

**ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)  
SYSTEMS AND STRATEGIES COMMITTEE**

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**MEETING NOTICE  
Wednesday, April 17, 2019  
9:00 – 11:00 A.M.  
Eden Area Multi-Service Center  
24100 Amador Street, 2<sup>nd</sup> Floor  
California Poppy Rooms A/B (#225/226)  
Hayward, CA**

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**AGENDA**

	<b>PAGE</b>
<b>I. CALL TO ORDER AND ROLL CALL</b>	
<b>II. PUBLIC FORUM</b>	
The public can address the Committee on issues other than those on the agenda. 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.	
<b>III. ACTION ITEMS / PUBLIC HEARING</b>	
A. Contract Renewal Recommendations for Adult and Dislocated Worker Service Providers PY 2019/2020	1
<b>IV. INFORMATION ITEMS</b>	
A. Disability Employment Accelerator Grant Update	7
B. Memorandum of Understanding Between the Alameda County Workforce Development Board and Required Partners of the America’s Job Center of California System PY 2019 - 2022	9
<b>V. MATTERS INITIATED BY COMMITTEE MEMBERS</b>	
<b>VI. ANNOUNCEMENTS</b>	

**COMMITTEE MEMBERS:** Paul Reyes (Committee Chair); John Torok (Vice-Chair) Tom Heinz; Tina Kapoor; Tony Lam; Bethany McCormick; Susie Passeggi; Kimberly Scrafano; Melissa Stoller.

**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 SYSTEMS AND STRATEGIES MEETING: AUGUST 21, 2019**

**ITEM III.A. – ACTION / PUBLIC HEARING**  
**CONTRACT RENEWAL RECOMMENDATIONS**  
**FOR ADULT AND DISLOCATED WORKER SERVICE PROVIDERS**  
**PY 2019/2020**

**RECOMMENDATIONS:**

That the System and Strategies (S&S) Committee approve the following recommendations for program year (PY) 2019/2020 for the Comprehensive America’s Job Center of California (AJCC) Operator and the Adult and Dislocated Worker Career Services Programs:

1. Renew the contract with Rubicon Programs, Inc., upon satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan. If deficiencies are not met, then renew with conditional funding;
2. Renew the contract with Ohlone Community College District, upon satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan. If deficiencies are not met, then renew with conditional funding;
3. Renew the contract with Peralta Community College District upon satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan. If deficiencies are not met, then renew with conditional funding;
4. Renew the contract with Chabot-Las Positas Community College District upon satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan. If deficiencies are not met, then renew with conditional funding;
5. Apply Workforce Opportunity and Innovation Act (WIOA) Formula Funding Allocation Methodology approved by the Alameda County Workforce Development Board (ACWDB) on March 14, 2019, to establish contract maximums; and,
6. Direct staff to negotiate contracts effective July 1, 2019 through June 30, 2020.

**BACKGROUND:**

On March 14, 2019, the ACWDB approved the S&S Committee recommendations for the Contract Renewal Criteria for the Comprehensive AJCC Operator and the Adult and Dislocated Worker Career Services for program years 2019/2020, and 2020/2021, as follows:

1. For the Sub-Regional Workforce Network Career Services Providers:
  - A. Meets requirement for the program and fiscal monitoring for the PY 2018/2019, 2019/2020 and 2020/2021;
  - B. Complies with contractual performance requirements as stated below for each program year:
    - i. Submission of a service delivery plan within 60 days of contract execution;
    - ii. Attains 75% of the On-the-Job training (OJT) enrollment goal by the third quarter of program year;

- iii. Submission of acceptable Monthly Narrative Reports and invoices by the 15<sup>th</sup> of each month;
- iv. Reaches 75% of enrollment goal by the third quarter of program year;
- v. Reaches 75% of training obligations by the third quarter of program year;
- vi. Establishes partnership agreements and access points for the provision of career services within the community.

2. For the Comprehensive AJCC, one provider must meet all criteria as specified above and an additional two criteria:

- A. Implements AJCC Certification improvement goals;
- B. Ensures implementation of the Mandated Partner Memorandums of Understanding.

