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. There is a need to fill the vacancy for the Executive Committee replacing Albert Orosco, Private Sector Rep. A motion was made to nominate to have Chuck Forwein pending BOS approval. *M/S/C Karen Para/Kristina Chavez Wyatt.*
- D. **Individual Training Account (ITA) Policy**: Enclosed was the ITA Policy for board review and approval. After discussion, the full WDB approved to increase the ITA Cap from \$4,000 to \$5,000. *M/S/C Kendra Bobsin/Karen Para, Randy Brown abstained.*
- E. **Limited English Proficiency (LEP) Policy**: Enclosed was the LEP Policy for board review and approval. Staff indicated this is a mandatory policy and after discussion the full WDB approved the staff recommendation on the policy. *M/S/C Kristina Chavez Wyatt/Karen Para.*
- F. **Regional Business Services Agreement Modification #1**: Attached was the Modification #1 for the Regional Business Services Agreement to provide regional business engagement strategies and planning activities for the Prison to Employment grant. Enrique Arreola provided information on incorporation of the plan strategies. After discussion the full WDB to approved the modification as presented. *M/S/C Randy Brown/Kristina Chavez Wyatt.*
- G. **Prison to Employment Initiative Planning Grant**: Staff provided an update on the Prison to Employment Grant. The RFP was released last week and is due \_\_\_\_\_. Staff will report

next month on the hiring of a consultant. Nelson Leonor stated he has contacts if needed for programs such as this.

- H. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff provided an update on the Regional and Local Plan modifications due to the State by March 15, 2019. Goal is to have a solid draft by the end of the month and then have a 30-day public hearing. The final is due in August 2019.
- I. **Youth Request for Proposal (RFP)**: Staff provided an update on the development of the Youth RFP. AJCC is required to solicit an RFP once every 3 years. Staff received direction on the RFP and the requirements for the provider. A presentation will be provided at the April meeting.
- J. **Lease of AJCC Facility**: Staff provided an update on the leasing of the AJCC facility and subleasing to EDD. CSWD has taken over the lease for suite 107. There are multiple partners housed within the agency as well as EDD staff.
- K. **Committee Updates**: Updates may be provided on the following committees:
  - 1. **Audit Committee**: Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State, the report is from last year. The Program Monitoring has been scheduled from January 28-February 1, 2019.
  - 2. **Ag Committee**: The Ag Committee needs to convene a meeting to discuss a new program model to see if training can be offered to meet the local agricultural needs. Staff was directed to set a calendar event. Staff requests that the committee provide direction on how to proceed. Enrique provided a suggestion on how to schedule the committee meetings on a more regular basis.
  - 3. **Youth Committee**: Committee members will provide an update on recruitment efforts and current activities. Richard Perez discussed several topics; youth employment. The process is under way and once committee positions are filled they will move forward.
  - 4. **Membership Committee**: Committee members updated the board on efforts made to recruit new board members. Good job on the 3 applications received.
- IV. **Additional Information**:
  - A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
  - B. **Form 700**: Reminder that it is time to submit you annual Form 700.
  - C. **Jim Gillio**: Attended the meeting today and wanted to thank all of the board members for their services.
- V. **Adjournment**: *M/S/C Kristina Chavez Wyatt/Jim Rydingsword 4:35 P.M.*

The next Ex Committee is scheduled for February 12, 2019, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on April 9, 2019, Ste. 208– 3 P.M.



**San Benito County Workforce Development Board (WDB)**

**1111 San Felipe Road, Suite 205 \* Hollister, CA 95023**

**April 9, 2019 @ 3:00 P.M.**

**Full Workforce Development Meeting**

**MINUTES**

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

**Present:** Duane Bradford, Randy Brown, Kristina Chavez Wyatt, Andy Hartman, Nelson Leonor, Karen Para, Richard Perez Sr.  
**Absent:** *Excused:* Kristi Alarid, Richard Bianchi, Kendra Bobsin, Chuck Frowein, Al Gonzalez Jr., Jose Rodriquez,  
*Un-Excused:* Joe Giacalone  
**Guests:** Tracey Belton  
**Staff:** Enrique Arreola, Sylvia Jacquez

Secretary, Karen Para called the meeting to order at 3:07 p.m.

I. **GENERAL INFORMATION:**

A. **Public Comment Period:** Introductions were made by everyone present.

II. **Regular Agenda:**

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

B. **Meeting Minutes:**

1. **Full WDB:** The January 8, 2019 full WDB meeting minutes were enclosed for board review and approval. *Table to next meeting due to lack of quorum.*

2. **Executive Committee:**

a. December 11, 2018 Executive Committee meeting minutes are enclosed for review and approval. *Table to next meeting due to lack of quorum.*

b. The February 12, 2019 meeting and the March 9, 2019 were cancelled due to lack of quorum.

3. **Success Stories:** Sylvia presented success stories. It was recommended to invite Veolia Water to possibly begin an Apprenticeship Program. A meeting will be set up with Sherrean Carr, Dean of Technical and Public Services with Gavilan College to discuss further. **Andi, please schedule a meeting with Veolia, Randy Brown, Sylvia, Sherrean and I.**

III. **CONSENT AGENDA:** *Table to next meeting due to lack of quorum.*

A. **Board Announcements:** The Chamber of Commerce Job Fair and Business Expo will be held on May 2, 2019 from 2pm to 8pm at the Veteran's Building.



