

**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)
SPECIAL EXECUTIVE COMMITTEE**

**MEETING NOTICE
Thursday, March 26, 2020
9:30 – 11:30 A.M.
Eden Area Multi-Service Center
24100 Amador Street, 2nd Floor
California Poppy Rooms A/B (#225/226)
Hayward, CA**

**Call-In: Toll-Free Phone Number: 1-877-402-9753;
Enter the Access Code 988632 followed by the # key**

AGENDA

	PAGE
I. CALL TO ORDER AND ROLL CALL	
II. PUBLIC FORUM	
The public can address the Committee on issues other than those on the agenda, with a limit of three minutes per speaker. Members of the public who wish to address the Committee on published issues should do so at the time the agenda item is being discussed.	
III. ACTION ITEMS / PUBLIC HEARING	
A. Implementation of Board-Approved Conditional Funding Actions Regarding Contract Performance for PY 2019/2020	1
B. Approval of Request for Transfer of WIOA Funds	7
C. Update to Annual Budget – 2019/2020	9
IV. MATTERS INITIATED BY COMMITTEE MEMBERS	
V. ANNOUNCEMENTS	

COMMITTEE MEMBERS: Jennifer Ong, Chair; Bethany McCormick, Vice-Chair; Paul Reyes, Systems and Strategies Committee Chair; Brian Salem, Organizational Effectiveness Committee Chair; and Alexandria Baker, Youth Committee Chair.

THIS IS AN OPEN MEETING. ALL WDB MEMBERS ARE ENCOURAGED TO ATTEND

WDB Members who are not Committee members but are planning to attend may call Sheroza Haniff at (510) 259-3842 to request the material that will be discussed at this meeting.

These WIOA Title I financially assisted programs or activities are "Equal Opportunity Employers/Programs". Auxiliary aids and services are available upon request to individuals with disabilities.

If you require specific accommodations due to a disability, please call Sheroza Haniff at least 72 hours in advance.

NEXT REGULAR EXECUTIVE COMMITTEE MEETING: APRIL 22, 2020

ITEM III.A. – ACTION / PUBLIC HEARING

IMPLEMENTATION OF BOARD-APPROVED CONDITIONAL FUNDING ACTIONS REGARDING CONTRACT PERFORMANCE FOR PY 2019/2020

ORGANIZATIONAL EFFECTIVENESS (OE) COMMITTEE RECOMMENDATION:

That the Alameda County Workforce Development Board's (ACWDB) Executive Committee authorize ACWDB staff to implement conditional funding actions as approved by your board for career service providers (CSP) and youth due to unmet performance goals for PY 2019/2020 as follows:

1. Withhold 25% of Workforce Innovation and Opportunity Act (WIOA) grant funds for PY 2019/2020 in reserve if 100% of contract performance goals are not met by March 31, 2020;
2. If 100% of contract performance goals are not achieved by June 30, 2020, then the 25% being held in reserve will be forfeited by the contracted service provider.

BACKGROUND:

At the ACWDB meeting on May 9, 2019, the board authorized ACWDB staff to move forward with contract renewal criteria that included conditional funding for providers that did not meet their PY 2018/2019 contract performance goals.

At the ACWDB meeting on September 12, 2019, ACWDB staff presented an information item to the board further defining the parameters for conditional funding and shared updated performance data.

During the six-month review of contract performance, and in preparation of implementing the approved criteria for contract renewals, staff sought advice from County Counsel due to the funding implications for July 1, 2020.

Upon the recent advice from County Counsel, staff have amended those parameters which now state that service providers who do not achieve 100% of their contract performance goals by March 31, 2020 will be impacted as referenced in the recommendations #1 and #2 above. Additionally, per County Counsel advice, ACWDB staff have removed the requirement to roll unattained performance into the subsequent program year.

ACWDB Program Liaisons have delivered official notification to providers who failed to attain their roll-over performance goals for PY 2018/2019 by the September 30, 2019 deadline.

OE COMMITTEE DISCUSSION:

At their February 5, 2020 meeting, the OE Committee heard background from ACWDB staff and engaged in discussion regarding the implications of the conditional funding actions referenced in the recommendation.

