



Los Angeles County Workforce Development Board (WDB)

SPECIAL MEETING

***Draft* MINUTES**

Friday, January 27, 2017

10:00 AM

1st Floor Collaboration Room

Workforce Development, Aging & Community Services (WDACS)

Los Angeles County

3175 West 6th Street

Los Angeles, CA 90020

A CALL TO ORDER

Erick Verduzco-Vega, Chair, L.A. County Workforce Development Board (WDB), called the January 27, 2017 Special Meeting of the L.A. County WDB to order at 10:15 am.

B ROLL CALL

A quorum was established with 15 of 20 Members of the L.A. County WDB in attendance.

Present (15): Russell Barnard, Wan-Chun Chang, Lola Smallwood Cuevas, Shomari Davis, Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Absent (5): Carlos Adame, Aida Barragan, Randy Bowers, David Flaks, Cinde MacGugan-Cassidy

Erick Verduzco-Vega, Chair, read the Conflict of Interest requirements for Commissioners of the WDB outlined in Section 107(h) of the Workforce Innovation and Opportunity Act (WIOA).

C CHAIR REMARKS

Erick Verduzco-Vega, Chair, L.A. County WDB, recognized and welcomed:

- Stephen Amezcua, Regional Advisor, EDD;
- Michelle Vega, Office of Supervisor Kathryn Barger;
- Emily Williams, Office of Supervisor Mark Ridley-Thomas;
- Workforce Development System Partners.

D UPDATE ON WORKFORCE SYSTEM ACTIVITIES

Otto Solorzano, Chief Deputy, L.A. County Workforce Development, Aging and Community Services (WDACS) presented the following updates on workforce system activities in L.A. County.

- Martha Molina-Aviles, a long time County employee with extensive background working with Boards, will support the L.A. County WDB while the position of Executive Director is vacant. Richard Verches, former Executive Director of the L.A. County WDB, has accepted a position working with the Community College District;
- Name change of the Department: Community & Senior Services (CSS) is now Workforce Development, Aging & Community Services (WDACS). It was the desire of the Cynthia Banks, Director, WDACS, to make "Workforce Development" prominent in the name of our department to reflect the important work of the WDB;
- WDACS meets regularly with the Office of Supervisor Solis as part of efforts by the Board of Supervisors to increase accountability among County departments. Recently WDACS staff met with Jane Oates, former Assistant Secretary for Employment and Training, U.S. Department of Labor, to discuss Workforce Development in the County;
- An Economic Development Committee was formed to focus on industries, job creation, and workforce development programs. It consists of the Economic Development Representatives from the 5 County Supervisorial Offices, Chief Executive Office (CEO), Department of Consumer and Business Affairs (DCBA), Community Development Commission (CDC), and WDACS;
- 3 Workforce Development Priorities of the Board of Supervisors: Local Targeted Hiring, Social Enterprise (contracted agencies that hire WIOA priority populations), and Prop 47 Jobs & Services Taskforce (hiring of individuals coming out of the criminal justice system);
- Important items to come before the WDB in the next 6-8 months: Regional/Local Plan, Selection of AJCC Operators, and MOU Phase 2.

Discussion:

Holly Schroeder, Vice Chair, L.A. County WDB, wanted to know how the L.A. County Board of Supervisors' priorities align with the functions of the WDB. She requested a description of the Board of Supervisors' and the WDB's shared role in completing, reviewing and approving the Regional Plan, Local Plan, AJCC Operator selection and MOU Phase 2.

Clarification by Staff: Agency proposals are being rated for the selection of AJCCs. The highest rated agencies are presented to the WDB to review, and make recommendation for L.A. County Board of Supervisors' final approval of the selected agencies, the process of selections, and the funding allocations.

Commissioner Laurie Traktman requested clarification on the WDB's authority to oversee the process of selecting the AJCCs. County Counsel, WDACS staff and WDB Commissioners discussed this topic as summarized below.

