



**Workforce Investment Board
Executive Committee
1000 Emeline Ave., Santa Cruz
Wednesday, February 3, 2016 @ 8:30 a.m.**

18 W. Beach Street
Watsonville, CA 95076
(831) 763-8900

www.santacruzwb.com

Agenda

MEMBERS:

- Ron Slack, Chair**
Fine Print Graphic Design
- Carol Siegel, Vice Chair**
Santa Cruz Seaside Company
- Alan Aman, Chief Operating Officer**
PAMF Santa Cruz
- Alia Ayyad, Director**
Center for Employment Training
- Diane Berry-Wahrer, Supervisor**
California Department of Rehabilitation
- Greg Caput, Supervisor**
Santa Cruz County Board of Supervisors
- Jack Carroll, Chair, Career and Technical Education**
Watsonville/Aptos Adult Education
- Jack Cheney, CFO**
Wonderfully Raw Gourmet
- Christina Cuevas, Program Director**
Community Foundation of Santa Cruz County
- Valerie Custodio, Store Team Leader**
Target
- MariaElena De La Garza, Executive Director**
Community Action Board
- Marshall Delk, Vice President**
Santa Cruz County Bank
- Elyse Destout, Owner**
Photography by Elyse Destout
- James Dion, Employment Program Manager**
Employment Development Department
- Cecilia Espinola, Director**
Santa Cruz County Human Services Department
- Andy Hartmann, Business Manager/Financial Secretary**
IBEW Union, Local 234
- Sean Hebard, Field Representative**
Carpenters Local 505
- Mark Hodges, Director, Regional Occupational Program**
Santa Cruz County Office of Education
- Dave Hood, President**
First Alarm
- Julie Lambert, Director, Finance & Human Resources**
S. Martinelli and Company
- Rob Morse, Manager**
Pacific Gas and Electric Company
- Rock Pfothenhauer, Dean of Instruction, CEED**
Cabrillo College
- Sabra Reyes, HR Director**
New Leaf Community Markets
- Francisco Rodriguez, President**
PVFI Union, Local 1936
- Howard Sherer, Chief Executive**
Hutton Sherer Marketing
- William Tysseling, Executive Director**
Santa Cruz Area Chamber of Commerce
- Andrew Van Valer, Owner**
SlingShot SV
- VACANT**
National Council on the Aging

DIRECTOR:
Andrew Stone

- I. Call to Order/Welcome**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Approval of Minutes from October 7, 2015 meeting.....2-4**
- V. Consent Items**
 - C.1 Individual Training Account Scholarship Project **5-14**
 - C.2 Common Measure Performance PY 15/16: Quarter 1 **15-19**
 - C.3 WIOA Youth Program Work Experience Policy..... **20-23**
- VI. Administration**
 - A.1 Data Dashboard **24**
 - A.2 Strategic Plan Report (Action)..... **25-26**
 - A.3 February 24th WIB Meeting Planning (Action) **27**
 - A.4 WIOA Contractor Performance Update (Information)..... **28**
 - A.5 WIB Event and Resource Discussion (Action) **29-30**
- VII. Chairperson’s Report**
- VIII. Adjournment**

**Next Meeting: Workforce Investment Board Meeting
Wednesday, February 24, 2016 @ 8:30 a.m.
Simpkins Swim Center
979 17th Ave
Santa Cruz, CA 95062**

**Executive Committee Meeting
Wednesday, April 6, 2016 @ 8:30 a.m.
1000 Emeline Ave, Santa Cruz
Executive Conference Room**

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefit of the services, programs, or activities. This meeting is located in an accessible facility. If you are a person with a disability and require special assistance in order to participate in the meeting, please call (831) 763-8900 (TDD/TTY- 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those affected, please attend the meeting smoke and scent free.



**Workforce Investment Board
Executive Committee
1000 Emeline Ave., Santa Cruz
Wednesday, October 7, 2015, 8:30 a.m.**

18 W. Beach Street
Watsonville, CA 95076
(831) 454-4873
www.santacruzwb.com

MEMBERS:

Ron Slack, Chair
Fine Print Graphic Design
Carol Siegel, Vice Chair
Santa Cruz Seaside Company
Alan Aman, Chief Operating Officer
PAMF Santa Cruz
Alia Ayyad, Director
Center for Employment Training
Diane Berry-Wahner, Supervisor
California Department of Rehabilitation
Greg Caput, Supervisor
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Employment Development Department
Cecilia Espinola, Director
Santa Cruz County Human Services Department
Jon Gundersgaard, Senior Technical Recruiter
Seagate Technology
Andy Hartmann, Business Manager/Financial Secretary
IBEW Union, Local 234
Sean Hebard, Field Representative
Carpenters Local 505
Mark Hodges, Director, Regional Occupational Program
Santa Cruz County Office of Education
Dave Hood, President
First Alam
Julie Lambert, Director, Finance & Human Resources
S. Martinelli and Company
Vicki Miranda, VP Human Resources
Dominican Hospital
Rob Morse, Manager
Pacific Gas and Electric Company
Rock Pfothenhauer, Dean of Instruction, CEED
Cabrillo College
Sabra Reyes
New Leaf Community Markets
Francisco Rodriguez, President
PVFI Union, Local 1936
Howard Sherer, Chief Executive
Hutton Sherer Marketing
William Tysseling, Executive Director
Santa Cruz Area Chamber of Commerce
Andy Van Valer, Owner
SlingshotsV

Director:
Andy Stone

The Chair called the meeting to order at 8:34 a.m., and a quorum was established.

Committee Members in Attendance

Jack Cheney – Business Services Chair
Elyse Destout – Youth Council Chair
Howard Sherer -
Carol Siegel – Vice Chair
Ron Slack - Chair

Staff in Attendance

Andy Stone – WIB Director
Laurel Gazza – WIB Administrative Coordinator

Guests

James Dion – EDD
Andy Van Valer – SlingShot SV

Subject: Call to Order/Welcome

Discussion: Chair Ron Slack called the meeting to order and acknowledged members, staff and guests present. At that time he had first time guest Andy Van Valer, a new WIB Board member, introduce himself to the committee and briefly review his background and qualifications.

Subject: Public Comment

There was no public comment, but Director Andy Stone did mention that Monterey Bay Economic Partnership event takes place November 4.

Subject: Approval of September 16, 2015 Meeting Minutes

Discussion: Chair Ron Slack called for the September 16, 2015 minutes to be approved.

Action: Approval of September 16, 2015 Meeting Minutes

Status: Motion to Approve: Carol Siegel
Motion Seconded: Howard Sherer

Abstentions: None
Committee Action: All in favor, motion passed.

Subject: V. Consent Items:

C.1 – Eligible Training Provider List Report for PY 2014-15

C.2 – WIA PY 2014-15 4th Quarter Fiscal Operations and Performance Update

C.3 – WIA Youth Services Annual Report 2014-15

Action: It was moved to approve Consent Items C.1 – C.3

Status: Motion to Approve: Carol Siegel
Motion Seconded: Elyse Destout
Abstentions: None
Committee Action: All in favor, motion passed.

VI. Administration Items:

A.1 – Updated WIOA PY 15/16 Budget

Director Andy Stone briefly reviewed the PY 2015-16 WIOA budget and explained how carry-in funds are allocated, and noted that there were more carry-in funds this year than in previous years. Informational item only, no vote.

A.2 – Strategic Plan Report (Action)

Director Andy Stone reviewed the goals for the WIB Strategic Plan for Program Years (PY) 2014-17 and noted that there will be development opportunities for every WIB Board member, and committee member Howard Sherer mentioned that in past years the WIB Board held an annual retreat event, which the Director and committee wanted to continue.