Specifically, staff provided clarification on the following items:

1. The establishment of three (3) new benchmarks during the 2019/2020 program year:
 - a. Attainment of performance deficiencies for PY 2018/2019 by September 30, 2019;
 - b. Attainment of 80% of designated contract performance goals for PY 2019/2020 by December 31, 2019; and
 - c. Attainment of 100% of designated contract performance goals for PY 2019/2020 by March 31, 2020.

2. County Counsel’s recommendation to discontinue the practice of rolling unattained performance from one program year to the following program year:
 - a. Not rolling funds into new program year to support the additional work; and
 - b. Rolling of unattained goals are difficult to track across multiple program years.

3. Remedies for the breach of contract resulting from non-attainment of contract performance goals by the end of the program year:
 - a. Not recommending providers for contract renewal if they fail to achieve contract performance by conclusion of the program year; and
 - b. Forfeiture of a percentage of WIOA funds.

Ultimately, the item passed with one abstention.

Staff shared the content of this OE Committee item and elements of the OE discussion with both the Youth and Systems and Strategies Committee members at their February, 2020 meetings due to the significance of the matter.

For further information, contact Michele G. Garcia, Workforce Board System Administrator at (510) 259-3802 or through email mggarcia@acgov.org.

ATTACHMENTS:

III.A.1. – Adult, Dislocated Worker and Youth Contract Performance Areas of Concern

ATTACHMENT III.A.1.**ADULT, DISLOCATED WORKER, AND YOUTH
CONTRACT PERFORMANCE AREAS OF CONCERN
FOR PY 2019/2020**

Staff of the Alameda County Workforce Development Board (ACWDB) wanted to give board members an opportunity to review the current status of contract performance attainments for PY 2019/2020 Adult and Dislocated Worker Career Service Providers (CSP).

It will be important for the board to be familiar with the status of performance – especially as we approach the March 31, 2020 deadline for attainment of 100% of contract performance goals.

ACWDB's Workforce Innovation and Opportunity Act (WIOA) Service Providers were expected to reach 80% of their annual goals by December 31, 2019; and 100% of their annual goals by March 31, 2020.

Staff presented this information in discussion items at the Youth and Systems and Strategies Committee meetings in February, 2020. Those committees were also provided information regarding discussions that occurred at the OE Committee meeting.

Data contained in the tables below are informed by the Contract Performance Reports located in Section V. REPORTS in the ACWDB packet from the March 12th, 2020 meeting – that was ultimately cancelled due to lack of a quorum. These reports reflect the status of contract performance as of December 31, 2019.

ADULT AND DISLOCATED WORKER**Areas of Concern:**

OJT Enrollments			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	10	37	27.0%
Eden	3	12	25.0%
North Cities	2	7	28.6%
Tri-Cities	0	12	0%

WIOA Adult Enrollments			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	167	247	67.6%
Eden	49	91	53.8%
Tri-Cities	41	61	67.2%

Dislocated Worker Enrollments			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	250	333	75.1%
Eden	89	129	69.0%
Tri-Cities	60	88	68.2%

# WIOA Adult - Entered Employment			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	79	186	42.5%
Eden	21	68	30.9%
North Cities	0	47	0.0%
Tri-Cities	33	46	71.7%

# Dislocated Workers – Entered Employment			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	90	250	36.0%
Eden	32	97	33.0%
North Cities	1	53	1.9%
Tri-Cities	30	65	46.2%

Credential Attainment – WIOA Adult			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	30.0%	62.0%	48.4%
Eden	40.0%	62.0%	64.5%
North Cities	0.0%	62.0%	0.0%
Tri-Cities	30.0%	62.0%	48.4%

Credential Attainment – Dislocated Worker			
CSP	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	35.0%	62.0%	56.5%
North Cities	0.0%	62.0%	0.0%
Tri-Cities	31.3%	62.0%	50.4%

YOUTH**Areas of Concern:**

Training that Leads to Credential Attainment – In School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	0	5	0.0%
Eden ROP*	0	5	0.0%

Training that Leads to Credential Attainment – Out of School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	16	39	41.0%
Berkeley Youth Alternatives	0	12	0.0%
La Familia – Tri-Cities	2	8	25.0%
La Familia – Valley	1	5	20.0%

Work-Based Learning Activities – In School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	0	36	0.0%
Eden ROP*	0	36	0.0%