- Josie Marquez, Assistant Director, WDACS, suggested it may be best to form a workgroup to dedicate more time to focus specifically on the steps of the AJCC selection process and any role the WDB could play;
- WDACS carries out a competitive bidding or Request for Proposal (RFP) process to select vendors for AJCC contracts under specific County guidelines, on behalf of the WDB;
- The review of bids for contracts with the County is an internal operation so that the County can

maintain the integrity of the process. The evaluation panel for the rating of bids is made up of County employees who are under code of conduct and civil service rules;

- The WDB will review the vendors that were selected through the rating/evaluation process and make a recommendation for approval or any other action. The final authority to engage in contract is with the L.A. County Board of Supervisors (BOS);
- In future procurements for AJCCs, the WDB could play a role in setting guidelines for the RFP process, including the elements for rating bids, in accord with local plan objectives;
- Commissioner Adriana Kuhnle, California Employment Development Department (EDD) representative, shared that the State has provided directives for guidance on WIOA implementation, including specific information on the process of procurement of AJCCs. WDACS has followed the process according to State guidance. Evaluation panels do not make decisions. They are rating bids based on predetermined elements and then presenting their findings to the WDB;

Follow-up:

Several Commissioners agreed that they would like to form an Ad Hoc Workgroup on the WDB's role in the AJCC selection process. Erick Verduzco-Vega, Chair, WDB, requested staff to poll the WDB Commissioners for interest in participating in the Workgroup.

Commissioner Traktman requested staff to present for clarification, in writing, the role of the WDB in the selection process for AJCCs, including limitations and possible areas of engagement in the rating of bids.

E ACTION ITEMS

1. DRAFT MINUTES OF THE L.A. COUNTY WDB MEETING HELD ON DECEMBER 7, 2016

It was moved by WDB Secretary/Treasurer, Dr. Patricia Ramos, and seconded by Adriana Kuhnle, to approve the Draft Minutes of the L.A. County WDB Meeting held on December 7, 2016.

The motion carried by unanimous vote of members present.

In Favor (14): Russell Barnard, Wan-Chun Chang, Shomari Davis, Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (1): Lola Smallwood Cuevas

2. FY 2016-17 REVISED WIOA BUDGET

Holly Schroeder, Vice Chair, L.A. County WDB, participated in an Ad Hoc Workgroup meeting to provide input on the content and format of the FY 2016-17 Revised WIOA Budget, to be amended by

staff, as requested at the December 7, 2016 WDB Quarterly Meeting. Commissioners Erick Verduzco-Vega, Lola Smallwood Cuevas, Corinne Sanchez, Cynthia Parulan-Colfer, and Dr. Michelle Yanez also participated in the Ad Hoc Workgroup on the Budget.

Commissioner Schroeder presented the amended FY 2016-17 Revised WIOA Budget and provided details on the WDACS accounting process for Workforce Programs, as provided by staff at the Ad Hoc Workgroup meeting.

- WDACS operates on a Modified Cash Accrual Process – a combination of cash basis accounting (used for quarterly expenditure reports) and accrual basis accounting (used for year-end close-out reports);
- WIOA Formula grants have a 2 year life span, distributed from the Department of Labor through the State (EDD);
- AJCCs are reimbursed after they render services and bill WDACS for the cost. Reimbursements to AJCCs are managed using First-in, first-out accounting methodology (the oldest dollars are spent first). Carry-over occurs due to FIFO and 2 year life span of grants, with the intent to utilize all funds before they expire;
- The amended Budget format clearly separates the total workforce programs funding into WIOA funding and non-WIOA funding;
- The Ad hoc workgroup discussed the requirements for use of WIOA funds: 30% of WIOA Adult & Dislocated Worker funds must be spent on training, 20% of WIOA Youth funds must go toward work experience or training. The non-training funds for Adult & Dislocated Worker and Youth funds are used to support the service delivery of AJCCs and other WIOA priorities. The WDB does have some discretion on how to use any remaining funds;
 - Remaining WIOA funds available for use at the discretion of the WDB was termed the “Innovation Fund”. The Innovation Fund, to be explored for the 2017-18 budget, could be used for opportunities, identified by WDB Commissioners, to engage in special projects that align with WDB priorities (high growth sector strategies, Business services, service to priority populations, etc);
- How quickly could the innovation fund be put to use? WDACS can quickly enter contracts for services (without the extended RFP process) on 3 instances:
 - With Universities, Community Colleges or Adult Schools, up to \$250,000 (WDACS received this authority from the L.A. County Board of Supervisors);
 - When expenditures are below \$100,000 threshold (this is still a 3-4 month procurement process through internal services);
 - Expenditures that can be incurred within the department (up to \$15,000 maximum).