Action: It was moved to adopt the WIB Director's Operational plan update for PY 15-16 and recommended for approval by the Workforce Investment Board.

Status: Motion to Approve: Jack Cheney
Motion Seconded: Elyse Destout
Abstentions: None
Committee Action: All in favor, motion passed.

A.3 – October 28th WIB Meeting Planning (Action)

Director Andy Stone initiated discussion about planning for the Workforce Investment Board (WIB) full board meeting on October 28, 2015. He stated that there would be updates on regional planning, and the next steps for developing regional activities. He also noted there will be planning for presentations and potential break-out sessions during the full board meeting to present and discuss new ideas for WIB members to contribute more, and to develop ideas for developing the next WIB retreat. The Director also noted there would be an update about the Mission College High-Tech grant.

Action: It was moved to direct WIB staff to include the above mentioned items in the October 28, 2015 WIB meeting agenda.

Status: Motion to Approve: Carol Siegel
Motion Seconded: Howard Sherer
Abstentions: None
Committee Action: All in favor, motion passed

A.4 – Tourism Brand Ambassador

Director Andy Stone provided an update on the potential new Tourism Ambassador Training Program for Santa Cruz County. He spoke of his recent trip to the Pacific Northwest with the Tourism Ambassador Committee, and discussions held regarding improvement of customer service in the hospitality industry and how to better assist Santa Cruz County's tourism related businesses. The TATP will be potentially putting together a half-day program for training hospitality workers to better engage tourists.

Action: Informational item only, no vote taken.

VI. Chairperson's Report

WIB Chair Ron Slack discussed the recent Food What event and noted that it raised \$80,000 in donations. He invited all Executive Committee members to attend next year's event.

Meeting adjourned at 10:16 a.m.

**Next Meeting: Executive Committee Meeting
Wednesday, February 3, 2016 @ 8:30 a.m.
1000 Emeline Street
Santa Cruz, CA 95060**

**Workforce Investment Board Meeting
Wednesday, October 28, 2015 @ 8:30 a.m.
Simpkins Swim Center
979 17th Ave
Santa Cruz, CA 95062**



Action Consent Information Discussion

C.1 ITA Scholarship Project

COMMITTEE: Executive Committee	MEETING DATE: 02/03/16
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STAFF NAME: Andy Stone, WIB Director; Sara Paz-Nethercutt, Sr. Analyst

SUMMARY:

As you may recall, the current Individual Training Account (ITA) policy is in effect and limited/capped at \$3,500 for the duration of the WIOA participant enrollment. The standard length of training time is one-year with an exception memo to be two-years.

The ITA Scholarship Project serves to augment and expand that policy by allowing an ITA scholarship for a two (2) year Community College Associate Degree program leading to a career or job upon completion. ITA scholarships under this project will be staff approved based on a scholarship list derived from a local in-demand occupation analysis. The scholarship list is attached as part of the ITA Project write-up (Attachment A). Furthermore, under this project the \$3,500 ITA cap is augmented to \$5,000 per year depending on the documented cost of the training program, not to exceed \$10,000 for two (2) year WIOA program participation. Lastly, there are a targeted number of 10 participants per funding source (Adult & Dislocated Worker) for this project for a total of 20 participants.

This ITA scholarship program will be in effect until the goals and targets are met or until the WIB rescinds the project, whichever comes first. The overall success of participants in this project will be measured after their completion of their two year training program.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the ITA Scholarship Project Policy as drafted by WIB staff.

COMMITTEE DATE 02/03/16	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

**Santa Cruz Workforce Investment Area
Workforce Innovation & Opportunity Act
Individual Training Account
Community College Scholarship Project**

A. General WIOA Training Provisions

There is no sequence of service requirement for career and training services. After an interview, evaluation or assessment and career planning, if an individual is found to meet certain criteria, training services may be provided.¹ Individual Training Accounts (ITAs) are the primary method to be used for training services under WIOA, similar to under Workforce Investment Act (WIA).²

B. Policy

In accordance with WIOA, if available, other funding sources (non-WIOA) will be utilized as the first source of payment for training services. This includes but is not limited to Pell grants, BOG grants, and other scholarships. The Workforce Investment Board approved Individual Training Account (ITA) Policy is currently in effect and is limited/capped at \$3,500 for the duration of the WIOA enrollment. The standard length of training time is considered to be one-year with the maximum training time with an exception memo to be two (2) years. Refer to the ITA policy effective July 1, 2013 for complete policy details. (Attachment A)

This scholarship project only serves to augment and expand that policy by allowing ITA scholarships for a two (2) year Associate Degree program leading to a career or job upon completion.

C. Purpose of Scholarship Project/Start date of project (implementation)

Effective immediately upon release of this directive, contracted staff will begin to approve ITA's based on a scholarship list derived from a local in-demand occupation analysis. The scholarship list is Attachment B.

Target Population includes participants who have:

- Selected a two (2) year Associate Degree or certificated program which will lead to employment in an in-demand occupation; or
- Selected a short-term vocational training in an in-demand occupation

Participant Selection/Criteria for participation:

- Enrolled at Community College as a full-time student (minimum of 12 units per term)
- Completed **Education Plan** for an Associate in Arts Degree (AA) or Associate in Science Degree (AS) from a Community College; those participants (students) with a plan for the Associate Degree for Transfer to complete a bachelor's degree in a

¹ Workforce Services Information Notice (WSIN)15-10, September 16, 2015

² Training and Employment Guidance Letter (TEGL) WIOA No. 3-15, July 1, 2015

similar major at a four(4) year college or university are excluded from this pilot project.

D. Core Components/Activities

After an interview, evaluation or assessment and career planning, training services may be provided to those who meet the WIOA eligibility criteria. Participants in this scholarship project will be required to fulfill the following requirements to continue receiving the funding in this pilot project:

- Maintain monthly contact with their employment services specialist during their participation in the WIOA program.
- Obtain passing grades in each and every class on their Education Plan.
- Follow their Education Plan as initially determined and if a revised Education Plan is deemed necessary continued steady progress should be demonstrated.
- Choose a training program from the Eligible Training Provider List (ETPL) as locally approved.

E. Goals/Targets

Contractor Staff will track the number of scholarships authorized under this scholarship project and report back to the WIB on a monthly basis.

Funding Source	Funding allocation	Number of Participants
ADULT	\$50,000	10
DISLOCATED WORKER	\$50,000	10

ITA scholarship amount: \$3500 to \$5,000 per year depending on documented cost of training program, not to exceed \$10,000 for two (2) year program participation. An exception memo must be completed for each participant and maintained in the case file.

F. Scholarship Program Time Frame

This ITA scholarship program will be in effect until the goals and targets are met or until the WIB staff rescinds the project, whichever comes first.

G. Tracking Participants/Outcomes

WIB Staff will review the tracking report provided by WIOA Contractor to evaluate the demand for and utilization of this project. The overall success of participants in this project will be measured after their completion of their two year training program.

Because WIOA performance measures have not yet been negotiated, WIA Common Performance Measures will be applied to the participants in this pilot project.

Entered Employment	
Adult	72%
Dislocated Worker	70.5%

H. Supportive Services Policy

There are no changes to the WIB approved Supportive Services Policy. See Attachment C.

Attachments

- A. ITA Policy**
- B. ITA Scholarship List**
- C. WIB Approved Supportive Services Policy**

**Santa Cruz County Workforce Investment Board
Individual Training Account (ITA) Policy
Effective Date: July 1, 2013**

Background:

The Local Workforce Investment Board is required under the Workforce Investment Act to set policies for Adults and Dislocated Workers using training services that define time limits and dollar limits (caps).