- B. **Rapid Response and Lay-Off Aversion Services**: Enclosed was the Layoff Aversion Activities Report for January, 2019, February 2019 and March 2019. It was recommended for this report to include Rapid Response activities conducted. **Sylvia, make sure that this happens**
- C. **Workforce Services Directives and Information Notices**: Enclosed were summaries for the most recent Workforce Services Directives [WSD 18-09 thru 18-11](#) and Information Notices [WSIN 18-24 thru 18-30](#).
- D. **Unemployment**: The Unemployment Report for February 2019 was enclosed. Current rate of 6.7 is not good.
- E. **Budget Expenditure Report**: Enclosed for your information.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Website**: IT and Sylvia presented the latest website. There were several recommendations made by board members. The website link will be resent to board members for final input. Staff will update the website with the intent to launch sometime this month.
- B. **Board Membership**: Applications received were reviewed for appointment to the board. The current vacancies are: Business Representatives (3).
  1. **New Applications**: An application was received from Tracey Belton to fill the vacancy of James Rydingsword. **Table to next meeting due to lack of quorum.**
  2. **Letter of Resignation**:
    - a. A letter of Resignation was received from Carrie Fosdick and was enclosed.
    - b. Andy Hartman informed the board of his intent to resign after next meeting. He is moving out of the Country.
- C. **Regional Business Services Agreement Modification #1**: The agreement is being increased to include P2E consultant costs. Enclosed was the amendment for your review. There is a need to initiate a request for proposal for a consultant. **Table to next meeting due to lack of quorum.**
- D. **Prison to Employment (P2E) Initiative Planning Grant**: Enclosed was the one proposal for the Planning P2E grant. Board to discuss and provide direction. **Action is Required.** Enrique, we did not present the proposal. You reported that a temp employee was hired for the implementation of the grant. **Correct, a consultant is no longer needed.**
- E. **Regional Training MOU**: Enclosed was a summary of trainings provided to staff. Staff shared their experience attending the National Association of Workforce Boards (NAWB) in Washington, DC. Sylvia and others were able to attend a brief meeting with Congressman Panetta at Capitol Hill. It was a great experience and recommend that board members attend in the future.
- F. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff provided an update on the Regional and Local Plan modifications which were submitted to the State by March 15, 2019. Both plans are provided via a [link](#) due to the size of the documents. Request WDB approve the Local and Regional Plan modification. Recommend to survey commuters on their employment and skills and possibility of them working locally. This would help economic development by creating local jobs. Staff will discuss this with Nima, EDD Labor Market Information Division. **I have just asked Nima for this data Table to next month due to lack of quorum.**

- G. **Local Area Designation and Local Board Certification for PY 2019/21:** The local area designation and board certification is due to the State by May 30, 2019. Enclosed was the application staff will be completing.
- H. **Second Chance Event:** Staff provided an update on an event that is being planned for the Re-Entry population. Request to send a Save the Date to all board members.
- I. **Committee Updates:** Updates may be provided on the following committees:
  - 1. **Audit Committee:** Staff provided an update on the Fiscal & Procurement Review Report to be issued by the State. The report is from last year which was completed from May 21-25, 2018. Enrique, did we receive this?
  - 2. **Ag Committee:** The Ag Committee reported that Gavilan College is currently working with Earthbound Farms by providing English as a Second Language (ESL) classes to their workforce. Randy stated he did receive West Valley College's survey results. It is recommended that this Committee meet once a quarter. Andi to organize meetings.
  - 3. **Youth Committee:** Committee members reported they are working with Judith from San Francisco State that is working with the at-risk youth. Propose to create a strategy plan to include education for youth.
  - 4. **Membership Committee:** There is a need to recruit new members due to previous members no longer serving on the board.

IV. **Additional Information:**

- A. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.
- B. **Form 700:** Reminder that it is time to submit you annual Form 700 by the April 15<sup>th</sup> deadline.
- C. **Prop 39 Pre-Apprenticeship:** Andy Hartman reported this has been extended to June 30, 2019. Pilot will be to work with farm laborers to get placed with the Labor Union. He also reported about the Rancho Cielo Project that targeted At-Risk-Youth. 25 participants graduated.

V. **Adjournment:**     *The meeting adjourned at 4:49 P.M.*

The next Executive Committee is scheduled for May 14, 2019, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on July 9, 2019, Ste. 205 at 3 P.M.



HEALTH & HUMAN SERVICES AGENCY

1111 San Felipe Road, #206  
Hollister, California 95023

May 4, 2019

To: Workforce Development Board  
From: Megan Crable, Employment & Training Services Counselor II  
Re: Layoff Aversion Activities for April 2019

At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

- 1) **Business Services Workshops:**
  - June Target for Water Careers Roundtable \*In Progress
  - 4/10/19 2019 Spring Job & Resource Fair @ Vet's
  - 6/19/19 EDD Employee or Independent Contractor Seminar
  - 7/10/19 2019 HR Star Conference
  - 7/16/19 Target for Second Chance Seminar \*In Progress
  - 8/22/19 EDD Labor Law and Payroll Seminar

- 2) **Job Search Assistance & Resume Writing Workshops:**

Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

- a. 50+ Vendor Job Fair at Vet's building 4/10/19
  - b. 2020 Census standing location
  - c. SpeedDee Oil/Midas
  - d. American Casting
- 3) **Business Engagement:**
    - a. Chamber Ambassador Meeting 4/2/19
    - b. Regional BST Branding Meeting 4/4/19
    - c. San Benito Health Foundation Tour 4/11/19
    - d. American Casting Tour 4/23/19
  - 4) **Bay Area Rapid Response Roundtable**
    - a. San Benito County Hosting meeting 7/9/19
  - 5) **Rapid Response Events**
    - a. San Benito Shutter Rapid Response Orientation 3/27/19
    - b. Sonoco Rapid Response 8/2019

**MEMORANDUM**

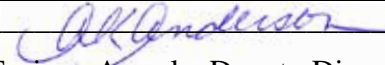
May 9, 2019

**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, CalJOBS<sup>SM</sup>, 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.

<b>Workforce Service Directives</b>	
<a href="#"><u>WSD18-11</u></a>	CERTIFICATION PROCESS FOR AFFILIATE AND SPECIALIZED AJCCs EXECUTIVE SUMMARY This policy provides the guidance and establishes the procedures regarding certification of affiliate/specialized America’s Job Center of California <sup>SM</sup> (AJCC) locations. This policy applies to all Local Workforce Development Boards (Local Board), and is effective immediately. This policy contains all state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Certification Process for Affiliate and Specialized AJCCs (WSDD-192), issued for comment on January 4, 2019. The Workforce Development Community submitted 20 comments during the draft comment period. A summary of comments, including all changes,
<b>Information Notices</b>	
<a href="#"><u>WSIN18-31</u></a>	WAGNER-PEYSER FUNDS FOR DHH SERVICES – SFP The Employment Development Department announces the availability of Wagner-Peyser 10 percent Governor’s Discretionary funds for Program Year 2019-20 in a Solicitation for Proposal (SFP) as follows: SFP Deaf and Hard of Hearing Services Funding Available \$2,300,000 in Wagner-Peyser 10 percent funds Proposal Due Date May 17, 2019, 4:00 p.m
<a href="#"><u>WSIN18-32</u></a>	WIOA FORMULA ALLOCATIONS – PY 19-20 The Workforce Innovation and Opportunity Act (WIOA) Title I formula fund allocations for each Local Workforce Development Area (Local Area), for Program Year (PY) 2019-20, have been released. These allocations (Adult, Youth, and Dislocated Worker (DW)) are based on the allotments issued by the U.S. Department of Labor (DOL), to the states per Training and Employment Guidance Letter 16-18, dated April 10, 2019.
<a href="#"><u>WSIN18-33</u></a>	CALFRESH E&T: A STRATEGIC PARTNERSHIP FOR LOCAL BOARDS The California Workforce Development Board (CWDB), in coordination with state level partners, are developing policy briefs intended to provide Local Workforce Development Boards and their local and regional planning partners with useful information for serving populations with barriers to employment. These policy briefs could provide a general framework for identifying, developing, and expanding local partnership opportunities to deliver services and implement policies emphasized in California’s Unified Strategic State Unified Development Plan. The latest policy brief is the CalFresh Employment and Training: A Strategic Partnership for Local Workforce Development Boards. The purpose of this policy brief is to provide more CalFresh recipients with access to CalFresh Employment and Training (E&T), supportive services, and skills and credentialing.