ACWDB staff has compared contract performance data for the period July 1, 2018 through March 31, 2019 and submission of required documentation to each of the contract renewal criteria set by ACWDB. The results are listed below:

1. Rubicon Programs Inc.

<b>Criteria</b>	<b>Outcome</b>
Program Monitoring	Findings: Performance (Dislocated Worker enrollment, Training Obligations enrollment, OJTs)
Submission of Service Delivery Plan	Complete
75% OJT enrollment by the 3 <sup>rd</sup> quarter of the program year	At 50% of goal
Submission of acceptable Monthly Narrative Reports by the 15 <sup>th</sup> of each month	Received 40% on time
Submission of invoices by the 15 <sup>th</sup> of each month	Received 20% on time
75% Enrollment goal by the 3 <sup>rd</sup> quarter of the program year	69% Adult, 60% Dislocated Worker
Established partnership agreements and access points for the provision of career services within the community	Meets requirements
Implementation of AJCC Certification Improvement Goals	Meets requirements
Ensures implementation of mandated partner memorandums of understanding	Meets requirements

Rubicon Programs has struggled to meet their OJT requirements, as well as their Training Obligations (52% Adult, 25% Dislocated Worker).

ACWDB staff recommends that the contract with Rubicon Programs be renewed for PY 2019/2020 without conditions if there is satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan by June 30, 2019. If deficiencies are not met, then staff recommends that the contract be renewed with conditional funding.

2. Ohlone Community College District (Ohlone College)

<b>Criteria</b>	<b>Outcome</b>
Program Monitoring	Findings: Performance (Adult Training Obligations enrollment, OJTs)
Submission of Service Delivery Plan	Complete
75% (OJT) enrollment by the 3 <sup>rd</sup> quarter of the program year	At 37% of goal
Submission of acceptable Monthly Narrative Reports by the 15 <sup>th</sup> of each month	Received 20% on time
Submission of invoices by the 15 <sup>th</sup> of each month	Received 20% on time
75% Enrollment goal by the 3 <sup>rd</sup> quarter of the program year	89% Adult, 72% Dislocated Worker
Established partnership agreements and access points for the provision of career services within the community	Meets requirements

Ohlone College has struggled to meet their OJT requirements, as well as their Training Obligations (39% Adult, 68% Dislocated Worker).

ACWDB staff recommends that the contract with Ohlone College be renewed for PY 2019/2020 without conditions if there is satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan by June 30, 2019. If deficiencies are not met, then staff recommends that the contract be renewed with conditional funding.

3. Peralta Community College District (PCCD)

Criteria	Outcome
Program Monitoring	Findings: Performance (Case File Reviews, Adult and Dislocated Enrollment, Dislocated Worker Training Obligations, insufficient partnership agreements, non-attendance at Board and Committee meetings, OJTs)
Submission of Service Delivery Plan	Complete
75% OJT enrollment by the 3 <sup>rd</sup> quarter of the program year	At 28% of goal
Submission of acceptable Monthly Narrative Reports by the 15 <sup>th</sup> of each month	Received 20% on time
Submission of invoices by the 15 <sup>th</sup> of following quarter	Received 0% on time
75% Enrollment goal by the 3 <sup>rd</sup> quarter of the program year	57% Adult, 40% Dislocated Worker
Established partnership agreements and access points for the provision of career services within the community	Does not meet requirements

PCCD requested to submit invoices quarterly and a contract amendment was done. Staff expects to receive quarterly invoices (changed from monthly) and the Monthly Narrative Report on time moving forward. Client Case file findings have not been corrected and non-attendance at board and committee meetings is still a concern. PCCD has also struggled to meet their OJT requirements as well as Dislocated Worker Training Obligations (28%).

ACWDB staff recommends that the contract with PCCD be renewed for PY 2019/2020 without conditions if there is satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan by June 30, 2019. If deficiencies are not met, then staff recommends that the contract be renewed with conditional funding.