Policy: In accordance with WIA regulation, if available, other funding sources (non-WIA) will be utilized as the first source of payment for training programs. This includes but is not limited to Pell grants, BOG grants, scholarships, other.

ITAs will be capped/limited to **\$3,500** for the duration of WIA enrollment. This amount is meant to be an average. The **\$3,500 does not** include the cost of Supportive services for adult and dislocated workers which are available to a maximum total of **\$200** for the duration of enrollment. On a case-by-case basis and with proper justification, a counselor could request a waiver to exceed the **\$3,500** from the Program Manager and with approval from the Workforce Investment Board Director.

If similar training (curricula and timeframes) is available at both public and private training institutions, the local WIB will only pay up to the cost of training at the public training institution. The WIA participant could opt for the private school but would only receive an ITA for an amount equal to the Public Schools cost.

The standard training is considered to be one year. Maximum training time will be 2 years. In instances where training extends over a two-year period (Cabrillo), the ETS will prepare one voucher to reflect the total cost of the training that is to be committed. Vouchers should be submitted for the training and supply costs outlined by the institution such as Cabrillo.

ITAs and OJTs can be combined as long as total funding stays below a **\$3,500** cap. Under special circumstance, on a case-by-case basis and with proper justification, a counselor could request a waiver to exceed the **\$3,500** from the Program Manager with approval by the Workforce Investment Board Director.

The maximum amount for an ITA will be paid for sector occupations including health care careers, construction, and the retail sub sector of trade transportation and utilities sectors for occupations on the priority occupations list. Annually, 5% of all ITAs can be written for non-priority occupations that will be paid at \$3,000 maximum.

Eligibility for Training:

WIA funds for the provision of occupational classroom training will be provided in accordance with Section 134 (d) (4) (A) of the Act. Eligible populations include adults, dislocated workers, and incumbent workers who:

- A. After an interview, evaluation or assessment and case management have been determined to:
 - 1. Are unable to obtain employment that leads to self-sufficiency through core and intensive services
 - 2. Be in need of training services
 - 3. Have the skills and qualifications necessary to successfully participate in the selected program
 - 4. Have selected programs of training services that are directly linked to employment opportunities in Santa Cruz County as certified through the priority occupation list
 - 5. Are unable to obtain sufficient grant assistance, including PELL grants;
 - 6. Require support beyond the assistance made available under other grant assistance programs

- B. Training priority will be given to Santa Cruz County residents in the Adult program

- C. Training priority will be given to Veterans and the spouses of Veterans, as well as those individuals who have attended a Rapid Response event in the Dislocated Worker Program.

C.1 Attachment A
Attachment B

Community College
Scholarship Opportunity List
PY 15/16

SOC	Description EMSI Industry Data 10/13/15	Projected Growth	Median Hourly Earnings	Work Experience Required	Typical On-The-Job Training
	Construction				
17-3012	Electrical and Electronics Drafters	*11%	\$29.86	None	None
17-3013	Mechanical Drafters	33.3%	\$26.91	None	None
	Health Care & Social Assistance				
29-2012	Medical and Clinical Laboratory Technicians	27.3%	\$24.85	None	None
29-1141	Registered Nurses	24.3%	\$65.66	None	None
31-2021	Physical Therapist Assistants	25%	\$30.89	None	None
29-2021	Dental Hygienists	16.1%	\$47.05	None	None
29-2032	Diagnostic Medical Sonographers	*43%	\$54.21	None	None
29-2034	Radiologic Technologists	*17%	\$39.38	None	None
	Manufacturing				
19-4031	Chemical Technicians	*16%	\$22.50	None	Moderate-term on-the-job training
17-3029	Engineering Technicians, Except Drafters, All Other	16.7%	\$28.33	None	None
	Other Services				
29-1141	Registered Nurses	24.3%	\$65.66	None	None
15-1134	Web Developers	10%	\$27.38	None	None
49-9062	Medical Equipment Repairers	*24%	\$25.58	None	Moderate-term on-the-job training
	Professional Scientific & Technical Services				
15-1152	Computer Network Support Specialists	55.6%	\$30.17	None	None
15-1134	Web Developers	10%	\$27.38	None	None
19-4091	Environmental Science and Protection Technicians, Including Health	50%	\$25.85	None	None
17-3019	Drafters, All Other	*17%	\$25.20	None	None
17-3011	Architectural and Civil Drafters	20%	\$31.25	None	None
19-4041	Geological and Petroleum Technicians	*18%	\$24.20	None	Moderate-term on-the-job training
SOC	Standard Occupational Classification				
	www.bls.gov/soc/major_groups.htm				
	Santa Cruz County data was used when available				
	*local data unavailable, State data used.				

Final Draft Revision July 1, 2011
 Career Center Committee May 4, 2011
 Executive Committee May 25, 2011
 Full WIB June 8, 2011
 Executive Committee May 22, 2013
 Full WIB June 5, 2013
Final Draft Revision July 1, 2013

<p>WIA Supportive Services Policy for the Santa Cruz Workforce Investment Area Revision</p>
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A. General Provisions

The Santa Cruz County Workforce Investment Board will make available supportive services to **appropriate Workforce Investment Act participants. All requests for participant supportive services** and all collaborating information detailing the need will be documented in the participants' plan. The Workforce Investment Board ensures that:

- Services provided under this policy are necessary to enable participants to participate in activities under Title 1 of WIA
- Services provided do not duplicate services available from other sources and are coordinated with the services of partners and community service providers
- Supportive services are based on the attendance and performance by the participants receiving them
- To the extent possible, similarly situated participants receive similar services
- Provision of supportive services under this policy is contingent upon the availability of WIA funds. Additionally, at the discretion of the local Workforce Investment Board this Supportive Service Policy is subject to change.

Supportive services for adult and dislocated workers are available to a maximum total of **\$200** for the duration of enrollment. Supportive services will only be provided to an individual after they are enrolled into WIA and during their WIA participation.

B. Procedure

V. Federal Regulation

As per 20CRF 663.800, Supportive Services are to be made available to participants during their enrollment in the WIA program. Supportive Services are based on the needs of the individual and may include the following:

- (a) assistance with transportation;
- (b) assistance with child care;
- (c) assistance with dependent care;
- (d) assistance with housing; and
- (e) Needs-related payments.
- (f) As per Section 663.105(b) of the WIA regulations, supportive services are not allowable during nonregistered core services. In order for the participant to receive services, the participant must be enrolled in WIA.

VI. Identifying & Assessing/Establishing Need

Service provider staff, within the scope of responsibility for case management, will identify the need for supportive services. Staff will assess the need by determining whether or not the customer needs the support to enable him/her to fully participate in WIA Adult/Dislocated Worker Services activities, leading to goal achievement(s). Staff

Final Draft Revision July 1, 2011
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will identify the need for supportive services to enable the customer to participate in the activities that correspond to the support and attainment of the WIA performance goals.

Documented Need: Staff will document the assessed need in the Virtual Career Center (VCC) case note system entry for each WIA participant who has been approved for supportive services.

Consideration of Community Resources: Before providing supportive services to any customer, the staff person must consider what other community resources are available to provide these same services. At a minimum, the Employment and Training Specialist must be aware of all supportive services offered by the center partners.

Pell Grants: Participants enrolled or accepted for enrollment at an accredited college, in a course of study eligible for Federal or State financial aid and, leading to a certificate or degree must apply for a Federal Pell Grant. No Supportive Services will be provided until this action is accomplished, as verified by a copy of the Pell Grant Application or award letter. Copies of the verification documents will be maintained in the participant's file.

Upon award of a Pell Grant, full or partial, the participant's supportive services may be reduced or terminated. The participant's needs will be reassessed and documented to determine appropriate level of assistance from WIA funding.