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

**05/09/19**

Date

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**March 2019 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,512,600</b>	<b>18,611,000</b>	<b>901,500</b>	<b>4.6%</b>
ALAMEDA	6	857,400	829,100	28,300	3.3%
ALPINE	27	650	610	30	5.1%
AMADOR	25	14,810	14,080	730	4.9%
BUTTE	31	104,500	98,000	6,500	6.2%
CALAVERAS	23	21,380	20,350	1,030	4.8%
COLUSA	58	11,400	9,050	2,350	20.6%
CONTRA COSTA	9	570,800	550,600	20,200	3.5%
DEL NORTE	34	9,700	9,070	620	6.4%
EL DORADO	19	93,100	89,100	4,100	4.4%
FRESNO	47	461,700	418,600	43,200	9.4%
GLENN	44	13,120	12,050	1,070	8.2%
HUMBOLDT	16	64,000	61,200	2,700	4.3%
IMPERIAL	57	70,200	57,700	12,500	17.8%
INYO	23	8,780	8,350	420	4.8%
KERN	49	388,700	349,400	39,300	10.1%
KINGS	51	58,800	52,700	6,100	10.3%
LAKE	31	29,570	27,730	1,840	6.2%
LASSEN	35	9,810	9,170	640	6.5%
LOS ANGELES	19	5,115,600	4,892,200	223,400	4.4%
MADERA	46	62,700	57,100	5,600	8.9%
MARIN	3	142,000	138,200	3,800	2.7%
MARIPOSA	36	7,320	6,820	500	6.9%
MENDOCINO	28	39,850	37,790	2,060	5.2%
MERCED	54	117,900	105,000	12,900	11.0%
MODOC	53	3,200	2,860	340	10.8%
MONO	11	9,510	9,160	360	3.7%
MONTEREY	49	222,000	199,400	22,500	10.1%
NAPA	9	74,400	71,800	2,600	3.5%
NEVADA	15	49,230	47,190	2,040	4.1%
ORANGE	5	1,631,500	1,578,700	52,700	3.2%
PLACER	11	188,100	181,100	7,000	3.7%
PLUMAS	56	7,800	6,800	1,000	12.8%
RIVERSIDE	22	1,100,000	1,048,600	51,400	4.7%
SACRAMENTO	16	721,300	690,300	30,900	4.3%
SAN BENITO	36	31,700	29,500	2,200	6.9%
SAN BERNARDINO	16	968,000	926,000	42,100	4.3%
SAN DIEGO	11	1,602,100	1,543,400	58,700	3.7%
SAN FRANCISCO	2	587,100	572,000	15,100	2.6%
SAN JOAQUIN	40	327,300	303,300	23,900	7.3%
SAN LUIS OBISPO	6	142,000	137,200	4,700	3.3%
SAN MATEO	1	463,600	452,400	11,100	2.4%
SANTA BARBARA	25	220,000	209,300	10,700	4.9%
SANTA CLARA	4	1,063,500	1,033,000	30,600	2.9%
SANTA CRUZ	36	143,600	133,600	9,900	6.9%
SHASTA	31	74,000	69,500	4,600	6.2%
SIERRA	45	1,280	1,170	110	8.5%
SISKIYOU	48	17,370	15,690	1,680	9.6%
SOLANO	21	209,300	199,800	9,500	4.6%
SONOMA	6	260,700	252,200	8,500	3.3%
STANISLAUS	41	244,300	225,900	18,400	7.5%
SUTTER	51	46,400	41,600	4,800	10.3%
TEHAMA	39	25,660	23,810	1,850	7.2%
TRINITY	43	4,660	4,280	380	8.1%
TULARE	55	208,500	183,300	25,200	12.1%
TUOLUMNE	30	21,630	20,370	1,260	5.8%
VENTURA	14	429,000	411,600	17,400	4.0%
YOLO	29	110,600	104,700	5,900	5.3%
YUBA	42	29,700	27,300	2,400	7.9%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

Data Not Seasonally Adjusted

	Mar 18	Jan 19	Feb 19	Mar 19	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,072,900	1,093,900	1,097,000	1,095,200	-0.2%	2.1%
Civilian Employment	1,042,500	1,060,900	1,066,300	1,062,500	-0.4%	1.9%
Civilian Unemployment	30,400	33,000	30,700	32,700	6.5%	7.6%
Civilian Unemployment Rate	2.8%	3.0%	2.8%	3.0%		
(CA Unemployment Rate)	4.4%	4.8%	4.4%	4.6%		
(U.S. Unemployment Rate)	4.1%	4.4%	4.1%	3.9%		

