

ITEM I.B. – ACTION

ALAMEDA COUNTY
WORKFORCE INVESTMENT BOARD

MINUTES

MEMBERS PRESENT:

Hart, Lane – Chair
White, Mike – Vice-Chair
Burton, Winston
Chiple, Robert
Croswell, Ken
DePuy, George
DeVenuta, Tony
Giggelman, Martha
Johnson, David
Johnson, June

Jordan, Sheila
Keating, Jerry
Kern, Bruce
Leng, Henry
McMullan, Sandra
Moffatt, Paul
Mongerson, Duane
Rodrigues, Aladin
Vance, Octobere
Verzantvoort, Andrea

MEMBERS ABSENT:

Bauman, Ann
Brewer, Bob
Fogelquist, Jim
Hewitt, Chet
Kelly, Kathleen

McGuire, Charles
Meyer, Helen
Smith, Jim
Woytak, Felicia
Wright, Jim

The meeting of the Alameda County Workforce Investment Board (WIB) was called to order on Thursday, March 13, 2003 by Lane Hart, WIB Chair. A quorum was present.

ITEM I.B. – MINUTES OF ALAMEDA COUNTY WIB FOR THURSDAY, DECEMBER 12, 2003. A motion to approve the minutes of December 12, 2003 was made by **Croswell/Kern/**
carried.

ITEM I.C. – CHAIRPERSON’S REPORT. Lane Hart, WIB Chair, stated he and Dorothy Chen, Director, attended the WIA Leadership Conference in Southern California, and L. Hart noted that all the items this Board has been discussing as high priority concerns were reflected on a nationwide basis, which means we have a good grip on initiatives and responsibilities facing us. Key points discussed were responsible leadership, relative business practices, and results documentation. Some recommendations throughout the conference were for WIBs to focus on business services, and enhance our flexibility as an entity. WIB’s responsibility is to articulate and serve the demand side of the workforce issues. One stops must become business service centers. One of the best presentations was on sectoral strategies, in terms of serving specific industries and focusing initiatives on serving them.

Sam Wallace and Paul Levine, WIB members, resigned due to the conflict of interest policy of the County. As private sector members with direct contract with the WIB, they cannot continue to serve on the WIB. There are now four vacancies in the private sector seats, and members were encouraged to check their networks for possible candidates.

ITEM I.D. – COMMITTEE CHAIRS' REPORTS.

Brenda Johnson, Youth Policy Council (YPC) Chair, stated the YPC has met twice since the WIB last met. At their November 24, 2002 meeting, they approved how the remaining \$80,000 would be spent with three initiatives that were decided upon as a result. They want to leverage funds to develop a website for youth, develop a resource guide that will be distributed to all Alameda County high school students, and co-sponsor a youth conference (all to be approved by June 30, 2003) so that we can spend our money effectively on our youth. There is an action item being discussed today (Action V.F.). The YPC approved this design at the November 24, 2002 meeting.

In reference to developing the website, the YPC will be partnering with Alameda County Office of Education (ACOE). Dorothy Chen added that ACOE received a separate grant to create this website, and rather than have two websites for teens, there will be one.

Jerry Keating, Workforce Systems Committee Vice-Chair, stated the Board packet contains the essence of the Committee's discussions and is well documented.

Dorothy Chen (on behalf of Bruce Kern, Economic Development & Employer Services (EDES) Committee Chair) provided a brief update.

Lane Hart, Executive Committee Chair, stated that since there were no items, the Committee did not meet.

ITEM I.E. – DIRECTOR'S REPORT. Dorothy Chen, WIB Director, stated the Form 700 Statement of Interests needs to be turned in by all WIB members per County requirement.

Rapid Response funds have been granted to Alameda County to serve the disproportionate number of workers affected by lay offs. We received \$60,000 more this year due to the high unemployment rate (6.7%).

In reference to Information Item VI.A. – Redesignation as a WIB through November 2004 (Page 67), we have met our State criteria and Alameda County WIB has been approved for the next two years through June 30, 2004. On Page 68, there is a letter from the State granting us the designation for the next two years.

