

# **Local Workforce Development Board Recertification Request**

**Program Years 2016-18**

**Local Workforce Development Board**

**San Benito County Workforce Development Board**

## Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

San Benito County Workforce Development Board

Name of Local Board

1111 San Felipe Road, Suite 108

Mailing Address

Hollister

95023

City, State

Zip

Enrique Arreola

Contact Person

831-634-4918

Contact Person's Phone Number

March 30, 2016

Date of Submission

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### Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

## **Local Board Membership**

### **Instructions**

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

## BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Katherine Hough	Chairperson/ Corporate Secretary	Hough Construction Co. Inc.	3/16/13	3/16/19
Katherine Hough	Small Business/ Corporate Secretary	Hough Construction Co. Inc.	3/16/13	3/16/19
Smith, Emery	Small Business/ Financial Advisor	Christian Wealth Management	9/23/14	9/23/17
Arias, Alex	Branch Manager	Manpower	7/28/15	7/28/18
Bianchi, Richard	Ranch Manager	Sabor Farms	2/7/14	2/7/17
Fosdick, Carrie	Office Manager	State Farm Insurance	3/19/13	3/16/19
Orosco, Albert	Director of Operations & CFO	Pride Conveyance Systems, Inc.	7/14/15	7/14/18
Prado Jr., Ramiro	HR Manager	Peninsula Packing	3/14/14	3/4/17
Ramirez, Michelle	HR Manager	Leal Vineyards	11/4/14	11/4/17
Westerdale, Valerie	Human Resources	TecNOVA	5/19/15	5/19/18

## WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

*California Unemployment Insurance Code (CUIC) Section 14202(c)* further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
Garcia-Volz, Grace	Labor Organization/ Labor Union Representative	Operating Engineers	12/15/15	12/15/18
	Labor Organization/			
Gonzalez Jr., Al	Registered Apprenticeship/ Labor Union Representative	Local 393 Union	12/15/15	12/15/18

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## EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Carr, Sherrean	Adult Education & Literacy/ Dean for Career Technical Education	Gavilan College	3/20/15	3/20/18
Carr, Sherrean	Institution Higher Education/ Dean for Career Technical Education	Gavilan College	3/20/15	3/20/18

## GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
Chavez-Wyatt, Kristina	Economic & Community Dev/ Executive Director	Business Council of San Benito County	12/15/15	12/15/18
Duckworth, Yuko	Employment Service / Manager	EDD	11/5/13	11/5/16
Bradford, Duane	Rehabilitation Act of 1973/ Supervisor	DOR	1/8/15	1/8/18
Rydingsword, James A.	Executive Director	Health & Human Services Agency	12/3/13	12/3/16



## ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
Alarid, Kristi	Director	HOPE Services	12/17/13	12/17/16
Bobsin, Kendra	Coordinator	Go Kids, Inc.	5/6/14	5/6/17
McIntire, Gary	Superintendent	Hollister School District	2/4/14	2/4/17

## **CORRECTIVE ACTION COMMENTS**

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

### **Business Majority & Labor Union Vacancies**

The local Chief Elected Official (CEO) and the County Board of Supervisors will:

- 1) Give direction to staff and the WDB to fully comply with the WIOA local board membership requirements.
- 2) Require staff to update the board at a minimum on a quarterly basis.
- 3) Require staff to bring to the board all membership applications for board approval; and
- 4) Submit to the board updated board rosters at a minimum on a quarterly basis

## COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

**Instructions** – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	<u>20</u>
Number of vacancies currently on local board =	<u>1</u>
Total local board membership =	<u>21</u>
 Total number of Business Representatives currently sitting on local board =	<u>10</u>
Number of Business Representative vacancies currently on local board =	<u>1</u>
Total local board Business Representatives =	<u>11</u>
 Divide total local board Business Representatives by total local board membership =	<u>52.38%</u>
<b>(Must be greater than 50%)</b>	

## COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

**Instructions** – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	<u>20</u>
Number of vacancies currently on local board =	<u>1</u>
Total local board membership =	<u>21</u>
 Total number of Workforce Representatives currently sitting on local board =	<u>20</u>
Number of Workforce Representatives vacancies currently on local board =	<u>1</u>
Total local board Workforce Representatives =	<u>21</u>
 Divide total local board Workforce Representatives by total local board membership =	<u>100.00%</u>
<b>(Must not be less than 20%)</b>	
 Total number of Labor Organization Representatives currently sitting on local board =	<u>1</u>
Total number of Apprenticeship Program Representatives currently sitting on local board =	<u>1</u>
Number of Labor Org/Apprenticeship Program Representatives vacancies =	<u>1</u>
Total local board Labor Representatives =	<u>3</u>
 Divide total local board Labor Representatives by total local board membership =	<u>14.29%</u>
<b>(Must be at least 15%)</b>	