Work-Based Learning Activities – Out of School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	74	134	55.2%
Hayward Adult School	32	49	65.8%
Berkeley Youth Alternatives	16	41	38.6%
La Familia – Tri-Cities	19	28	68.1%
La Familia - Valley	7	16	43.2%

Soft-Skills / Leadership Training – In School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	0	36	0.0%
Eden ROP*	0	36	0.0%

Soft-Skills / Leadership Training – Out of School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	64	134	47.7%
Hayward Adult School	25	49	51.4%
Berkeley Youth Alternatives	15	41	36.2%
La Familia – Tri-Cities	17	28	60.9
La Familia – Valley	7	16	43.2%

Youth Placement – In School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	0.0%	62.0%	0.0%
Eden ROP*	0.0%	62.0%	0.0%

Youth Placement – Out of School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	19.0%	62.0%	30.7%
Berkeley Youth Alternatives	0.0%	62.0%	0.0%
La Familia – Tri-Cities	33.3%	62.0%	53.8%

Credential Attainment – In School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	0	5	0.0%
Eden ROP*	0	5	0.0%

Credential Attainment – Out of School			
Youth Service Provider	Actual	Annual Goal	% of Annual Goal
ACWDB System-Wide	13	17	76.5%
Berkeley Youth Alternatives	0	6	0.0%
La Familia – Tri-Cities	2	4	50.0%
La Familia – Valley	0	2	0.0%

*Eden ROP recently met 100% of their annual enrollment goal. ACWDB staff are working with Eden ROP staff to enter all enrollment activities which should be reflected in ACWDB's 3rd quarter reports. Additionally, Eden ROP is restricted by the academic school year – which requires staff to include language in their contract allowing them through June 30 to achieve their contract performance goals.

NOTE: Contract Performance items not referenced in the “Areas of Concern” section above are on target to meet their annual goals by the prescribed deadlines.

Staff are providing technical support to assist providers in meeting all performance goals.

ITEM III.B. – ACTION / PUBLIC HEARING

APPROVAL OF REQUEST FOR TRANSFER OF WORKFORCE INNOVATION AND OPPORTUNITY ACT FUNDS

RECOMMENDATIONS:

That the Alameda County Workforce Development Board (ACWDB):

1. Approve a transfer of funds in the amount of \$195,000 from Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to WIOA Adult funds for WIOA Subgrant K9110002; and
2. Authorize staff to submit to the State Employment Development Department (EDD) Workforce Service Division a “Transfer of Workforce Innovation and Opportunity Act (WIOA) Formula Funds” request.

BACKGROUND:

WIOA allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Boards) with greater flexibility to provide services in the areas of greatest need. WIOA Section 133(b)(4) states that up to and including 100% of funds allocated to Adult and Dislocated Worker programs may be transferred between these two funding streams. Transfer requests can be submitted to the California EDD anytime during the two-year life of the funds. All transfer requests must be first approved by the Local Board.

The transfer request is based on factors assessed by staff unanticipated during the 2018/2019 program year. The analysis of additional administrative requirements imposed by both EDD and the California Workforce Development Board (CWDB) increased costs, and some new Social Services Agency (Finance Department) accounting and claiming procedures further contribute to the need for a fund transfer. The result is significantly higher costs to provide services, administration, and oversight under WIOA Adult program with significantly less WIOA Adult funding. Approval of this recommendation will align WIOA Adult and Dislocated Worker funding for PY 2018/2019 with actual activities and expenditures. This is a one-time request to transfer. Staff will share more details about our assessment/analysis as well as the formal transfer request during your meeting on March 12, 2020.

This item was scheduled for action by the ACWDB at its March 12, 2020 meeting. The meeting was cancelled due to lack of a quorum, so this item is being presented to a Special Meeting of the Executive Committee for action.

For further information, please contact Jennifer Mitchell, Program Financial Specialist, at (510) 259-3829 or via email at jennifer.mitchell@acgov.org.

ITEM III.C. – ACTION / PUBLIC HEARING
UPDATE TO ANNUAL BUDGET – PY 2019/2020

RECOMMENDATION:

That the Alameda County Workforce Development Board (ACWDB) approve an update to the Annual Budget for Program Year (PY) 2019/2020 for Workforce Innovation and Opportunity Act (WIOA) activities and services funded by WIOA Formula Allocations, and those funded by Discretionary Grants.