Discussion:

WDB Commissioners made the following points in response to the presentation on the 2016-17 Revised WIOA Budget.

- The Innovation fund will create greater impact and strengthen the work of the WDB, and is a way to respond faster to business needs;

- Regional plan and WDB priorities should be reflected in the budget by correlating the budget to performance to ensure we can measure success.

It was moved by WDB Vice Chair, Holly Schroeder and seconded by Dr. Michelle Yanez, to approve the FY 2016-17 Revised Workforce Programs Budget.

The motion carried by unanimous vote of members present.

In Favor (15): Russell Barnard, Wan-Chun Chang, Lola Smallwood Cuevas, Shomari Davis, Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

It was moved by WDB Vice Chair, Holly Schroeder and seconded by Shomari Davis, to direct staff to: (1) propose a framework for a new Innovation Fund that will support WDB-directed pilot programs and related initiatives; (2) place an item on the next WDB meeting agenda to discuss the proposed framework of the Innovation Fund.

The motion carried by unanimous vote of members present.

In Favor (15): Russell Barnard, Wan-Chun Chang, Lola Smallwood Cuevas, Shomari Davis, Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

It was moved by WDB Vice Chair, Holly Schroeder and seconded by Laurie Traktman, to establish an Ad Hoc Budget Workgroup to work collaboratively with WDACS on the 2017-18 budget that includes funding for the Innovation Fund and report back to the WDB on its findings.

The motion carried by unanimous vote of members present.

In Favor (15): Russell Barnard, Wan-Chun Chang, Lola Smallwood Cuevas, Shomari Davis, Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

1. OVERVIEW OF LOCAL AND REGIONAL PLAN

John Chamberlin, Consultant, L.A. Basin Regional Workforce Plan, discussed the purpose, planning process, and goals of the Regional Plan.

Regional Plan Purpose:

Target high growth sectors and identify jobs or career pathways within these sectors that are expected to have on-going demand and where there are skill shortages; create a pathway to the middle class by increasing accessibility to the identified career pathways in priority sectors, focusing on those with barriers to employment; and align diverse education and training resources around the priority sectors, career pathways and the most promising “accessibility and inclusiveness” strategies.

The Planning process:

- Met with hundreds of stakeholders and held 19 highly interactive community forums;
- Referenced LAEDC authored report on the LA Basin’s economic trends, including key sectors, career pathways, wages, demographics and skill gaps;
- Received reports and data on career pathways, youth engagement, and other promising practices from the 7 WDBs of L.A. County;
- Additional research was done on disconnected youth.

Strategic Planning Goals:

- Improve, replicate and expand services for disconnected youth/young adults including a focus on the “gig based economy”;
- Develop a common “message” and outreach strategy to inform, engage and connect businesses and job seeker customers;
- Identify and expand the most promising “career pathway” and “inclusiveness” strategies;
- Develop a common approach to “incumbent worker training” and skill building across all 7 WDBs and workforce partners;
- Do a better job of collecting and sharing information across the workforce system County-wide.