VII. Services Available in Supportive Services are:

A. Assistance with transportation:

- Bus passes or
- Gas reimbursement rates are \$5.00 per day for in-county and \$10.00 per day for out-of-county travel, up to **\$200** for the duration of enrollment. However, the sum of **all** Supportive Services (transportation, child care, other services) cannot exceed **\$200**.
- Transportation will be provided at two payment points as follows:
 - Mid-semester and end of semester for public education institutions
 - Mid-point and end point for private for profit and private not for profit institutions.

B. Assistance with childcare:

- Participants with children 12 years or younger are eligible for childcare who do not have another source of funds to pay for child care.
- Participants qualifying for childcare will be reimbursed at the amount of \$20.00 per day per child up to **\$200** for the duration of enrollment. However, the sum of all Supportive Services (transportation, child care, and other services) cannot exceed **\$200**.

Final Draft Revision July 1, 2011
 Career Center Committee May 4, 2011
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C. **Additional services, if needed and justified:**

1. **Clothing:** \$200.00 maximum allowance.
2. **Eye care:** Maximum allowance of \$160.00 at one of the HSD contracted eye care professionals
3. **Tools/Software/Internet Connections:** Maximum allowance of \$200.00
4. **Counseling:**
 - On a referral basis, counseling sessions include an assessment visit and up to 5 subsequent counseling sessions as needed at one of the contracted professionals.
5. **Other Supportive services** required helping the individual stay in training or being able to successfully complete program participation; and which the WIA participant cannot afford, will be provided on an individual case-by case basis. Each situation will be evaluated on a case by case basis as the need arises. The determination will be made on whether support is needed and will be approved/denied by the Senior Employment Training Specialist. WIA staff will submit a completed *Exception Memo* for approval justifying the additional supportive service need.

VIII. Exceptions to the supportive service allowances

There may be emergency or extenuating circumstances which would warrant a higher than average expenditure in any of the service categories. Any authorizations exceeding the average expenditure as listed above will be justified in case notes. Amounts exceeding **\$200** must be approved by the WIA Program Manager. The WIB Director and/or designee will be informed of the approvals. There will be a fiscal monitoring mechanism in place so as not exceed the annual budgeted amount.

IX. Distribution of Supportive Services Funds

Service providers will take necessary steps to disburse the supportive services in a manner so as to provide services throughout the program year to customers who are in need. It is expected that the availability of funds will fluctuate during the program year as participant need varies.

Supportive Services funds distribution is ultimately contingent upon the availability of funds. In response to changing needs and the resulting variations in usage, the supportive service average amounts is subject to change.

X. Budgetary changes

In the event of any budgetary changes from the previous annual amount, the expenditure amount may be re-evaluated. Proposed revisions to rates should be submitted to the WIB Director for review and approval.



Action Consent Information Discussion

C.2 Performance Update: PY 2015-16

COMMITTEE: WIB Executive Committee	MEETING DATE: February 3, 2016
STAFF NAME: Andy Stone, WIB Director; Teresa Carrillo, Sr. Employment Training Specialist	

SUMMARY:

The attached Performance Update for 1st Quarter PY 2015-16 gives an indication of local performance as of September 30, 2015 for Adult, Dislocated Worker, and Youth program services. The state only considers annual performance and requires local areas meet 80% of the assigned goal. Although the Workforce Innovation and Opportunity Act (WIOA) was enacted effective July 1, 2015, the performance measures used under WIA will remain in effect until June 30, 2016. The LWIA has met or exceeded all the goals.

A couple of Performance Measures to note are the Average Earnings for Adult at \$22,681.20 and Dislocated Workers at \$18,710.66.

As a reminder, this is preliminary data through 1st quarter and includes data on up to 58 Adults, 46 Dislocated Workers, and 66 Youth depending on the specific measure. The State will review the data for validation of WIA numbers and provide FINAL actual program year performance results after the program year ends.

** The State of California requires local areas meet 80% of the assigned goal.*

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WIOA Common Measures Performance for 1st quarter for PY 2015-16.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

Performance Update for 1st Quarter for PY 2015-16

Adult and DW Performance Goals	Participant Categories	PY 2015-16 Santa Cruz LWIA Goal	Performance Level through 9/30/15	Met Goal	Met 80% Target? *80% of goal	Success Rate % of goal met
Entered Employment Rate	Adult	72.0%	75%	Yes	Yes	104.1%
	Dislocated Worker	70.5%	80%	Yes	Yes	113.4%
Retention Rate – 9 months 1, 2, & 3 Qtrs after exit	Adult	85.0%	87.50%	Yes	Yes	102.9%
	Dislocated Worker	84.0%	91.30%	Yes	Yes	108.6%
Average Earnings: 2 nd and 3 rd Qtr after exit to 2 nd and 3 rd Qtr prior to WIA participation	Adult	\$16,500	\$22,681.20	Yes	Yes	137.4%
	Dislocated Worker	\$15,050	\$18,710.66	Yes	Yes	124.3%

Youth Performance Goals	PY 15-16 Goals	Performance Level through 09/30/15	Met Goal	Met 80% Target?	Success Rate (% of goal met)
Entered Education or Employment Rate	70.5%	60.0%	No	YES	85.10%
Attained Degree or Certificate	64.0%	100%	YES	YES	156.25%
Literacy & Numeracy Gains	72.0%	100%	YES	YES	138.88%

* The State of California requires local areas meet 80% of the assigned goal.

ETA 9090 WIOA Quarterly: Quarterly Summary

Please note this data was last refreshed on 11/17/2015

Filter Criteria

Report Period: 1st Quarter 2015

Region/LWIA: Santa Cruz County Workforce Investment Board

Report Due Date: 11/15/2015

Date: 1/8/2016

Report Quarter End Date: 9/30/2015

State: CA

Performance Items <i>(Time Period for Cumulative Performance)</i>	Program Group	Current Quarter		Cumulative 4-Quarter	
		Value	Numerator ----- Denominator	Value	Numerator ----- Denominator
Total Participants <i>(10/1/2014 - 9/30/2015)</i>	Total Adult Participants	1,044		3,897	
	Total Adults (self-service Only)	888		3,594	
	WIOA Adults	974		3,755	
	WIOA Dislocated Workers	72		147	
	National Emergency Grant	0		0	
	Received Training Services	103		235	
	WIOA Adults	58		127	
	WIOA Dislocated Workers	46		113	
	Total Youth (14 - 21) Participants	66		145	
	Younger Youth (14 - 18)	52		120	
	Older Youth (19 - 21)	14		25	
	Out-of-School Youth	34		51	
	In-School Youth	32		94	
	Total Exitters <i>(7/1/2014 - 6/30/2015)</i>	Total Adult Exitters	804		3,825
Total Adults (self-service Only)		741		3,621	
WIOA Adults		775		3,720	
WIOA Dislocated Workers		32		108	
National Emergency Grant		0		0	
Total Youth (14 - 21) Exitters		56		106	
Younger Youth (14 - 18)		49		90	
Older Youth (19 - 21)		7		16	
Out-of-School Youth		9		24	
In-School Youth		47		82	
Placement in Employment or Education <i>(1/1/2014 - 12/31/2014)</i>	WIOA Youth (14 - 21)	60.00%	3	75.70%	81
			5		107
Attainment of Degree or Certificate <i>(1/1/2014 - 12/31/2014)</i>	WIOA Youth (14 - 21)	100.00%	5	92.38%	97
			5		105
Literacy & Numeracy Gains <i>(10/1/2014 - 9/30/2015)</i>	WIOA Youth (14 - 21)	100.00%	6	82.14%	23
			6		28