BACKGROUND:

Each year the ACWDB approves an annual budget for the activities and services implemented in the Local Workforce Development Area (Local Area). At a minimum, the annual budget includes Adult, Dislocated Worker, Rapid Response, and Youth Formula funding allocated to the Local Area. Where applicable, the annual budget shall include other revenues under the direction of the Local Workforce Board. The budget addresses grant-source revenues and the projected Department and WIOA Program expenditures for the full program year of July 1, 2019 through June 30, 2020 (PY 2019/2020), as presented in the attachments to this Item.

At its September 2019 meeting, the ACWDB approved an Annual Budget for PY 2019/2020 that identified \$5,003,252 in WIOA Adult, Dislocated Worker, Rapid Response, and Youth Formula funding, and \$2,275,496 in Discretionary funding for a total of \$7,278,748 in total revenue.

This Item presents a mid-year update to the Annual Budget to include revised WIOA Formula and ACWDB Discretionary grant revenue and expenditure plans.

UPDATE to REVENUE for PY 2018/2019:

WIOA Formula Funds:

ACWDB received minor increases in WIOA Adult, Dislocated Worker, Youth and Rapid Response Formula funding for program integrity set aside restoration. Total increase to WIOA Formula funding is \$8,503 for PY 2019/2020.

Discretionary Grants:

ACWDB received an award in the amount of \$25,000 to participate in a statewide “Better Careers Design Group” (Design Group) initiative funded by the James Irvine Foundation. Design Group members will partner with individuals and the communities they serve to investigate problems that exist within their local workforce system. The Design Group initiative is an opportunity to innovate services, programs, and system coordination.

PY 2019/2020 discretionary grant amounts have been updated to more accurately reflect actual expenditures in PY 2018/2019.

BUDGET DISTRIBUTION for PY 2017/2018:

The Planned Expenditures detail (Attachment III.C.2.) allocates the WIOA Formula Grant and Discretionary Grant funds for PY 2019/2020 according to planned services and activities for PY 2019/2020. This includes PY 2019/2020 approved awards to service providers.

This item was scheduled for action by the ACWDB at its March 12, 2020 meeting. The meeting was cancelled due to lack of a quorum, so this item is being presented to a Special Meeting of the Executive Committee for action.

For further information, please contact Jennifer Mitchell, Program Financial Specialist, at (510) 259-3829 or via email at jennifer.mitchell@acgov.org.

ATTACHMENTS:

III.C.1. WIOA Formula and Discretionary Grant Revenues – July 1, 2019 thru June 30, 2020

III.C.2. Planned Expenditures of ACWDB Revenues – July 1, 2019 thru June 30, 2020

ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD

UPDATE to ANNUAL BUDGET - PY 2019/2020
WIOA FORMULA and DISCRETIONARY REVENUES

GRANT / FUNDING SOURCE		AVAILABLE REVENUE	
		Approved PY 2019/2020	UPDATE PY 2019/2020
WIOA Formula Funds		September 2019	February 2020
1.	WIOA ADULT PROGRAMS	\$1,272,930	\$1,276,052
2.	WIOA DISLOCATED WORKERS	\$1,904,920	\$1,906,037
3.	WIOA YOUTH PROGRAMS	\$1,345,950	\$1,349,932
4.	WIOA RAPID RESPONSE	\$382,804	\$383,029
5.	WIOA RAPID RESPONSE / Layoff Aversion	\$96,648	\$96,705
6.	TOTAL WIOA FORMULA ALLOCATIONS (1)	\$5,003,252	\$5,011,755
Discretionary Funds			
7.	Construction Pre-Apprenticeship Pipeline (2)	\$120,300	\$170,998
8.	Second Chance Act Smart Re-Entry Program (3)	\$209,782	\$351,963
9.	Storm 2017 - Nat'l Dislocated Worker Grant Project	\$36,500	\$43,520
10.	Prison-to-Employment Regional Planning Grant (4)	\$11,000	\$65,000
11.	Prison-to-Employment Regional Implementation Grant (5)	\$922,914	\$922,914
12.	Biotech & Advanced Manufacturing Add'l Assistance Grant (6)	\$975,000	\$974,026
13.	Third Sector Design Group (6)		\$25,000
14.	TOTAL DISCRETIONARY FUNDING	\$2,275,496	\$2,553,421
15.	TOTAL AVAILABILITY for PROGRAM YEAR	\$7,278,748	\$7,565,176