4. Chabot-Las Positas Community College District (CLPCCD)

<b>Criteria</b>	<b>Outcome</b>
Program Monitoring	Findings: Performance (Adult and Dislocated Worker Training Obligation, OJTs)
Submission of Service Delivery Plan	Complete
75% OJT enrollment by the 3 <sup>rd</sup> quarter of the program year	At 25% of goal
Submission of acceptable Monthly Narrative Reports by the 15 <sup>th</sup> of each month	Received 20% on time
Submission of invoices by the 15 <sup>th</sup> of each month	Received 40% on time
75% Enrollment Goal by the 3 <sup>rd</sup> Quarter of the program year	103% Adult, 102% Dislocated Worker
Established partnership agreements and access points for the provision of career services within the community	Meets Requirements

CLPCCD has struggled to meet their OJT requirements as well as their Training Obligations (41% Adult, 63% Dislocated Worker).

ACWDB staff recommends that the contract with CLPCCD be renewed for PY 2019/2020 without conditions if there is satisfactory resolution of renewal criteria deficiencies identified under the corrective action plan by June 30, 2019. If deficiencies are not met, then staff recommends that the contract be renewed with conditional funding.

Staff will reassess goal attainment and renewal criteria prior to the May Board meeting and may bring additional recommendations to the full Board.

For further information, contact David Dias, Program Financial Specialist at (510) 780-8768 or by email at [david.dias@acgov.org](mailto:david.dias@acgov.org).

**ATTACHMENT:**

III.A.1. – WIOA Formula Funding Allocation Methodology PY 2019/2020

**WIOA FORMULA FUNDING ALLOCATION METHODOLOGY  
PY 2019/2020**

<b>FUNDS TO LOCAL AREA</b>	<b>%</b>	<b>ADULT</b>	<b>DISLOCATED WORKERS</b>	<b>%</b>	<b>YOUTH</b>	<b>%</b>	<b>RAPID RESPONSE</b>	<b>TOTALs for PY 2018/2019</b>
<b>TOTAL FORMULA ALLOCATION (1)</b>	<b>100%</b>	<b>\$1,419,316</b>	<b>\$2,038,254</b>	<b>100%</b>	<b>\$1,501,261</b>	<b>100%</b>	<b>\$236,033</b>	<b>\$5,194,864</b>
<b>TRAINING REQUIREMENT (2)</b>	<b>20%</b>	<b>\$283,863</b>	<b>\$407,651</b>					<b>\$691,514</b>
<b>AVAILABLE FOR IMPLEMENTATION</b>	<b>80%</b>	<b>\$1,135,453</b>	<b>\$1,630,603</b>	<b>100%</b>	<b>\$1,501,261</b>	<b>100%</b>	<b>\$236,033</b>	<b>\$4,503,350</b>
<b>WDB DEPARTMENT</b>	<b>Allocation of the 80% for Implementation</b>		<b>Allocation for Implementation</b>		<b>Allocation for Implementation</b>			
PLANNING/FISCAL/BOARD SUPPORT	<b>15%</b>	\$170,318	\$244,590	<b>11%</b>	\$165,139	<b>35%</b>	\$82,612	\$662,659
MIS REPORTING - TRACKING/ELIGIBILITY	<b>9%</b>	\$102,191	\$146,754	<b>7%</b>	\$105,088	<b>8%</b>	\$18,883	\$372,916
BUSINESS SERVICES / RAPID RESPONSE	<b>8%</b>	\$90,836	\$130,448	<b>4%</b>	\$60,050	<b>50%</b>	\$118,017	\$399,352
SYSTEMS SUPPORT	<b>3%</b>	\$34,064	\$48,918	<b>3%</b>	\$45,038	<b>7%</b>	\$16,522	\$144,543
<b>Sub-Total</b>	<b>35%</b>	<b>\$397,408</b>	<b>\$570,711</b>	<b>25%</b>	<b>\$375,315</b>	<b>100%</b>	<b>\$236,033</b>	<b>\$1,579,470</b>
<b>PROVIDERS (3)</b>	<b>65%</b>	<b>\$738,044</b>	<b>\$1,059,892</b>	<b>75%</b>	<b>\$1,125,946</b>			<b>\$2,923,882</b>
<b>TOTAL for IMPLEMENTATION</b>	<b>100%</b>	<b>\$1,135,453</b>	<b>\$1,630,603</b>	<b>100%</b>	<b>\$1,501,261</b>	<b>100%</b>	<b>\$236,033</b>	<b>\$4,503,352</b>