Total, All Industries (2)	1,118,000	1,133,000	1,139,100	1,147,500	0.7%	2.6%
Total Farm	5,000	4,600	4,900	5,300	8.2%	6.0%
Total Nonfarm	1,113,000	1,128,400	1,134,200	1,142,200	0.7%	2.6%
Total Private	1,014,700	1,030,700	1,035,900	1,041,200	0.5%	2.6%
Goods Producing	218,200	221,400	222,500	224,500	0.9%	2.9%
Mining, Logging, and Construction	48,900	46,500	46,700	47,600	1.9%	-2.7%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	48,700	46,300	46,500	47,400	1.9%	-2.7%
Specialty Trade Contractors	35,100	33,400	33,600	34,200	1.8%	-2.6%
Building Equipment Contractors	16,600	16,000	16,000	16,100	0.6%	-3.0%
Manufacturing	169,300	174,900	175,800	176,900	0.6%	4.5%
Durable Goods	156,400	161,500	162,400	163,400	0.6%	4.5%
Machinery Manufacturing	10,400	10,700	10,600	10,700	0.9%	2.9%
Computer & Electronic Product Manufacturing	116,300	120,900	121,100	122,200	0.9%	5.1%
Computer & Peripheral Equipment Manufactur	51,500	55,100	55,500	56,000	0.9%	8.7%
Electronic Computer Manufacturing	48,200	52,600	52,900	53,200	0.6%	10.4%
Semiconductor & Electronic Component Mfg	41,600	41,800	41,900	42,000	0.2%	1.0%
Bare Printed Circuit Board Manufacturing	3,800	3,900	3,900	3,900	0.0%	2.6%
Semiconductor & Related Devices Manufac	28,900	29,000	29,000	29,100	0.3%	0.7%
Electronic Instrument Manufacturing	15,100	15,400	15,400	15,600	1.3%	3.3%
Transportation Equipment Manufacturing	5,800	5,900	5,900	6,000	1.7%	3.4%
Aerospace Product & Parts Manufacturing	4,700	4,500	4,500	4,500	0.0%	-4.3%
Nondurable Goods	12,900	13,400	13,400	13,500	0.7%	4.7%
Service Providing	894,800	907,000	911,700	917,700	0.7%	2.6%
Private Service Providing	796,500	809,300	813,400	816,700	0.4%	2.5%
Trade, Transportation & Utilities	132,400	134,300	133,300	132,000	-1.0%	-0.3%
Wholesale Trade	31,900	31,500	31,800	31,800	0.0%	-0.3%
Merchant Wholesalers, Durable Goods	23,000	22,100	22,200	22,200	0.0%	-3.5%
Retail Trade	85,100	86,500	85,700	84,700	-1.2%	-0.5%
Electronics & Appliance Stores	4,500	4,500	4,500	4,500	0.0%	0.0%
Building Material & Garden Equipment Stores	5,800	5,600	5,600	5,700	1.8%	-1.7%
Food & Beverage Stores	17,500	17,500	17,700	17,700	0.0%	1.1%
Health & Personal Care Stores	5,100	5,100	5,000	4,900	-2.0%	-3.9%
Clothing & Clothing Accessories Stores	11,400	12,200	11,500	11,300	-1.7%	-0.9%
General Merchandise Stores	13,200	15,200	14,500	14,100	-2.8%	6.8%
Transportation, Warehousing & Utilities	15,400	16,300	15,800	15,500	-1.9%	0.6%
Transportation & Warehousing	13,700	14,600	14,200	13,800	-2.8%	0.7%
Couriers & Messengers	3,600	4,700	4,100	3,900	-4.9%	8.3%
Information	87,900	96,200	95,700	96,400	0.7%	9.7%
Publishing Industries (except Internet)	25,200	26,700	26,300	26,300	0.0%	4.4%
Telecommunications	5,100	5,200	5,100	5,200	2.0%	2.0%
Financial Activities	36,400	38,100	38,000	38,200	0.5%	4.9%
Finance & Insurance	21,500	22,600	22,600	22,700	0.4%	5.6%
Credit Intermediation & Related Activities	12,100	12,500	12,300	12,400	0.8%	2.5%
Real Estate & Rental & Leasing	14,900	15,500	15,400	15,500	0.6%	4.0%
Real Estate	12,200	12,700	12,700	12,700	0.0%	4.1%
Professional & Business Services	234,000	236,700	237,800	239,600	0.8%	2.4%
Professional, Scientific & Technical Services	153,600	156,000	158,100	158,700	0.4%	3.3%
Architectural, Engineering & Related Services	17,100	17,600	17,800	17,900	0.6%	4.7%
Computer Systems Design & Related Services	81,600	83,300	83,800	84,400	0.7%	3.4%
Scientific Research & Development Services	18,900	19,300	19,400	19,600	1.0%	3.7%

Data Not Seasonally Adjusted

	Mar 18	Jan 19	Feb 19	Mar 19	Percent Change	
			Revised	Prelim	Month	Year
Management of Companies & Enterprises	19,100	18,800	18,900	19,100	1.1%	0.0%
Administrative & Support & Waste Services	61,300	61,900	60,800	61,800	1.6%	0.8%
Administrative & Support Services	58,300	59,000	58,000	59,000	1.7%	1.2%
Employment Services	22,900	22,400	22,500	22,600	0.4%	-1.3%
Educational & Health Services	173,900	174,300	176,300	176,800	0.3%	1.7%
Educational Services	49,500	47,500	49,500	49,000	-1.0%	-1.0%
Colleges, Universities & Professional Schools	32,200	30,900	32,200	32,100	-0.3%	-0.3%
Health Care & Social Assistance	124,400	126,800	126,800	127,800	0.8%	2.7%
Ambulatory Health Care Services	41,000	41,300	41,600	41,500	-0.2%	1.2%
Hospitals	29,000	30,100	29,700	30,100	1.3%	3.8%
Nursing & Residential Care Facilities	13,700	13,700	13,800	13,900	0.7%	1.5%
Social Assistance	40,700	41,700	41,700	42,300	1.4%	3.9%
Leisure & Hospitality	103,100	101,800	104,400	105,400	1.0%	2.2%
Accommodation & Food Services	88,600	86,000	88,200	88,600	0.5%	0.0%
Accommodation	9,500	9,200	9,300	9,400	1.1%	-1.1%
Food Services & Drinking Places	79,100	76,800	78,900	79,200	0.4%	0.1%
Restaurants	68,600	66,500	68,300	68,400	0.1%	-0.3%
Other Services	28,800	27,900	27,900	28,300	1.4%	-1.7%
Government	98,300	97,700	98,300	101,000	2.7%	2.7%
Federal Government	9,900	9,900	9,800	9,800	0.0%	-1.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	88,400	87,800	88,500	91,200	3.1%	3.2%
State Government	7,100	7,300	6,800	7,300	7.4%	2.8%
State Government Education	5,300	5,400	4,900	5,400	10.2%	1.9%
State Government Excluding Education	1,800	1,900	1,900	1,900	0.0%	5.6%
Local Government	81,300	80,500	81,700	83,900	2.7%	3.2%
Local Government Education	43,200	42,500	43,600	44,400	1.8%	2.8%
Local Government Excluding Education	38,100	38,000	38,100	39,500	3.7%	3.7%
County	19,800	19,600	19,600	21,200	8.2%	7.1%
City	13,500	13,700	13,600	13,600	0.0%	0.7%
Special Districts plus Indian Tribes	4,800	4,700	4,900	4,700	-4.1%	-2.1%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Nima Chhay 408-216-6183 or Jorge Villalobos 707-566-3882

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(SAN BENITO AND SANTA CLARA COUNTIES)  
Government made the most hiring for the month**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 3.0 percent in March 2019, up from a revised 2.8 percent in February 2019, and above the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 4.6 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 6.9 percent in San Benito County, and 2.9 percent in Santa Clara County.

