



Los Angeles County Workforce Development Board (WDB)

QUARTERLY MEETING MINUTES

Wednesday, September 14, 2016

11:30 AM

1st Floor Collaboration Room

Community & Senior Services – L.A. County

3175 W. Sixth Street

Los Angeles, CA 90020

A CALL TO ORDER

Erick Verduzco-Vega, Chair, L.A. County Workforce Development Board (WDB), called the September 14, 2016 Quarterly Meeting of the L.A. County WDB to order at 11:42 am.

B ROLL CALL

A quorum was established with 18 of 21 Members of the L.A. County WDB in attendance.

Present (18): Carlos Adame, Russell Barnard, Aida Barragan (*arrived at 11:53 am*), Randy Bowers, Wan-Chun Chang, Lola Smallwood Cuevas (*arrived at 12:09 pm*), David Flaks, Jose Gardea, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Absent (3): Shomari Davis, Kimberly Maevers, Laurie Traktman

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 / INTRODUCTION OF NEW COMMISSIONERS

Erick Verduzco-Vega,

- moved agenda item F2 COMMISSIONER UPDATES ON WIOA IMPLEMENTATION to the top of the agenda with the consent of the WDB and County Counsel;
- welcomed three new Commissioners to the L.A. County WDB. Each new Commissioner gave a brief self-introduction:

- **Adriana Kuhnle** is the new representative of the California Employment Development Department (EDD) as the Division Chief of the newly configured Los Angeles – Coastal Field Division within the Workforce Services Branch. Thomas Flournoy, the former EDD representative on the L.A. County WDB, now serves as Division Chief of the new Southern

Division.

- **Jose Gardea** is a Business Representative, nominated by the Valley Economic Development Corporation (VEDC), bringing professional experience and perspective from the non-profit, private and public sectors.
- **Dr. Michelle Yanez** is a Business Representative serving as the Director of Education Pathways at the San Gabriel Valley Economic Partnership. In this role, Dr. Yanez is an intermediary between K-12 Education, Community Colleges, and industry.

D EXECUTIVE DIRECTOR / STAFF REPORT

- Richard Verches, Executive Director, L.A. County WDB, also welcomed the three new Commissioners of the WDB and spoke about the critical role that they, and the other Commissioners of the WDB, play in accomplishing the vision of WIOA;
- He referenced the written staff report, provided as an attachment, that reflects a number of the WDB's efforts and partnerships with multiple stakeholders from various sectors and institutions;
- He gave an update on the WIOA Memorandum of Understanding (MOU):
 - As the 2nd largest Workforce Development System in the State, the L.A. County WDB needed commitment from 40 partners to complete phase 1 of the MOU;
 - Phase 2 of the MOU, pertaining to cost sharing agreements, must be completed by March 30, 2017 – 3 months prior to the initial due date of June 30, 2017;
- Richard Verches and Holly Schroeder, Vice Chair, L.A. County WDB attended the L.A. Bioscience Taskforce Meeting, at which the L.A. County Economic Development Corporation (LAEDC) presented an update on its upcoming Bioscience report. This initiative is an important investment in a rapidly evolving industry.

Commissioner Comments:

Commissioner Randy Bowers stated that, according to the written staff report, most of the organizations we have been partnering with are in the San Gabriel Valley. How can we get more wide spread participation, especially from organizations in the South Bay and the Westside?

Richard Verches underscored the importance of regional collaboration to reach the entire County and surrounding areas. The San Gabriel Valley is a priority area since it accounts for approximately 50% of the L.A. County WDB's workforce development area. Other areas of the County, including portions of the South Bay and Westside, are within the service areas of the other 6 WDBs.

Commissioner Corinne Sanchez noted that the AJCCs are not among the partners that signed the MOU. Richard Verches stated that the MOU includes partners that will share costs. Although AJCCs are partners of the system, they only receive funds but are not required to share costs.

F INFORMATION ITEM

2. COMMISSIONER UPDATES ON WIOA IMPLEMENTATION

Erick Verduzco-Vega, Chair, L.A. County WDB, opened up the floor to allow WDB Commissioners to

contribute their expertise on workforce development from the perspective of their professional field.

Commissioner David Flaks

(*LAEDC - Business/Economic and Community Development Representative*)

Commissioner Flaks spoke about LAEDC's new approach to economic development brought on by a transition from a production based/industrialized economy to an information age oriented economy characterized by innovation intensive industries. Due to this transition, there is an excess supply of labor fit for a production based economy with skills that do not translate well to what will ultimately be required for success in an innovation intensive economy. A whole new and higher level of investment is required to upscale, retrain, and better educate those that want and need to move into the innovation intensive economy.