WIA Re-Authorization is slated for September 2003. WIB members were sent an e-mail in reference to the reauthorization with a side-by-side comparison between the Bush Administration and changes recommended by the California Workforce Association (CWA) which is a professional association of the 50 WIBs. There are a number of changes from Governor's

structure, creating a funding stream for the one-stop infrastructure, to combining the adult dislocated workers and employment service funds. One item we are pleased with the Bush Administration proposal is the elimination of the current tier system – before someone can attend training, they would have to go through a certain level of hoops – this will now be eliminated to streamline the delivery process.

The youth program is probably going to encounter major changes – currently they are allocating 30% of youth money to out-of-school youth. What the Bush Administration is proposing is that 100% of youth money be allocated to out-of-school youth with none for in-school youth. They may make Youth Policy Council optional (right now, it is mandated). Other changes to the Bush proposal is to reduce the performance measures from 17 to 8. There is also a proposal to establish common definitions for the one-stop partners from community colleges, EDD, and Vocational Rehabilitation Department.

In terms of funding for 2003-2004, they are looking at a 20% reduction that will impact our one-stops. Because we started a year late, our programs are just finishing up using our 2001-2002 monies, so we have another year to expend our remaining funds. The cut will not impact us until the year after June 2004.

There will be a presentation today on the H-1B Grant.

Rob Gamble, new Business Services Manager, was introduced. Bob Lanter is now in his new position as the Contra Costa WIB Director.

ITEM II – PUBLIC FORUM. No public input.

ITEM IV – CONSENT CALENDAR ITEM. A motion to accept the item was made by **White/Croswell/carried.**

ITEM III – PRESENTATION BY GLEN PRICE – REGIONAL H-1B VISA GRANT APPLICATION FOR ADVANCED INFORMATION TECHNOLOGY. Glen Price presented a detailed summary on the H-1B Visa program. WIB member comments focused on considering entry-level jobs and commitments from companies to keep some of the jobs from going offshore so we can sustain our economy. A website has been developed specifically for information relative to the development of this application. Patti Castro will forward the e-mail address to WIB members.

ITEM V.A. - ALLOCATION OF THE WORKFORCE INVESTMENT ACT FUNDS FOR PY 2003/2004 – PUBLIC HEARING. Jane Myers presented the item. The item deals with the adult and dislocated worker activities for the next year through the one-stop career center and systems activities. Chairperson Hart opened the public hearing, and with no input, closed the public hearing. A motion to approve the percentage share of each category of the funding allocations for the Workforce Investment Act Adult and Dislocated Worker funds for the Program Year (PY) 2003/2004 was approved by **Kern/Keating/carried (Burton, B. Johnson, J. Johnson and Vance recused).**

ITEM V.B. – WIA ADULT AND DISLOCATED WORKER FUNDING FOR THE ONE-STOP CAREER CENTERS FOR PY 2003-2004 – PUBLIC HEARING.

Jane Myers presented the item. This is the recommendation for the individual one-stops based on the allocation that was just approved in the previous item. The percentages that are on the charts as opposed to the actual dollar amounts will be used. Once the final dollars are received, they will put that in and run the numbers and a final funding letter to the one-stops, along with their percentages and people to be served. The ad hoc Workforce Systems Committee came up with criteria that they suggested be used – one-stops need to continue to meet their certification criteria, pass their monitoring reports, meet 50% of their exit numbers and 50% of their entered employment numbers, meet the minimum SDA entered employment rate for adults and dislocated workers and credential rate for adults and dislocated workers. All of the one-stops who are being recommended for funding do meet those criteria at this point. The one-stops are aware and understand that until we get our actual dollar amount, they will not get their actual dollars.

For point of clarification, the WIB has a residency policy that anyone in the Eastbay Works area can be served in our one-stops.

Chairperson Hart opened the public hearing, and with no input, closed the public hearing. A motion to approve 1) the funding formula for the designated one-stop career centers for PY 2003/2004 included in Attachment V.B.1. and 2) the adult and dislocated workers service levels for the designated one-stop career centers included in Attachment V.B.2. and V.B.3. was made by Mongerson/ /carried (Burton, B. Johnson, J. Johnson and Vance recused).