**Between February 2019 and March 2019**, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, rose by 8,400 jobs to reach 1,147,500.

- Government (up 2,700 jobs) captured the most job growth for the month of March, with hiring concentrated in county government (up 1,600 jobs).
- Professional and business services (up 1,800 jobs) continued to increase employment, largely in administrative and support services (up 1,000 jobs).
- Manufacturing gained 1,100 jobs, and leisure and hospitality added 1,000 jobs.
- Trade, transportation, and utilities contracted by 1,300 jobs; retail trade (down 1,000 jobs) accounted for the majority of the seasonal employment loss.

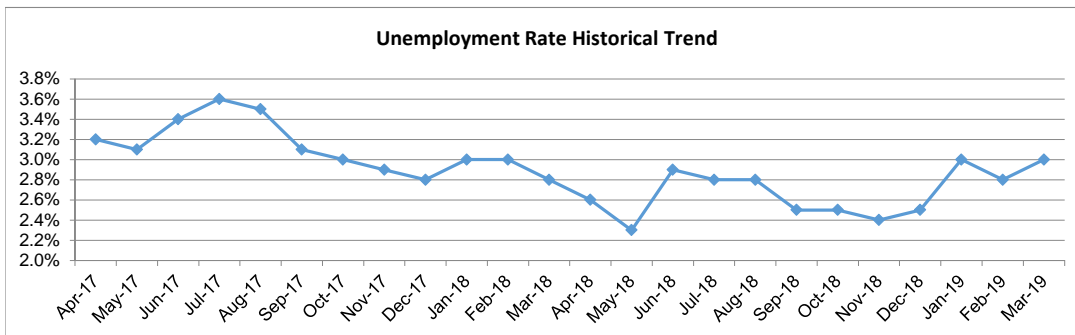
**Between March 2018 and March 2019**, combined employment in the South Bay counties of San Benito and Santa Clara, expanded by 29,500 jobs, or 2.6 percent.

- Information led job growth with 8,500 jobs added to the workforce.
- Manufacturing (up 7,600 jobs) as well as professional and business services (up 5,600 jobs) expanded employment payrolls.
- Several other industry groups reported employment gains: private educational and health services (up 2,900 jobs), government (up 2,700 jobs), leisure and hospitality (up 2,300 jobs), and financial activities (up 1,800 jobs).
- In contrast, construction dropped 1,300 jobs for the year-over comparison.

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IMMEDIATE RELEASE  
 SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
 (San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 3.0 percent in March 2019, up from a revised 2.8 percent in February 2019, and above the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 4.6 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 6.9 percent in San Benito County, and 2.9 percent in Santa Clara County.



Industry	Feb-2019	Mar-2019	Change		Mar-2018	Mar-2019	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,139,100	1,147,500	8,400		1,118,000	1,147,500	29,500
Total Farm	4,900	5,300	400		5,000	5,300	300
Total Nonfarm	1,134,200	1,142,200	8,000		1,113,000	1,142,200	29,200
Mining, Logging, and Construction	46,700	47,600	900		48,900	47,600	(1,300)
Mining and Logging	200	200	0		200	200	0
Construction	46,500	47,400	900		48,700	47,400	(1,300)
Manufacturing	175,800	176,900	1,100		169,300	176,900	7,600
Trade, Transportation & Utilities	133,300	132,000	(1,300)		132,400	132,000	(400)
Information	95,700	96,400	700		87,900	96,400	8,500
Financial Activities	38,000	38,200	200		36,400	38,200	1,800
Professional & Business Services	237,800	239,600	1,800		234,000	239,600	5,600
Educational & Health Services	176,300	176,800	500		173,900	176,800	2,900
Leisure & Hospitality	104,400	105,400	1,000		103,100	105,400	2,300
Other Services	27,900	28,300	400		28,800	28,300	(500)
Government	98,300	101,000	2,700		98,300	101,000	2,700

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

EXPENSES THROUGH MARCH 2019

K9110049

L/O AVSN 292 & 293 (\$4,919 & 19,353)	\$	24,272.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ -	\$ 24,272.00
Total	\$ -	\$ 24,272.00

ADULT 201/2 (31,428) & 202 (167,038)	\$	198,466.00
	Exp. \$ thru MAR	
Core Reg	\$ 12,969.00	
Intensive	\$ 13,407.00	
Other - Training	\$ 4,290.00	
Supp. Svcs.	\$ 2,100.00	
Other	\$ 651.00	
ITA - Training	\$ 15,770.00	
OJT - Training	\$ 67,456.00	42%
Admin	\$ 18,415.93	
Total	\$ 135,058.93	\$ 63,407.07

WIA YOUTH 301	\$	206,274.00
	Exp. \$ thru MAR	
In-School	\$ 153.00	
Out of School	\$ 56,941.00	
Youth In School	\$ -	
Youth Out of School	\$ -	
Admin	\$ 10,604.00	
Total	\$ 67,698.00	\$ 138,576.00

D.W. 501/2 (36,686) & (173,919)	\$	210,605.00
	Exp. \$ thru MAR	
Core Reg.	\$ 11,594.00	
Intensive	\$ 36,662.00	
Other - Training	\$ 45,521.00	
Supp. Svcs.	\$ 110.00	
Other	\$ 2,008.00	
ITA - Training	\$ -	
OJT - Training	\$ -	0%
Admin	\$ 15,077.00	
Total	\$ 110,972.00	\$ 99,633.00

R.R. 540/1 (17,441) & 541 (86,655)	\$	104,096.00
	Exp. \$ thru MAR	
Other	\$ 26,760.00	
Total	\$ 26,760.00	\$ 77,336.00

CalWorks ESE	\$	-
	Exp. \$ thru MAR	Unspent Bal.
Work Exp. Salaries	\$ 64,752.00	
Work Exp. Soc. Sec.	\$ 3,997.00	
Work Exp. Medicare	\$ 935.00	
Work Exp. Wire Fee	\$ 101.00	
Clothing Assist.	\$ -	
Mileage	\$ 111.00	
Veh. Repair	\$ -	
Supp. Svcs.	\$ 27,200.00	
Program Supp.	\$ -	
CSWD Charge	\$ 38,031.00	
Total	\$ 135,127.00	\$ (135,127.00)