Performance Items <i>(Time Period for Cumulative Performance)</i>	Program Group	Current Quarter		Cumulative 4-Quarter	
		Value	Numerator ----- Denominator	Value	Numerator ----- Denominator
Youth Diploma or Equivalent Rate <i>(7/1/2014 - 6/30/2015)</i>	WIOA Younger Youth (14 - 18)	42.86%	<u>3</u>	21.43%	<u>3</u>
			<u>7</u>		<u>14</u>
Skill Attainment Rate <i>(7/1/2014 - 6/30/2015)</i>	WIA Younger Youth (14 - 18)	0.00%	<u>0</u>	0.00%	<u>0</u>
			<u>0</u>		<u>0</u>
Entered Employment Rates <i>(1/1/2014 - 12/31/2014)</i>	Adults	75.00%	<u>9</u>	81.25%	<u>39</u>
			<u>12</u>		<u>48</u>
	Dislocated Workers	80.00%	<u>16</u>	83.19%	<u>99</u>
			<u>20</u>		<u>119</u>
	Older Youth (19 - 21)	100.00%	<u>1</u>	100.00%	<u>11</u>
			<u>1</u>		<u>11</u>
	National Emergency Grant	0.00%	<u>0</u>	0.00%	<u>0</u>
			<u>0</u>		<u>0</u>
Employment and Credential Rates <i>(1/1/2014 - 12/31/2014)</i>	Adults	58.33%	<u>7</u>	71.64%	<u>48</u>
			<u>12</u>		<u>67</u>
	Dislocated Workers	42.11%	<u>8</u>	60.82%	<u>59</u>
			<u>19</u>		<u>97</u>
	Older Youth (19 - 21)	100.00%	<u>1</u>	92.31%	<u>12</u>
			<u>1</u>		<u>13</u>
Retention Rates <i>(7/1/2013 - 6/30/2014)</i>	Adults	87.50%	<u>7</u>	95.38%	<u>62</u>
			<u>8</u>		<u>65</u>
	Dislocated Workers	91.30%	<u>21</u>	90.82%	<u>89</u>
			<u>23</u>		<u>98</u>
	Older Youth (19 - 21)	100.00%	<u>5</u>	100.00%	<u>14</u>
			<u>5</u>		<u>14</u>
	Younger Youth (14 - 18)	100.00%	<u>25</u>	100.00%	<u>36</u>
			<u>25</u>		<u>36</u>
	National Emergency Grant	0.00%	<u>0</u>	0.00%	<u>0</u>
			<u>0</u>		<u>0</u>
Average Earnings	Adults	\$22,681.20	<u>\$136,087.22</u>	\$18,563.60	<u>\$1,095,252.16</u>
			<u>6</u>		<u>59</u>
	Dislocated Workers	\$18,710.66	<u>\$374,213.11</u>	\$18,490.00	<u>\$1,516,179.95</u>
			<u>20</u>		<u>82</u>

Performance Items <i>(Time Period for Cumulative Performance)</i>	Program Group	Current Quarter		Cumulative 4-Quarter	
		Value	Numerator ----- Denominator	Value	Numerator ----- Denominator
(7/1/2013 - 6/30/2014)	Older Youth (19 - 21)	(\$2,230.14)	<u>(\$8,920.55)</u>	\$4,911.31	<u>\$58,935.69</u>
			4		12
	National Emergency Grant	\$0.00	<u>\$0.00</u>	\$0.00	<u>\$0.00</u>
			0		0



Action Consent Information Discussion

C.3 WIOA Youth Work Experience Policy

COMMITTEE: Executive Committee	MEETING DATE: February 3, 2016
STAFF NAME: Andy Stone, WIB Director; Teresita Hinojosa, Sr. Analyst	

SUMMARY:

Background:

Workforce Investment Act (WIA) Youth Work Experience policy has previously been part of the COE contractor agreement and has required paid and unpaid work experience (WEX) including internships and job shadowing in high demand occupations. The WEX was linked to the youth's Individual Service Strategy (ISS) and was provided as part of the summer/after school employment program also known as the Summer Youth Employment Program (SYEP). Throughout the years the WIB has adopted various directives for staff/contractors that include portions of WEX to implement, however no single policy for this function exists.

Related to the WEX component of services are two previous policies that were adopted; the Incentive Policy (Attachment A) approved by the WIB Board on June 4, 2014, and the Supportive Services Policy (Attachment B) that was approved on October 30, 2013, for WIA Youth Services.

WIOA Legislative Requirements:

The new legislation requires the expansion of WEX activities to include pre-apprenticeship programs and on-the-job training opportunities, in addition to required academic and occupational education (previously provided under WIA) with additional time constraints, training in specific occupations, occupational clusters, or career pathways. Additionally, 20% of Youth Formula funds must be used to pay wages and related benefits for work experience in the public, private, for-profit, or non-profit sectors relating to the youth's ISS plan. New WIOA WEX policy (Attachment C) must reflect duration of the work experience assignment, limitations on the number of hours, and appropriate incentives and stipends, including limitation on the type and dollar amount (Attachments A & B).

Contractor Action Steps:

The WIOA Youth Services contractor, Santa Cruz County Office of Education Sueños Program, has established policies for the WEX program that meets WIA requirements. The contractor will revise its current Sueños Policies and Procedures manual of 2014-15 to reflect the new recommended changes effective January 1, 2016.

Therefore, it is recommended that the current policies/directives be amended to include WIOA Work Experience requirements in order to meet new program requirements, and to forward the recommended policy to the Executive Committee and WIB Board for review and approval.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the Work Experience policy in order to meet new WIOA program requirements, and to forward the recommended policy to the WIB Board for review and approval.

COMMITTEE DATE 02/03/16	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: YC approved 12/9/15
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

C.3 Attachment A

WORKFORCE INVESTMENT BOARD OF SANTA CRUZ COUNTY POLICY ON INCENTIVES FOR YOUTH PROGRAMS

Section: Workforce Investment Board Manual		Date Issued: March 20, 2002 Revised: <i>September 25, 2013</i> Revised: <i>April 23, 2014</i>
Policy: WIB: Administrative: Incentives for Youth Programs		Effective Date: April 25, 2002 Revision Effective Date: <i>October 30, 2013</i> Revision Effective Date: <i>April 23, 2014</i>
Purpose	The purpose of this policy is to make provision for granting incentive awards to youth enrolled into the Title I WIA Youth program.	
References	<i>Workforce Investment Act of 1998</i> , Sections 101 (46), 129 (a)(5) and Title 20 of the Federal Regulations 664.440.	
Definition	<ul style="list-style-type: none"> • An incentive is a one-time or a regular payment, either cash or non-cash, to a WIA Youth participant for the successful participation in, and achievement of, expected program and performance outcomes linked to training and education. 	
General Principles	<ul style="list-style-type: none"> • Incentives are intended to be used to encourage and motivate WIA youth to reach specific goals and obtain positive outcomes. • Such awards are not an entitlement and are subject to the availability of WIA Youth funds. • They must be tied to activities that achieve the WIA Youth program elements (WIA 129(c)(2)(A-J) or the Common Measures. • Program contractors have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the Workforce Investment Act and this policy. 	
Policies	<ul style="list-style-type: none"> • A statement of incentives and a line item in the budget will be a part of the agreement of each contractor of a Youth program. • No more than \$600 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Director of the WIB. • Incentives are to be carefully distinguished from regular supportive services, tuition and other similar needs-related payments; and any allotment for incentives is exclusive of these services. • Incentive payments must be scheduled and documented in each participant's Individual Service Strategy (ISS) and case notes. A signature of receipt by the participant must be included in the participant's file. • These awards may be given for services rendered by non-employees; they are not, therefore, to be provided to participants in OJT. 	