A plaque was presented to Frank Tucker, who resigned from the WIB. In accepting his plaque, Frank stated it was a pleasure to serve because of the level of creativity that came from this Board. He feels this WIB is one of the leading WIBs in the country, and that clearly we are all making a difference.

ITEM V.C. – EXTENSION OF THE WORKFORCE INVESTMENT ACT FUNDS – JULY 1, 2002 – JUNE 30, 2004 – PUBLIC HEARING.

Jane Myers presented the item. This is the money the WIB allocated last year for this year and will expire next year. The one-stops are looking at a significant cut, and they haven't spent all this money yet. Giving them the opportunity for an extension would provide a little bit of a slope as opposed to a cliff when it came to their trying to balance their fiscal budgets. The Workforce Systems Committee did meet and did recommend to have the extension.

The budget cut for our system is about 20%. If the one-stops just had from this year to next year, it's about a 44% cut, but because we are suggesting they have the extension, it should even it up more, so they are not experiencing that level of cut. Jane Myers indicated that we should have a better sense at the next WIB meeting of what actually happened to the allocation and will report out to the WIB as an information item then.

Chairperson Hart opened the public hearing, and with no input, closed the public hearing.

A motion to approve the extension of the funding allocations for the Workforce Investment Act (WIA) Adult and Dislocated Worker funds for the Program Year (PY) 2002/2004 was made by **White/D. Johnson/carried (Burton, B. Johnson, J. Johnson and Vance recused).**

ITEM V.D. – ALAMEDA ONE-STOP CAREER CENTER FUNDING

RECOMMENDATIONS – PUBLIC HEARING. Jane Myers presented the item. A handout was presented as to what the Alameda performance is for dislocated workers. They have 14 exits and were able to add two more since the Workforce Systems Committee met to now. They need 15 to actually meet the criteria of this item, so they are short one. The way the item reads is if they met 15, the Workforce Systems Committee recommends that the WIB fund them in exactly the same way you funded the rest of the one stops. If they didn't, there are some options that are recommended. The Workforce Systems Committee felt Alameda was going to meet it, because they were only three short, and Alameda also felt they would meet it. They did not pick one of these options for the WIB. The choices are to mainly not to extend the contract, not fund them and give their share to someone else, tell them to stop enrolling people at this point and transfer to other people, or look at re-issuing an RFP similar to what we did for Berkeley and reallocating the funds to someone else in North Cities, developing a proportionate strategy based on their performance, or give them more time to make that additional one exit by extending their due date to May 5, 2003, which would mean they wouldn't actually receive a funding letter until June 2003 based on that recommendation.

Chairperson Hart opened the public hearing. Brenda Johnson, Dean of Student Services at the College of Alameda, spoke on behalf of the Alameda Career Center.

Chairperson Hart closed the public hearing.

A motion to add an amendment under #D. Give Alameda more time to meet their performance by extending their due date to May 5 or as such time as the numbers are satisfied prior to that in time for the next Workforce Systems Committee meeting scheduled for May 22, 2003 was made by **White/D. Johnson/carried (Burton, B. Johnson, D. Johnson and Vance recused).**

ITEM V.E. – NORTH CITIES ONE-STOP CAREER CENTER OPERATOR FUNDING

RECOMMENDATIONS. Carl Pascual presented the item. The Workforce Systems Committee discussed how the re-design would happen, and the results were that the RFP would allow for multiple agencies to constitute a one-stop. The RFP would then be offered in three distinct service areas, 1) business and core; 2) adult intensive, and 3) dislocated worker intensive. One or more agencies could constitute a one-stop, and any one agency could apply for one or all of those particular service options. Two proposals were received – City of Berkeley and City of Richmond (two agencies that are involved in sole source contracts with us currently). We had a review panel who rated proposals. The City of Richmond applied for dislocated worker intensive services only (service option 3) and the City of Berkeley applied for all the service options. The average score for City of Richmond was 88.7 and City of Berkeley was 58.7. The first two recommendations are to recommend City of Berkeley to continue its universal or core and business services (that portion of the services for that area) and the City of Richmond is being recommended to do the adult intensive services. This is in alignment with their performance and the comments of the review panel. In reference to the adult intensive