K8106658

L/O AVERSION 292 (4,402) & 293 (12,430)	\$	16,832.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ 9,599.00	\$ 7,233.00
Total	\$ 9,599.00	\$ 7,233.00

ADULT 201/2 (24,984) & (171,211)	\$	196,195.00
	Exp. \$ thru MAR	
Core Reg	\$ 2,151.00	
Intensive	\$ 43,065.00	
Other - Training	\$ 40,795.00	
Supp. Svcs.	\$ 1,319.00	
Other	\$ 19,909.00	
ITA - Training	\$ 33,344.00	40%
OJT - Training	\$ 37,988.00	
Admin	\$ 17,624.00	
Total	\$ 196,195.00	\$ -

WIA YOUTH 301	\$	206,482.00
	Exp. \$ thru MAR	
In-School	\$ 523.00	
Out of School	\$ 122,189.00	
Youth In School	\$ -	
Youth Out of School	\$ 8,439.00	4%
Admin	\$ 20,648.00	
Total	\$ 151,799.00	\$ 54,683.00

D.W. 501/2 (33,749) & (179,820)	\$	213,569.00
	Exp. \$ thru MAR	
Core Reg	\$ 540.00	
Intensive	\$ 47,576.00	
Other - Training	\$ 70,367.00	
Supp. Svcs.	\$ 1,562.00	
Other	\$ 19,247.00	
ITA - Training	\$ 43,497.00	25%
OJT - Training	\$ 4,118.00	
Admin	\$ 20,657.00	
Total	\$ 207,564.00	\$ 6,005.00

R.R. 540/1 (15,604) & 541 (81,516)	\$	97,120.00
	Exp. \$ thru MAR	
Other	\$ 97,120.00	
Total	\$ 97,120.00	\$ -

PROP 39		\$	40,225.00
	Budget	Exp. \$ thru MAR	Unspent Bal.
Admin S&B	\$ 2,522.50	\$ -	\$ 2,522.50
Program Sal.	\$ 18,495.00	\$ 13,724.00	\$ 4,771.00
Program Ben.	\$ 385.00	\$ 3,476.00	\$ (3,091.00)
Travel	\$ 333.00	\$ 333.00	\$ -
Tools & Supp.	\$ -	\$ -	\$ -
Op. Costs	\$ -	\$ -	\$ -
Total	\$ 21,735.50	\$ 17,533.00	\$ 4,202.50

NOVA		\$	79,925.00
	Budget	Exp. \$ thru MAR	Unspent Bal.
Salaries	\$ 48,265.86	\$ 27,806.00	\$ 20,459.86
Benefits	\$ 29,097.63	\$ 8,838.00	\$ 20,259.63
Op. Expenses	\$ 2,561.51	\$ 2,561.51	\$ -
Total	\$ 79,925.00	\$ 39,205.51	\$ 40,719.49

**Workforce Innovation and Opportunity Act (WIOA)  
America's Job Center of California<sup>SM</sup> (AJCC) Required Partners**

One-Stop Required Partner	Applicable Partner?	State Level Partner	Local Partner	MOU Signature
Title I Adult	Yes	California Workforce Development Board  AND Employment Development Department (EDD)	<a href="#">Local Workforce Development Board Location Finder</a>  <a href="#">California Workforce Association Website</a>	Executive Director & Chief Elected Official
Title I Dislocated Worker	Yes			
Title I Youth	Yes			
Adult Education/Literacy	Yes	Department of Education (CDE)	School district, Title II provider, or adult education consortium leads designated by CDE.  <a href="#">CDE's WIOA Website</a>	Title II Program Director, District Superintendent
Career/Technical Education	Yes	California Community Colleges	Local Community College Carl D. Perkins Representative  <a href="#">Local Perkins Representative Contact Information</a>  <a href="#">Community College Locations</a>	Local Community College Carl D. Perkins Representative
Wagner-Peyser	Yes	EDD	<a href="#">EDD Field Divisions Locator</a>	Field Division Chief or Deputy Division Chief
Veterans	Yes			
Trade Adjustment Assistance Act	Yes			
Unemployment Insurance	Yes			

Vocational Rehabilitation	Yes	Department of Rehabilitation (DOR)	<a href="#">DOR District Office Locator</a>	District Administrator or designee
Senior Community Service Employment Program	Yes, if a senior employment program exists in the Local Workforce Development Area (Local Area)	Department of Aging	<a href="#">Senior Community Service Employment Program Website</a>	Subrecipient Executive Director or designee
Job Corps	Yes, if a Local Area is served	None	If a Job Corps Center is actively recruiting in a Local Area, they are a required partner.  <a href="#">California Job Corps Location Listing</a>	Job Corps Center Executive Director or designee
Native American (WIOA Section 166)	Yes, if a Local Area is served	California Indian Manpower Consortium has agreed to act as the representative of the Section 166 programs in California.	There are eight Native American Section 166 subrecipients that serve California.  <a href="#">Directory of Native American Grantee under Section 166</a>	Subrecipient Executive Director or designee
Migrant/Seasonal (WIOA Section 167)	Yes, if a Local Area is served	La Cooperativa Campesina de California (La Cooperativa), the statewide association of agencies administering farm worker programs	There are five National Farmworker Jobs Program Section 167 subrecipients that serve California that coordinate their services through La Cooperativa.  <a href="#">Section 167 Subrecipient Listing</a>	Subrecipient Executive Director or designee

YouthBuild	Yes, if a subrecipient exists	None	If a YouthBuild subrecipient has been funded in the Local Area, they are a required partner.  <a href="#">USDOL's YouthBuild Website</a>	Subrecipient Executive Director or designee
Community Action Partnership (CAP)	Yes, if the CAP agency funds employment program	California Department of Community Services and Development	Local community action agencies with employment programs are required partners.  <a href="#">Community Services and Development Locator</a>	CAP Agency Executive Director or designee
Housing Authority	Yes, if agency funds an employment program	California Department of Housing and Community Development	City/County Housing Authorities. Local Housing Authorities that provide Family Self-Sufficiency or employment programs are required partners.	Executive Director or designee
Second Chance	Yes, if a subrecipient exists	None	Second Chance is a federal program partner, not a state level partner. Where there are local AJCC locations, they will be local partners.  <a href="#">Second Chance Act Grant Program Website</a>	Subrecipient Executive Director
Temporary Assistance for Needy Families/CalWORKs	Yes	California Department of Social Services	  <a href="#">CalWORKS Website</a>  <a href="#">California Welfare Directors Association</a>	County Welfare/ Human Services Executive Director or designee