(1) Funding levels are planning estimates only, using PY 2018/2019 WIOA Formula funding allocations.

(2) A minimum of 20% (planning estimate - \$691,514) 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 - \$345,757) may be training dollars from other sources.

(3) PROVIDERS: Funding for contract renewals with providers will be approved under separate action by ACWDB Committee and full Board.

## ITEM IV.A. - INFORMATION

### DISABILITY EMPLOYMENT ACCELERATOR GRANT UPDATE

#### BACKGROUND:

The Disability Employment Accelerator (DEA), is a regional grant program administered and led by the Contra Costa Workforce Development Board (CCWDB), that aims to enhance employment opportunities for people with disabilities within (but not limited to) three key industries: Advanced Manufacturing, Transportation/Logistics, and Health Care. Under the DEA grant, the East Bay Regional Planning Unit (EBRPU) is partnering with key community-based organizations (CBOs) to identify and support DEA participants for job training, industry exposure, employment and retention.

#### UPDATE:

**Project SEARCH** - The Alameda County Workforce Development Board (ACWDB) is working with East Bay Innovations (EBI) to serve Project SEARCH participants under the DEA grant. ACWDB has leveraged Workforce Innovation and Opportunity Act (WIOA) Individual Training Account (ITA) funds to support a cohort of eight Project SEARCH program participants/interns.

Project SEARCH provides participants a pathway to supported employment aligned with their interest, as well as other employment services such as: resume writing, interview preparation, assistance with learning how to navigate public transportation, and more. Project SEARCH interns have been placed in county departments and will gain 11 months of industry exposure, as interns are supporting clerical, administrative, and office tasks.

**Employer Forum** – ACWDB and EBI are partnering to host an employer forum: *Expanding your Talent Pool – A Forum for Employing Individuals with Disabilities*, in alignment with the DEA Grant. The event will be held on May 31, 2019 at the Ed Roberts Campus in Berkeley, at 8:30 am.

One of the goals of the event is to spark the interest of employers and educate them about the benefits of hiring people with disabilities, as well as highlight the network of support and resources available to companies that will help them successfully recruit, hire, and retain people with disabilities.

Employers will walk away from the event with a packet of resources, information on how to get started, and real-life examples of the supports available to them to facilitate the recruitment and retention of people with disabilities, through a panel of employers and employees.

For more information, please contact Latoya Reed, Management Analyst at (510) 259-3833 or by email at [latoya.reed@acgov.org](mailto:latoya.reed@acgov.org).



## ITEM. IV. B. – INFORMATION

### MEMORANDUM OF UNDERSTANDING BETWEEN THE ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD AND REQUIRED PARTNERS OF THE AMERICA’S JOB CENTER OF CALIFORNIA SYSTEM PY 2019-2022

#### BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires a Memorandum of Understanding (MOU) between Local Boards and all agencies that are required partners in the America’s Job Center of California (AJCC) system. The Alameda County Workforce Development Board (ACWDB) successfully collaborated and obtained agreement with AJCC partners in finalizing the 2016-2019 Phase I/II MOUs for the Eden Area Comprehensive AJCC. The Phase I MOU focused on the coordination of services among partners, and the Phase II MOU concentrated on resource sharing and infrastructure funding agreement.