## Local Board Performance Accountability Measures

### Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>San Benito County Workforce Development Board</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
<b>Adult</b>				
Entered Employment Rate	80.0%	85.7%	75.0%	90.0%
Employment Retention Rate	85%	81.8%	80.0%	91.7%
Average Earnings	\$13,500	\$15,305	\$11,650	\$21,480.36
<b>Dislocated Worker</b>				
Entered Employment Rate	82.5%	75.0%	77.5%	100%
Employment Retention Rate	89.5%	96.6%	82.5%	100%
Average Earnings	\$15,570	\$15,198	\$14,500	\$16,555.10
<b>Youth (ages 14-21)</b>				
Placement in Employment or Education	<b>74.0%</b>	66.7%	70.0%	92.9%
Attainment of a Degree or Certificate	<b>69.0%</b>	71.4%	59.0%	85.7%
Literacy and Numeracy Gains	<b>48.4%</b>	25.0%	48.5%	0.00%

## **Local Board Sustained Fiscal Integrity**

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **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 mis-expended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is 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, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
  - Timely reporting of WIA 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])

San Benito County Workforce Development Board has not been placed on cash hold in any Program year.

## **Local Board WIOA Implementation**

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

- a. Developing new services

As of September 1, 2015, Community Action Agency, Public Authority and CalWORKS Expanded Subsidized Employment (ESE) programs have partnered with the Workforce Development Board to offer services at the America's Job Center. Clients may receive assistance with their utility payments (LiHEAP), rental assistance, transportation tokens, Volunteer Income Tax Assistance (VITA) and In-Home Support Services through Provider care takers. This partnership has resulted in a more comprehensive services delivery to local customers at the America's Job Center.

Staff is also reviewing all existing WIA programs along with new WIOA program requirements. Staff will make recommendation to the Youth Employment Program Committee and the Workforce Development Board (WDB) in the next couple of months to determine what type of new services can be offered.

- b. Entering into collaborative partnerships

WDB has identified the required partners under WIOA. A meeting is scheduled for April 7, 2016 to begin the discussions and enter into new partnerships with all mandated partners. The MOU has been drafted which will be shared with each partner for their feedback.

- c. Creating innovative workforce development strategies in alignment with WIOA

The Workforce Development Board will continue to focus on regional partnerships to promote high demand sectors for the benefit of our local residents. Currently, the WDB is a member of the Bay Area Water Career collaborative. In addition, the WDB is a partner with the tri-county Workforce Development Boards including Monterey County and Santa Cruz County for the Prop 39 Pre- Apprenticeship Building Trades. The WDB will provide a second "Virtual Job Fair" to promote local employment to the greater community via streaming the internet and through the local cable company. In October of 2014, the WDB lead a successful "Virtual Job Fair". This innovative approach proved to be an effective strategy reaching a larger audience. The plans are to increase our local and regional partnerships for a greater viewing audience and increase the participation of employers in high demand occupations.

d. Redesigning service delivery

It is expected that in the near future the core, intensive and training process will be eliminated. In discussion with the various partners located within the AJCC to re-design our service delivery for all clients. The goal is to provide a seamless and effective service delivery through an array of partners and services being offered.

e. Other WIOA transitional activities to design a better system for customers

The goal is to provide a seamless and effective service delivery through an array of partners and services being offered. It is expected that a client of need of employment will receive services. In addition, clients in need of other transitional services will have the opportunity to rental assistance, utility assistance, free tax preparation services, hotel vouchers, and access to other housing services, transportation tokens and other supportive services.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

Effective July 1, 2015, our priority of service has changed to serve primarily Out of School Youth to support their education and career success. We are outreaching to the general community including our Probation, Correctional Facilities, Adult Education partner s for referrals to our Center and local community based organizations.

3. Describe your efforts to comply with the Uniform Guidance requirements.

Our Fiscal Department monitors expenditures on a monthly basis to ensure we will meet the program requirements by the end of the contract/program. Historically, our Fiscal Department has done a superb job which has resulted in positive Fiscal audits.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

The Workforce Development Board will continue to focus on regional partnerships to develop sector initiatives and career pathways in high demand industries. Currently, the WDB is a member of the Bay Area Water Career Pathway collaborative which consists of community colleges, water companies and other education institutions. In addition, the WDB is a partner with the tri-county Workforce Development Boards including Monterey County and Santa Cruz County for the Prop 39 Pre-Apprenticeship Building Trades. The plans are to increase our local and regional partnerships to increase our partnerships in regional collaborative promoting career pathways and sector initiatives.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

The Workforce Investment Board adopted the AJCC brand since January 14, 2014 and will continue to support it fully.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

A meeting is scheduled for April 7, 2016 to begin the discussions and enter into new partnerships with all mandated partners. We will have no problems meeting the Phase 1 requirements and due dates.



## **Local Board Assurances**

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (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. Do financial reporting 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 WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

*\*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. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. 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. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. 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.
- H. Give priority of service 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 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

## **Signature Page**

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

### **Instructions**

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

#### **Local Workforce Development Board Chair**

#### **Local Chief Elected Official**

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Signature

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Signature

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Katherine Hough

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Robert Rivas

Name

Name

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WDB Interim Chair

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Chair, Board of Supervisor

Title

Title

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Date

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Date