***Workforce Innovation and Opportunity Act***  
**Required Memorandum of Understanding Content**

Required MOU Provisions	Corresponding Information Needed
<p><b>Services provided through the one-stop delivery system</b> WIOA Section 121(c)(2)(A)(i)</p>	<ul style="list-style-type: none"> <li>• Define the purpose, mission, values and goals of the AJCC system.</li> <li>• Identify the AJCC partner(s) included in the MOU (both required and optional).</li> <li>• Describe the AJCC system design.</li> <li>• Describe the AJCC system services, that are applicable to each partner, including career services and those identified in the bi-lateral agreements contained in the California Workforce Development Strategic Plan</li> <li>• Identify the AJCC system customers and describe shared customers.</li> <li>• Describe the responsibilities of the AJCC partner(s), including joint planning and staff development/professional development.</li> </ul>
<p><b>Initial Plan for Funding of Services and Operating Costs</b> Section 121(c)(2)(A)(ii)</p>	<ul style="list-style-type: none"> <li>• Include a commitment to sharing system operating costs.</li> <li>• Include an assurance that costs will be based on proportionate use and agreed upon methodology.</li> <li>• Include an assurance that a cost sharing agreement will be completed during Phase II of MOU process (see Attachment 1 for more guidance).</li> </ul>
<p><b>Methods for Referring Customers</b> WIOA Section 121(c)(2)(A)(iii)</p>	<ul style="list-style-type: none"> <li>• Describe the AJCC system referral process.</li> <li>• Describe commitment to ensuring a high quality customer service and customer-centered focus.</li> <li>• Identify how the AJCC system will provide direct access to partners through real-time technology.</li> </ul>
<p><b>Duration of MOU</b> WIOA Section 121(c)(2)(A)(v)</p>	<ul style="list-style-type: none"> <li>• Identify the effective dates of the MOU.</li> <li>• Include an assurance to review the MOU at least every three years.</li> <li>• Describe the procedures established to revise and modify the MOU.</li> <li>• Describe the procedures established to terminate the MOU.</li> </ul>
<p><b>Administration and Operations Management</b></p>	<ul style="list-style-type: none"> <li>• Describe management operations, including site supervision and day to day operations.</li> <li>• Describe how the AJCC system will engage in media releases and communication.</li> <li>• Describe the AJCC system policy and procedures regarding hold harmless, indemnification, and liability.</li> <li>• Describe how the AJCC system will handle dispute resolution.</li> </ul>

<p><b>Infrastructure Costs</b> WIOA Section 121(h)</p> <p><b>Infrastructure Costs</b> WIOA Section 121(h)</p>	<ul style="list-style-type: none"> <li>• A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Please note, if the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget.</li> <li>• The cost allocation methodology chosen to charge each partner in proportion to its use of the AJCC(s) and benefit received, in accordance with Uniform Guidance.</li> </ul> <p>The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</p> <ul style="list-style-type: none"> <li>• For any identified non-cash or in-kind contributions, the method by which the value of the contribution was or will be fairly evaluated, in accordance with Uniform Guidance Section 200.306</li> </ul>
<p><b>Other System Costs</b> WIOA Section 121(i)</p>	<ul style="list-style-type: none"> <li>• A budget outlining other system costs for each comprehensive AJCC in the local AJCC delivery system and a detailed description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners.</li> <li>• The cost allocation methodology agreed to by all partners to charge other system costs according to if benefit is received and their proportionate use in accordance with Uniform Guidance.</li> <li>• The initial proportionate share of other system costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.</li> <li>• For any identified non-cash or in-kind contributions, the method by which the value of the contribution was or will be fairly evaluated, in accordance with Uniform Guidance.</li> </ul>

***Workforce Innovation and Opportunity Act***  
**Sample Memorandum of Understanding**  
**Development Timeline**

Local Workforce Development Boards (Local Board) are expected to work with all America’s Job Center of California<sup>SM</sup> (AJCC) partners in order to develop the Memorandum(s) of Understanding (MOU). The MOU will outline shared services, customers, infrastructure costs, and other system costs of every AJCC within the Local Workforce Development Area.

The Sample MOU Timeline included below is meant to be a technical assistance tool to help Local Boards chart out their MOU development process. As such, it should be used in whatever way best fits the needs of the Local Boards. However, Local Boards must answer the following questions and include the information along with their timeline submission:

1. Name all partners and their current status (in agreement, almost in agreement, at an impasse).
2. What is the reason for any impasse or lack of consensus?
3. Do you anticipate being able to resolve the impasse issue(s) and reach consensus by June 30?
4. If not, what technical assistance can the state provide to assist you in doing so?

The sample timeline contains a proposed schedule of activities and columns on either side to document the date of each completed or scheduled activity as well as any applicable updates or details. ***Please note, a timeline outlining all completed and upcoming activities must be submitted to Regional Advisors with their mid-point check-in.***

**SAMPLE MOU Timeline**

Date Of Activity	Schedule of Activities	Status Update
	<p style="text-align: center;"><b><i>Alert All Partners of Initial Meeting</i></b></p> <p>To begin crafting an MOU and make initial decisions at a meeting with all AJCC partners, certain information will need to be available. Alert partners prior to date of meeting to assemble program/services data, customer details, infrastructure and shared costs details, funding contribution details (cash, non-cash, and in-kind), and benefit indicator data (if available).</p>	

**Workforce Innovation and Opportunity Act  
SAMPLE Memorandum of Understanding Timeline**

	<p style="text-align: center;"><b><i>Initial Meeting of All Partners</i></b></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> <li>· Review the previous MOU</li> <li>· Review the list of required MOU provisions</li> <li>· Establish a schedule and process for the development of the MOU</li> <li>· Identify infrastructure costs and shared costs of the center</li> <li>· Discuss proportionate benefit indicators</li> <li>· Discuss partner contribution options (cash, non-cash, in-kind)</li> <li>· Establish conflict management process for if consensus cannot be reached.</li> <li>· Create workgroup to ensure MOU progress</li> </ul>	
	<p style="text-align: center;"><b><i>Develop First Draft of the MOU</i></b></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> <li>· Workgroup convenes and begins gathering and compiling details</li> <li>· Determine if enough cash contributions have been offered to cover real costs</li> <li>· Develop the first draft(s)</li> <li>· Identify any items or questions that require further discussion by all partners</li> </ul>	
	<p style="text-align: center;"><b><i>Request any technical assistance or policy clarifications needed to move forward and reach consensus.</i></b></p>	
	<p style="text-align: center;"><b><i>Second Meeting of All Partners</i></b></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> <li>· Discuss any issues identified during draft MOU development</li> <li>· Review first draft(s) and make edits</li> <li>· Establish timeline and plan for second draft development</li> </ul>	