NOTES:

- (1) Funding levels include program integrity set-aside increases for PY 2019/2020 WIOA Adult, Dislocated Worker, Youth and Rapid Response Formula allocations.
- (2) ACWDB awarded \$250,000 for 6/1/18 through 12/31/19. Includes pro-rated revenue of \$170,998 for PY 2019/2020.
- (3) ACWDB awarded \$419,563 for 10/1/17 through 9/30/20. No direct grant funding for first year (planning year, 2017-18). Grant funding for ACWDB began 10/1/18, with implementation funding of \$209,782 each year for two years. Adjusted for actuals in PY18-19 and PY19/20.
- (4) Prison-to-Employment planning grant awarded for \$95,000 for 10/1/18 through 3/31/20. Estimated revenue remaining in PY 2019/2020 is \$65,000.
- (5) ACWDB awarded \$2,428,718 for Prison-to-Employment Regional Implementation Grant for 7/1/2019 through 6/30/21. ACWDB will serve as fiscal agent this regional project, with \$789,286 allocated for services in Alameda County and the remaining \$1,639,432 allocated for services provided by East Bay RPU workforce partners. Estimated revenue for PY 2019/2020 is \$922,914.
- (6) ACWDB awarded \$995,000 for Biotech & Advanced Manufacturing Rapid Reemployment project for 1/1/19 through 5/31/20. Project is funded by Governor's Additional Assistance funds to serve 200 dislocated workers as a result of closures in the Manufacturing and Biotechnology sectors. Estimated revenue remaining in PY 2019/2020 is \$974,026.
- (7) ACWDB awarded \$25,000 for Better Careers Design Group funding from James Irvine Foundation for 1/1/20 through 6/30/20 for study and development of workforce system design.

UPDATE to ANNUAL BUDGET - PY 2019/2020

PLANNED EXPENDITURES -- PY 2019/2020**WIOA FORMULA ALLOCATIONS & DISCRETIONARY GRANTS**

For Period of: July 1, 2019 thru June 30, 2020	WIOA Formula Funds (1)	Discretionary Funds	Approved PY 2019/2020 BUDGET - SEP 2019	Update PY 2019/2020 BUDGET - FEB 2020
Planned Expenditures:				
A. WIB Dept - Planning/Fiscal/Board Support	\$724,509	\$375,051	\$1,066,057	\$ 1,099,560
B. MIS Reporting - Tracking/Eligibility	\$350,904	\$195,457	\$546,361	\$ 546,361
C. Business Services	\$455,238	\$203,601	\$658,839	\$ 658,839
D. Systems Support	\$183,589	\$83,297	\$256,886	\$ 266,886
E. ITAs-OJTs / Employer / Customized Training Projects (2)	\$635,570 (20%)	\$734,000 (10%)	\$1,369,570	\$ 1,369,570 (30+%)
F. WIOA Comprehensive AJCC & Career Services (3)	\$1,652,482		\$1,652,482	\$ 1,652,482
H. WIOA Youth Services & Strategies (3)	\$1,009,463		\$1,009,463	\$ 1,009,463
I. Discretionary Project Service Providers (4)		\$962,015	\$719,090	\$ 962,015
J. Total Planned Expenditures	\$5,011,755	\$2,553,421	\$7,278,748	\$ 7,565,176
Total Revenue - Attachment A	\$5,011,755	\$2,553,421		\$7,565,176
Total under / (over) allocation	0	0		0

NOTES:

- (1) Funding levels include program integrity set-aside increases for PY 2019/2020 WIOA Adult, Dislocated Worker, Youth and Rapid Response Formula allocations.
- (2) A minimum of 20% (planning estimate - \$635,570) of WIOA Adult + Dislocated Worker formula funds must be spent on training. Total training expenditures must equal or exceed 30% of the total WIOA Adult + Dislocated Workers Formula Allocation. Up to 10% (planning estimate - \$317,785) may be training dollars from other sources, including employer contributions from OJT and Customized training.
- (3) Includes approved contracts with current service providers for PY 2019/2020.
- (4) Includes discretionary project funding to existing WIOA Career Service Providers, WIOA Youth Providers and awards to newly procured providers.