The Regional Plan has been composed and will be open for public comment from February 1, 2017 through March 3, 2017. After March 3rd, the comments must be summarized and subsequent revisions to the Plan must be completed by March 10, 2017. The City of Los Angeles will package the Regional Plan with the 7 Local Plans, and submit it to the State by March 15, 2017. The Regional Plan will be in effect from July 1, 2017 through June 30, 2021.

The regional plan does not affect local boards’ ability to manage and direct local workforce resources, but it is a regional agreement on a set of priority sectors, pathways, and ways to better organize our services for people of the region.

Mr. Chamberlin suggested the formulation of an Ad Hoc Workgroup on the Regional Plan, to help with revisions after the public comment period, and, more importantly, the implementation of the

tasks and strategic goals during the 4 year life span of the Regional plan.

Josie Marquez, Assistant Director, WDACS, presented an overview of the goals and system strategies of the Local Plan.

The Local Plan:

- Aligns with State requirements. 3 State Policy Objectives: fostering demand skill attainment, enabling upward mobility to include priority populations, and system alignment – coordinating and integrating programs and services;
- Operationalizes elements of the regional plan;
- Was informed by feedback provided at the 19 forums;
- Is summarized into 9 goals and 12 system strategies that were categorized into the following groups: Needs of Businesses, System Alignment, Create Middle Skill Credentials, Earn and Learn (OJT, apprenticeships, subsidized employment), Priority Populations, Strengthen Economic Development, Inclusivity and Accessibility, and Continuous Quality Improvement.

Discussion:

Holly Schroeder, Vice Chair, L.A. County WDB, requested more detail on Local Plan strategies for Business Services and Economic Development. How will current outreach to businesses be leveraged by our system?

There are details in the Local Plan and the WDACS Business Services team is engaging businesses through various initiatives. However, staff welcomes WDB input on Business engagement strategies.

WDB Commissioners requested to form a Workgroup on Employer Engagement. County Counsel advised that a Standing Committee may be more appropriate if there will be an ongoing function, such as Employer Engagement or Business Services. Erick Verduzco-Vega, Chair, L.A. County WDB, requested that the matter of establishing a Standing Committee on Business Services be set for discussion and/or action at the next L.A. County WDB meeting.

2. UPCOMING WDB MEETINGS & CONFERENCES

Upcoming events and L.A. County WDB Meeting dates were provided.

There was discussion on moving the March 1, 2017 WDB meeting to a later date.

G PUBLIC COMMENTS

There were no public comments at this time.

Commissioner Comments:

Commissioner Laurie Traktman asked, what role does the WDB have in selecting a new WDB Executive Director?

WIOA states that the WDB has a role in selecting the Executive Director of the WDB. However, since there is also a selection process for County employees, there is not a clear way to define how the

WDB would participate in that process. Staff will research this question with input from proper County departments.

Commissioner Adriana Kuhnle applauded Rapid Response efforts for American Apparel layoffs. 3 events were put on to offer extensive services to those subject to the layoffs. Participating partners included, L.A. County WDBs, EDD, AJCCs, LAUSD, DPSS, Career California, and employers.

Commissioner Dr. Michelle Yanez, thanked staff for supporting an event at AJCC-West Covina where several school districts in the San Gabriel Valley, that have not worked with the County, gathered to learn about WIOA and Youth Programs and how they can become partners.

Erick Verduzco-Vega, Chair, L.A. County WDB, formally thanked Richard Verches for his service to the L.A. County WDB as the Executive Director for 7 years. He was a tremendous asset to the WDB and WDACS.

Follow-up:

Commissioner Traktman requested staff to present for clarification, in writing, the role of the WDB in the selection of an Executive Director of the L.A. County WDB.

Erick Verduzco-Vega, Chair, L.A. County WDB, requested staff to poll the WDB Commissioners for interest in participating in a Workgroup on the Regional and Local Plans.

H ADJOURNMENT

The January 27, 2017 Special Meeting of the L.A. County WDB was adjourned at 12:39 pm.