C.3 Attachment B

WORKFORCE INVESTMENT BOARD OF SANTA CRUZ COUNTY POLICY ON SUPPORTIVE SERVICES FOR YOUTH PROGRAMS

Section: Workforce Investment Board Manual		Date Issued: March 20, 2002 Revised: <i>September 25, 2013</i>
Policy: WIB: Administrative: Supportive Services for Youth Programs		Effective Date: April 25, 2002 Revision Effective Date: <i>October 30, 2013</i>
Purpose	The purpose of this policy is to make provision for granting supportive services to youth enrolled into the Title I Workforce Investment Act Youth program.	
References	<i>Workforce Investment Act of 1998</i> , Section 134 (e)(2) and CFR Subpart H, 633.	
Definition	<ul style="list-style-type: none"> • A supportive service refers to those financial based or physical accommodations that are reasonable and necessary and/or required for a participant to participate in activities as authorized under Title 1 of the Workforce Investment Act. 	
General Principles	<ul style="list-style-type: none"> • Supportive Services is a required youth program element to be made available based on demonstrated need and is intended to be used to reach specific goals. • Such awards are not an entitlement and are subject to the availability of WIA Youth funds. • As supportive services, such awards must be allowable, necessary for the participant's success in the program and reasonable. • They must be tied to activities that achieve the WIA Youth program elements (WIA 129(c)(2)(A-J) or the Common Measures. • Program contractors must include in their program design those supportive services that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the Workforce Investment Act and this policy. 	
Policies	<ul style="list-style-type: none"> • A statement of supportive services and a line item in the budget will be a part of the agreement of each contractor of a Youth program. • No more than \$500 may be allotted for supportive services for any one participant. Exceptions to this maximum allotment require the prior approval of the Director of the WIB. • Supportive services are available up to a lifetime maximum aggregate total amount of \$1,000 to the WIA youth participant and/or through the participant on behalf of his/her immediate family. • Youth in training or Follow-up services under WIA may be eligible for supportive services if they are unable to obtain services from other programs providing such services. All efforts to secure supportive services from other sources must first be exhausted by the participant and documented in the proper form before expending WIA funds. • Supportive services may include need related payments, childcare, transportation, housing assistance and a variety of other related expenses. • Supportive service payments must be scheduled and documented in each participant's Individual Service Strategy (ISS) and case notes. A signature of receipt by the participant must be included in the participant's file. • Under no circumstance may a participant be denied supportive services without documented concurrence of a supervisor or manager. • These awards may be given for services rendered by non-employees. 	