**Workforce Innovation and Opportunity Act  
SAMPLE Memorandum of Understanding Timeline**

	<i>Request any technical assistance or policy clarifications needed to move forward and reach consensus.</i>	
	<i>Develop Second Draft of Phase II MOU</i> <u>Suggested Activities</u> <ul style="list-style-type: none"> <li>· Incorporate edits from all partners</li> </ul>	
	<i>Obtain <u>All</u> Partner Signatures or Initiate Conflict Management Procedures.</i>	
June 30th	<i>Complete the MOU</i> Submit final and signed version of the MOU(s).	
	<i>Reconciliations and Updates</i> <ul style="list-style-type: none"> <li>· Establish and obtain partner agreement on a process for quarterly reconciliations of the budgets.</li> <li>· Establish and obtain partner agreement to participate in the annual IFA and other system costs budget update.</li> </ul>	

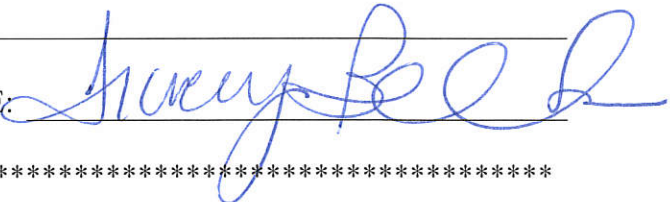
**San Benito County  
Board and Commissions**

**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: Tracey Belton  
PHONE: 831 630 5146 EMAIL: tbelton@cosb.us  
HOME ADDRESS: 1111 San Felipe Rd Suite 206  
CITY: Hollister ZIP: 95023  
LENGTH OF RESIDENCY: 35 yrs.  
SUPERVISOR DISTRICT: \_\_\_\_\_  
OCCUPATION: Interim Director  
EDUCATION: Bach.  
AFFILIATIONS: \_\_\_\_\_  
REASON(S) FOR SEEKING APPOINTMENT: current interim  
director of H+HSA

DATE: 2/28/19 SIGNATURE: 

\*\*\*\*\*

Return completed form to

San Benito County  
Attention: Janet Slibsager, 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

**MODIFICATION #2  
TO AGREEMENT NO. 002-1122-18**

**PURPOSE:**

The purpose of this modification is increase the funding limit of the agreement to incorporate additional Prison to Employment (P2E) Initiative Planning Grant funding and to extend the term of the agreement to December 31, 2019.

**CHANGES:**

1. The funding limit for the term of the agreement is \$131,663. The limit for RPI funding is \$107,100, and the limit for P2E funding is \$24,563.
2. The term of the agreement is extended to December 31, 2019. This extension applies to P2E funds only; RPI funds must be expended by June 30, 2019.
3. Replace Exhibit D, Budget, with the attached Exhibit D.

All other terms and conditions of this Agreement remain in effect.

**EFFECTIVE DATE OF THE MODIFICATION:**

October 1, 2018

**CITY OF SUNNYVALE**

**COUNTY OF SAN BENITO**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: **Kris Stadelman** \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: **Director, NOVA** \_\_\_\_\_

TITLE: \_\_\_\_\_

**BUDGET**

The Contractor will be reimbursed for program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$131,663 as detailed below for Regional Plan Implementation (RPI) and Prison to Employment (P2E):

Line Item	Expense Item	RPI Amount	New P2E Amount
A.	Staff Salaries	\$60,798	\$15,009
B.	Staff Benefit Cost (60.23%)	\$36,619	\$6,004
C.	Staff Travel	\$1,500	\$850
D.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183	\$1,200
E.	Other (describe): P2E Employer Engagement Event	\$0	\$1,500
F.	<b>TOTAL FUNDING</b>	<b>\$107,100</b>	<b>\$24,563</b>

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

**Accrued expenditures** (not yet paid) must be reported monthly on the Request for Payment.

**Matching funds<sup>1</sup> of \$5,000** are required for the Regional Plan Implementation portion of this Agreement. They must be reported on the Request for Payment. Documentation must be submitted and maintained for matching fund expenditures reported.

**METHOD OF PAYMENT**

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form enclosed with this Agreement. Requests shall be submitted by the 20<sup>th</sup> of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. Failure to submit required documentation and forms may cause a delay in payment.

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<sup>1</sup> The definition of cash match is a contribution of funds made available to the contractor, to be used specifically for these project activities and consistent with the allowable activities of the fund source. The contractor has control over and disburses these funds. Examples include: money received from employers, foundation, private entities, or local governments. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.

# **Existing Local Area**

**Application for Subsequent Local Area Designation  
and  
Local Board Recertification  
Program Year 2019-21**

**Local Workforce Development Area**

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management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

**may** include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
1.				
2.				

**Education** – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

**must** include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

**may** include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1.				
2.				

**Economic and Community Development** – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who

**must** include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

**may** include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1.				
2.				
3.				

### Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

## Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

1. Participated in regional negotiation of performance measures.
2. Local WDB and CLEO reviewed and approved the regional plan, and regional plan modification.
3. Held stakeholder input sessions for the regional plan modification.
4. Participating in regularly scheduled meetings of the region's WDB Directors.
5. Participating in regional Slingshot efforts, previously and currently.
6. Convening a regional business services team to identify common messaging strategies.
7. Participating in regional exploration of healthcare as a common priority sector and whether there are areas for possible regional collaboration (Healthcare Taskforce).
8. Participating in regional staff development and training efforts.
9. Coordinated with regional partners in P2E planning and systems development.
10. Reviewed and ranked regional indicators of success.

## Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America's Job Center of California<sup>SM</sup> (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
  - E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
  - F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
  - G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
  - H. The Local Area will participate in regional performance negotiations.
  - I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
  - J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

## Application Signature Page

**Instructions** – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

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Signature

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Signature

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Name

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Name

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Title

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Title

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Date

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Date