By June 30, 2019, ACWDB is required to submit an updated, approved, and signed MOU by all AJCC partners, the ACWDB, Board chairperson, and the Chief Elected Official (CEO) – the Alameda County Board of Supervisors. In preparation to meet this requirement, ACWDB staff has convened planning meetings, initiated a document review process, and outlined a timeline with the following required partners:

#### Co - located at Eden Area Comprehensive AJCC

1. Alameda County Social Services Agency’s Workforce and Benefits Administration for Temporary Assistance for Needy Families (TANF)/CalWORKs
2. Alameda County Social Services Agency’s Adult and Aging Services for Title V program
3. Rubicon Programs for WIOA Title I (ACWDB’s Operator)
4. California State Department of Rehabilitation Title IV programs

#### Other Partners, Not Co-located

5. California Employment Development Department (EDD) Title III programs
6. Alameda County Adult School Consortia Title II programs
7. Housing Authority of the County of Alameda
8. Oakland/Alameda County Community Action Agency
9. United Indian Nations

Effective July 1, 2019, the Department of Rehabilitation has reported its agency will no longer be a co-located partner at the Eden Area Comprehensive AJCC, however, they have committed to ensuring accessible services for individuals with disabilities.

The WIOA MOU planning meetings were held on March 6, 2019 and April 4, 2019, and well attended with input and contributions from partners. Eden Area Comprehensive AJCC Operator, Rubicon Programs, with a role to implement the WIOA MOU has actively engaged in

confirming and clarifying partner activities and processes in the career center. AJCC partners, on a continuous basis, are submitting the requested information and documents towards finalizing the process.

The MOU Phases I/II serve as a solid foundation to build upon for the development of the 2019-2022 WIOA MOU. Modifications and additions to the MOU will include but are not limited to:

1. Integrating any new requirements as established by EDD;
2. Updating descriptions of ACWDB workforce services system including the Business Engagement and Sub-Regional Workforce Network Career Services Program and AJCC Operator models;
3. Change in co-location of partner(s) and impact to sharing of infrastructure costs for remaining co-located partners;
4. Including co-enrollment strategies;
5. Updating the AJCC system referral process; and,
6. Combining the MOUs into one document.

Once the WIOA MOU and attachments are finalized, and agreement and signatures from AJCC partners are obtained signatures from partners, ACWDB staff will report the outcome of the process and request the Board chair's signature for the WIOA MOU for routing to the CEO, then the final document will be forwarded to the State.

For further information, contact Rhonda Boykin, Assistant Director at 510-259-3844 or by email [rboykin@acgov.org](mailto:rboykin@acgov.org)

**ATTACHMENT:**

IV.B.1. - WIOA MOU Timeline

## Workforce Innovation and Opportunity Act

Memorandum of Understanding (MOU) Between Alameda County Workforce Development Board and  
Required Partners of the America's Job Center of California (AJCC) SystemTimeline

	Date	Action	Responsible Party
1	March 7	Convene MOU Review Planning Meeting #1 – Service Coordination	ACWDB/All Partners
2	March 8-31	Submit updated attachments	Each Partner
3	April 4	Convene MOU Review Planning Meeting #2 – Cost Sharing	ACWDB/All Partners
4	April 11	Integrate partners feedback, finalize MOU, and send pre-final draft for partners review	ACWDB
5	April 17	Provide update to System and Strategies Committee on progress of MOU planning	ACWDB
6	April 22	Review of draft MOU by partners (one week for edits)	Each Partner
7	April 29	Deliver final MOU to partners, via email / mail (unsigned by Chief Elected Official (CEO) and ACWDB chair) to obtain principal signatures – May 9 by the latest June 1	Each Partner
8	May 9	Present recommendation to the Board for approval and signature of chairperson	ACWDB
9	June 5	Route final MOU through SSA internal process for submission and approval by President of the Board of Supervisors (BOS) - CEO	ACWDB
10	June 25	Final MOU on BOS meeting agenda for approval	CEO
11	<b>June 30</b>	Forward unsigned final MOU draft by CEO to Employment Development Department (EDD) with letter pending signature	ACWDB
12	July 31	Send signed and approved MOU by CEO to EDD	ACWDB