C.3 Attachment C

WORKFORCE INVESTMENT BOARD OF SANTA CRUZ COUNTY POLICY ON YOUTH WORK EXPERIENCE

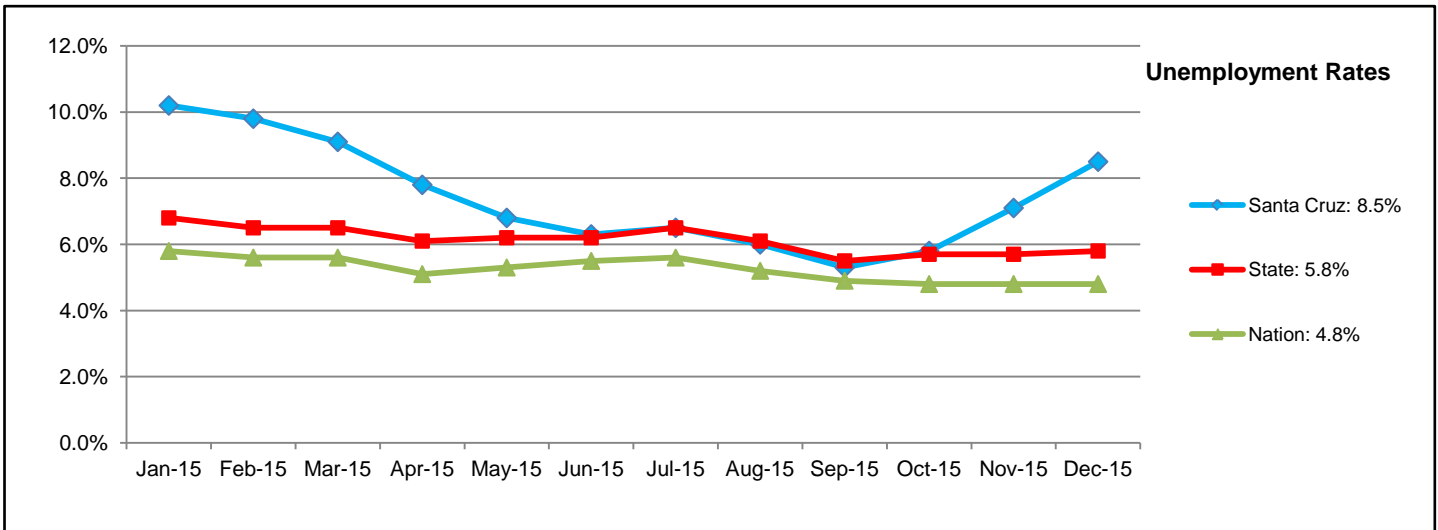
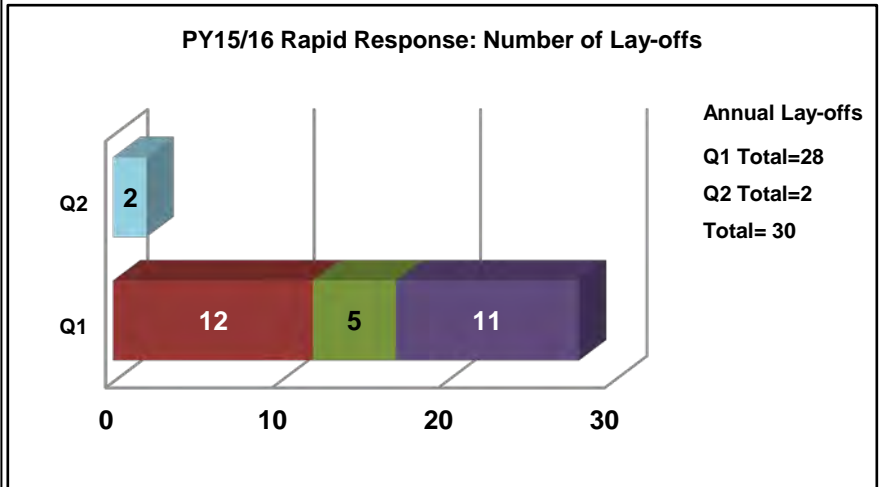
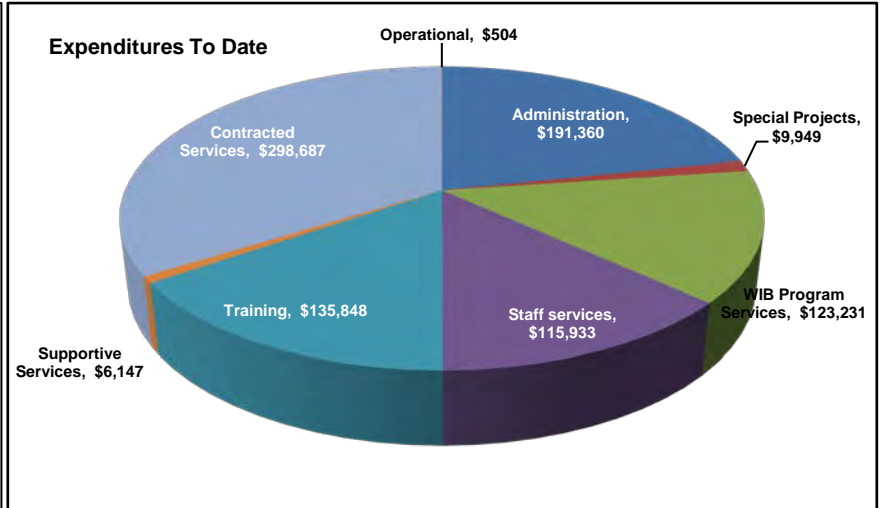
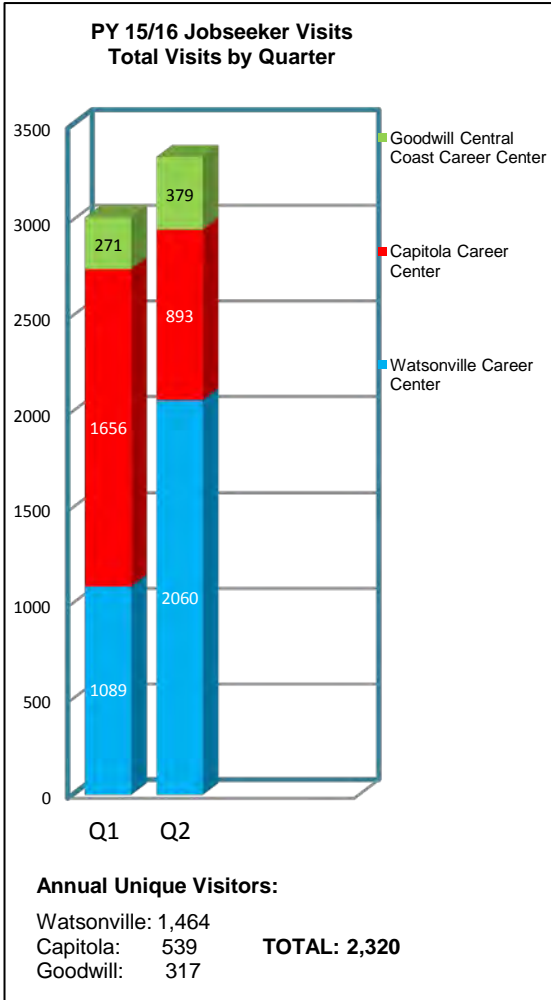
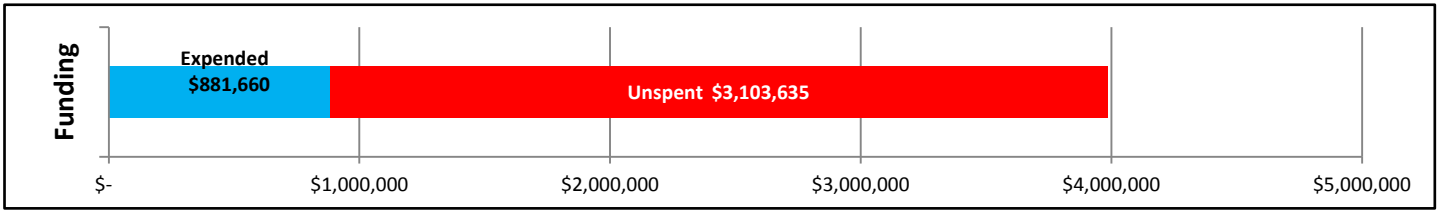
Section: Workforce Investment Board Manual		Date Issued: January 24, 2002 Revised: December 9, 2015
Policy: WIOA YOUTH: Youth Work Experience Program		Effective Date: January 24, 2002 Revision Effective Date: January 1, 2016
Purpose	The purpose of this policy is to make provision for work experience opportunities for youth enrolled into the Title I WIOA Youth program.	
References	<i>WIOA (Public Law 113-128) Sections e, 107, 116, 123, 128, and 129; WIA (Public Law 105-220) Sections 101 and 129; TEGL 23-14 WIOA Youth Program Transition (3/26/2015); and WSD15-03 WIOA Youth Program Requirements</i>	
Definition	<ul style="list-style-type: none"> • A work experience provides In-School-Youth (ISY) and Out-of-School Youth (OSY) with an opportunity to develop work place skills. 	
General Principles	<ul style="list-style-type: none"> • The duration of work experience assignment • The limitations on the number of hours • Appropriate incentives and stipends shall be provided as appropriate • WEX activities must be tied to activities that achieve the WIOA Youth program elements (WIOA 129(c)(2)(A)) • Requires that 20% of youth formula funds be used on paid and unpaid work experiences (WIOA Section 129 (c)(4)) • Program contractors shall include in their program design those incentives and supportive services that they deem most appropriate for their participants work experience; but these awards must conform to the guidelines set forth in the Workforce Innovation and Opportunity Act and this policy. 	
Policies	<ul style="list-style-type: none"> • A minimum of 20% of youth formula allocation must be spent on paid and unpaid work experience. • An average work experience assignment may be from four to 12 weeks and exceptions may be made based on availability of funding, and approved by the Project Coordinator, • Hours of paid and unpaid work experience will be offered at a minimum of 60 hours 10 180 hours, based on the availability of funding, and approved by the Project Coordinator • Hourly wage is based on the state minimum wage requirements, or may be approved by another state agency (educational), and may be higher based on the availability of funding and approval by the Project Coordinator and WIOA Youth Analyst • Appropriate incentives and/or supportive services may be provided based on the Incentive and Supportive Services policy allowances, and as needed for the successful completion the work experience • Incentive and supportive services payments must be scheduled and documented in each participant's Individual Service Strategy (ISS) and case notes. A signature of receipt by the participant must be included in the participant's file. 	

A.1 Dashboard



July 1, 2015 - December 31, 2015

PY 15/16 Budget: \$3,985,295





Action Consent Information Discussion

A.2 Strategic Plan Report

COMMITTEE: Executive Committee	MEETING DATE: February 3, 2016
STAFF NAME: Andy Stone, WIB Director	

SUMMARY:

On October 8, 2015 the WIB approved the WIB Director's PY 2015-16 Operational Plan which lays out the specific actions for the program year designed to ensure that the Strategic Plan's goals are met. The attached scorecard represents the PY 2015-16 outcomes for the approved goals and action steps.

Both the Strategic Plan and the WIB Director's Operational Plan incorporate the 2014-17 Strategic Goals referenced below.

2014-2017 Strategic Goals for Workforce Santa Cruz County

Goal 1: Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs

Goal 2: Align workforce development strategies to support local economic development

Goal 3: Develop strategic relationships with educators, employers and community partners to:

- Increase the skill levels of youth and adult job seekers, and
- Create opportunities for employment, career mobility, and self-sufficiency

Goal 4: Increase Board (WIB) Effectiveness

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WIB Strategic Plan Status Report as presented.