services, we have to look at the City of Berkeley's current performance. If we accept the criteria that the WIB just approved in the previous Item V.B. with their current performance, they would not meet that criteria. Staff and the Workforce Systems Committee discussed different options for us to continue to work with City of Berkeley, but under different contract situation. The Committee recommended Option A – to have the City of Berkeley perform the adult intensive services under a performance based contract (set specific benchmarks). This is to be distinct from a cost reimbursement contract which all of the other one stops are currently under.

Chairperson Hart opened the public hearing.

City of Berkeley staff spoke on behalf of the Center.

Sal Vaca from Richmond WIB spoke on behalf of the joint contract.

Chairperson Hart closed the public hearing.

Carl Pascual stated that the recommendation is for a three-year period to be renewable every year based on performance and funding from the State. We will have the opportunity nearing the end of each program year to do an evaluation and assessment of the performance on all these contracts. Staff is developing a recapture policy that will allow us if in fact we are not getting performance out of that center, to be able to move and reassign that performance to other centers that in fact can do the work. Dorothy added we have to spend the money and serve the clients, and that is why we need to have this recapture policy.

A motion to approve the recommendations regarding the delivery of One-Stop services to the North Cities area (the cities of Albany, Berkeley, Emeryville and Piedmont) per the RFP that was issued on January 17, 2003 was made by **Keating/Chipley/carried (Burton, B. Johnson, D. Johnson and Vance recused).**

ITEM V.F. – WIA TITLE I TARGETED YOUTH STRATEGIES FOR PY 2003. Sandra Oubre presented the item. Under the current design, we are finding we cannot meet our performance. The current design calls for long term intervention anywhere from 12 to 24 months that they are serving the youth. We are finding we are not able to exit the youth within a reasonable time so we can meet our performance standards, and this is one of the reasons why we are looking in re-designing this program. Another reason for the change in design is that the collaboratives are experiencing a lot of problems. By law, they are required to serve older youth and younger youth and spend 30% of funds on older youth. Right now, we are failing to meet our older youth performance criteria because of the age requirement (younger youth is 14-18). A lot of the collaboratives are currently serving a lot of 18 year olds and finding them jobs, however we don't get credit for that because under the State for younger youth, one of the goals is not for employment but is for diploma and skills attainment. In researching some of the other WIA areas, staff found that very few of them are using DOL's three-part formula to allocate funds. What they are doing is releasing the RFP and seeing what they get back from the public. So far, it seems to be working, and they are receiving proposals within all of their geographical areas.

This information was presented to the YPC including reasons on why we need to change the design, with the major one being expected reduction in funding. We would like to place more emphasis on serving the clients, and less emphasis on the collaborative model. One of the lessons learned from this current model is that the collaboratives experienced a lot of problems maintaining their partnership. We found they were spending a lot of time really trying to keep partners within their collaborative and probably not as much time as they really needed to spend serving the clients. With another WIA reauthorization coming up, the feds are proposing to eliminate in-school youth and focus more on out-of-school youth. We are being really progressive with re-designing our program so that we would be aligned with the State in the event that this does pass, which it looks like it probably will. By law, 30% of the funds must be spent on out-of-school youth, and we want to change that to increase it to about 70% of the funds for out-of-school youth, and once the WIA reauthorization comes around, we are already there. We are targeting our programs to start serving the out-of-school youth more than the in-school youth. The YPC met and approved this item and gave staff the broadest range of flexibility and options to re-design the youth program. With approval, the program can start up in July 2003.

Chairperson Hart opened the public hearing, and with no input, closed the public hearing.

A motion to approve the Procurement Guidelines on Attachment 1, the Design Strategies on Attachment 2, the Timeline on Attachment 3, and the Funding Allocation on Attachment 4 regarding the provision of WIA Targeted Youth Services was made by **Jordan/Burton/carried.**

The regular meeting adjourned.