COMMITTEE DATE 02/03/16	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

**A.2 Attachment - Workforce Investment Board of Santa Cruz County
STRATEGIC PLAN STATUS REPORT PY 2015-2016**

	Benchmark (2014-15)	2015-16 Target	2015-16 Operational Goals to meet Target	YTD
Program Services				
Goal 1 Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs	Regional Strategies implemented in 2014/15: • Proposition 39 Pre-Apprenticeship Development Grant	In 2015-16: Deliver two WIB approved regional projects	<ul style="list-style-type: none"> Expand regional pre-apprenticeship program via a Proposition 39 Implementation Grant. Strengthen relationships with regional partners through a board approved regional project and a WorkKeys focused Slingshot project. 	Prop 39 Grant Application Submitted 12/2015 WorkKeys Focused Slingshot Project Approved by CWDB - Recived \$20k Planning Grant
Goal 2 Align workforce development strategies to support local economic development	In 2014/15, WIB implemented a Prop 39 Pre-Apprenticeship Development Grant for Construction Careers	In 2015-16: Partner with economic development on one sector strategy	<ul style="list-style-type: none"> Develop training program for hospitality/tourism workers. 	Hospitality Training Program Group: Identified Potential Training Program - Putting Together MOU - Classes Could Start BY Fall 2016
Goal 3 Develop strategic relationships with educators, employers and community partners to: • Increase the skill levels of youth and adult job seekers, and • Create opportunities for employment, career mobility, and self-sufficiency	Reconvening of Career Center Operators Committee, Suenos and Work4Youth developing new Agricultural Skills Academy	In 2015-16: Align training scholarships with in-demand careers	<ul style="list-style-type: none"> Release Initial County Jobs Report using LMI and Employer Input. Create WIB scholarship list based on in-demand jobs. 	Running Pilot Scholarship List; County Jobs Report - In Development
Board Effectiveness				
Goal 4 Increase Board (WIB) Effectiveness	Approved new 25 member board	In 2015-2016: Transition from WIB to WDB	<ul style="list-style-type: none"> Provide development opportunities for each WIB member. Develop a new Workforce Development Board strategic plan. 	Identified Vendor For WIB Strategic Planning Session; Need To Solicit WIB Feedback For Development Topics

Benchmark = beginning of the strategic plan

Target = planned to be at the end of the year

Green	on track to meet planned target for the year
Yellow	needs to be watched
Red	in danger of not meeting target for the year.



Action Consent Information Discussion

A.3 Planning for Feb. 24 WIB Meeting

COMMITTEE: Executive Committee	MEETING DATE: February 3, 2016
STAFF NAME: Andy Stone, WIB Director	

SUMMARY:

The next Workforce Investment Board (full board) meeting is scheduled for February 24, 2016. WIB staff request that your committee discuss and develop the agenda outline for that meeting. Your committee should consider the following possible items for presentation and break out discussions at the February 24, 2016 full board meeting:

- Update on Workforce Innovation and Opportunity Act (WIOA)
 - Regional Planning
 - Next steps for developing regional initiatives
- Status and Actions on WIB Strategic Plan
- Board Presentation
- Potential Break out session

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct the WIB staff to include the following items in the February 24, 2016 WIB meeting agenda:

COMMITTEE DATE 02/03/16	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



Action Consent Information Discussion

A.4 Contractor Performance Update

COMMITTEE: Executive Committee	MEETING DATE: 02/03/16
STAFF NAME: Andy Stone, WIB Director; Teresita Hinojosa, Sr. Analyst; Sara Paz-Nethercutt, Sr. Analyst	

SUMMARY:

Goodwill Central Coast (GCC): As of 12/31/15, GCC has met 34.8% of their targeted new training enrollment goal with 50% of the year expended. In PY 15/16, they have enrolled 40 of 79 (50.6%) new Adult participants and 19 of 82 (23.1%) new Dislocated Workers. GCC has 0 of 5 Adult On-the-Job Training (OJT) and 5 of 15 (33.3%) OJT Dislocated Workers. Data for vocational certificate attainment and training related employment closures is available through 11/30/15. GCC is at 2% of the annual goal. GCC has hosted 0 of 2 job fairs. GCC has hosted 21 workshops and 5 individuals have attended. Fiscal claims have been processed through 11/30/15 and are at 31% expended.

Cabrillo Student Resource and Support Network (SRSN): As of 12/31/15, SRSN has met 28% of their targeted annual goal with 50% of the year expended. In PY 15/16, they have enrolled 4 of 12 new Adult participants and 5 of 20 new Dislocated Worker participants. SRSN has two (2) more terms (Spring and Summer) in which to enroll new participants to be able to meet their goal of 32 new participants (12 Adult/ 20 Dislocated Worker).

GCC and SRSN staff attended a staff in-service training in November 2015 conducted by WIB staff on WIOA operational changes.

Cabrillo Small Business Development Center (SBDC): Overall, they are meeting contractual obligations and requirements. They are on pace for meeting or exceeding their targeted service plan goals of providing assistance to at-risk businesses to avert lay-offs and retain jobs. SBDC is at 15% expended with 50% of the way through the program year. The January 2016 online newsletter featured a success story. Visit their website at <http://www.centralcoastsbdc.org>.

Contract monitoring was conducted in December 2015 for the following contractors: Goodwill Central Coast, Cabrillo SRSN and SBDC. WIB staff monitoring results will be provided to this committee upon completion of the draft report.

Santa Cruz County Office of Education Sueños Program (COE): As of 12/31/15, preliminary data indicates that 93 youth (50 ISY(66%) and 43 OSY (57%)) have been enrolled in the program meeting 62% of the annual targeted enrollment goal. The program has expenditures of 13.28% as of 12/31/15 (2nd QTR invoice not included). Eighty-nine percent of participants have been placed in either Employment or Education, 72% have attained a Degree or Certificate, and 80% have attained either Literacy or Numeracy gains. COE is well on its way to meeting and/or exceeding its state performance goals for PY 15-16 (based on the state approved performance goals for PY 14-15).

Attachment(s)

SUGGESTED MOTION: (if applicable)

N/A- Information Item

COMMITTEE DATE 02/03/16	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



Action Consent Information Discussion

A.5 WIB Event and Resource Discussion

COMMITTEE: Executive Committee	MEETING DATE: February 3, 2016
STAFF NAME: Andy Stone, WIB Director	

SUMMARY:

On Wednesday, October 28, 2015 the WIB board broke out into 3 discussion groups to put together answers for the following questions:

1. If the Workforce Investment Board was going to put on an annual luncheon or event, what topics or features would be interesting to you?
2. How can my organization play a role in developing Santa Cruz County's workforce? What resources are available?

The results from this discussion are summarized on the attachment, and are subject to review and approval from the Executive Committee.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move that the ideas/results from the break out discussion at WIB full board meeting of October 28, 2015 be approved by the Executive Committee.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

WIB Event and Resource Discussion Results

From October 28, 2015 WIB Board Meeting

Question 1 – *If the Workforce Investment Board was going to put on an annual luncheon or event, what topics or features would be interesting to you?*

Table 1 – Led by Carol Siegel	Table 2 – Led by Rob Morse and Howard Sherer	Table 3 – Led by Ron Slack
<ol style="list-style-type: none"> 1. Bring Stories In, “testimonials” 2. Find community w/low unemployment rate, ask them how they are achieving it. 3. Educate business 4. Focus on Industry sectors 5. Involve community leaders 6. Demystifying for employers regarding accommodation 7. Morning Session, luncheon 8. Engage other industry leaders 	<ol style="list-style-type: none"> 1. Generations, millenials 	<ol style="list-style-type: none"> 1. Business Micro Summit – help people launch businesses. 2. Recognize people for what they have done (business, youth, trainer, adult). 3. Lifetime award. 4. Inclusive w/linkages to jobseekers who have been successful. 5. Fundraising event? 6. Utilize existing programs.

Question 2 – *How can my organization play a role in developing Santa Cruz County’s Workforce? What resources are available?*

Table 1 – Led by Carol Siegel	Table 2 – Led by Rob Morse and Howard Sherer	Table 3 – Led by Ron Slack
<ol style="list-style-type: none"> 1. Highlight Services 2. Asset Mapping 3. Ways to fund training. 	<ol style="list-style-type: none"> 1. Elevator speech for WIB 2. Summer Youth Program – soft skills training and internships. 3. Official endorsement of Work Keys 4. What do we need – to implement WIOA? 	<ol style="list-style-type: none"> 1. Resources for workforce programs 2. Have workshops to attend to learn about businesses. 3. Financial aid and financial literacy programs. 4. Invite businesses to sites. 5. Put together newsletter or informational data sheet.