LAEDC's new economic development efforts move from a broad, one size fits all approach, to a narrowly targeted, capacity building approach in the region's key traded innovation intensive industry clusters, such as Bioscience. The goal is to understand the economic development related assets already in existence within L.A. County, and to better align and deploy these assets to strengthen and grow these key traded innovation intensive industries. Efforts are also aimed at encouraging policy makers to not only look at how to grow the production based economy, but to also look forward towards how to grow our information age based economy.

Commissioner Cynthia Parulan-Colfer

(*Hacienda La Puente Unified School District – Education and Training/Adult Education and Literacy Representative*)

Commissioner Parulan-Colfer gave an update on WIOA related endeavors of Adult Education in L.A. County.

- Hacienda La Puente Unified School District recently hosted a regional convening of WIOA partners in Southern California regarding Carl Perkins career technical education grants;
- A Consortia of Adult Education and Community Colleges has been established to align efforts to enhance WIOA Education and Training in L.A. County;
- A meeting with Tom Torlakson, Superintendent of Public Instruction, California Department of Education (DOE), has been scheduled for Monday, September 19, 2016 to have conversation on the analysis of data gathered by the Consortia over the last year and a half and where DOE can provide guidance, through the Consortia, regarding WIOA, to Education and Training providers in L.A. County;
- Hacienda La Puente Unified School District partnered with Rio Hondo College to award 8 AA Degrees through a joint nursing program. Next, Hacienda La Puente Unified School District will join Rio Hondo College and Cal State L.A. for a pilot project to advance an AA degree to a Bachelor's degree in one year.

Secretary/Treasurer, L.A. County WDB, Dr. Patricia Ramos

(*Santa Monica College – Education and Training/Higher Education Representative*)

Dr. Patricia Ramos, Secretary/Treasurer, L.A. County WDB, gave an update on WIOA related endeavors of Community Colleges in L.A. County.

The development of a WIOA Regional Plan has been a primary focus of the Community Colleges in L.A. County. The 7 WDBs in L.A. County are required to produce a regional plan with all required partners including 20 Community Colleges. The regional plan must incorporate the local plans of each local area, then the regional plan is incorporated into the State plan. It is a very daunting task, but there has been unprecedented alignment between Education and Workforce Development, starting from Legislation. The metrics that Education will be measured by are tied to WIOA metrics.

Dr. Ramos discussed recent meetings regarding regional planning:

- This past Summer, there was a 3-day retreat in Temecula, CA, attended by Community Colleges and WDBs, focused on a regional planning guideline;
- In September 2016, work on a regional planning guideline continued at the annual CWA Meeting of the Minds Conference in Monterey, CA;
- At the end of September 2016, the dialogue will continue at a Community College statewide Conference in Palm Springs, CA.

Dr. Ramos provided a Regional Planning Guide & Scorecard matrix (included as an [attachment](#)) with details on what is required to go into the plan. The L.A. County Regional Plan has to be completed by February 2017 so that it can be vetted by the public and turned in by March 2017.

Commissioner David Flaks asked what progress has been made in terms of defining and developing consensus around priority industry clusters to target. Dr. Ramos and Commissioner Parulan-Colfer said that identifying priority industries is something that is important to Community Colleges and Adult Education. It is a part of the planning conversations and LAEDC data is being used.

Commissioner Adriana Kuhnle

(EDD – Governmental, Economic, Community Development/Wagner-Peyser Act Representative)

Commissioner Kuhnle spoke about the role of EDD, related to WIOA, in two parts:

- On the state level, EDD provides WIOA directives for uniform interpretation of DOL regulations throughout the state;
- On the local level, EDD sits on local Workforce Development Boards, and is responsible for implementing WIOA policy as a provider of Wagner-Peyser services in local EDD offices and AJCCs.

Commissioner Kuhnle also spoke about EDD's efforts to embrace a new mindset, among staff and managers, in their role as a working part of the AJCCs with shared goals and no barriers.

Commissioner Wan-Chun Chang

(California Department of Rehabilitation – Governmental, Economic, Community Development/Rehabilitation Act Representative)

WIOA aligns employment, training, and education programs to promote economic growth. The California Department of Rehabilitation (DOR) is involved with employment, training, and education of people with disabilities. As a mandated partner under WIOA, DOR focuses on youth with learning disabilities, dedicating 15% of their budget to youth services. In continual efforts to achieve the mission and goals of WIOA, DOR has been focusing on the following areas:

- How to enhance collaboration with Community Colleges and Adult Education for education and training of youth with disabilities;
- Accountability: how to most efficiently and effectively use federal and state funding to serve youth;
- How to align performance measures of DOR with WIOA to more effectively capture success, and also, align state performance measures with local performance measures;
- Updating the state code of regulation based on the WIOA Final Rule, and once completed, provide training on the local level.

Vice Chair, L.A. County WDB, Holly Schroeder

(Santa Clarita Valley Economic Development Corporation – Business Representative)

Holly Schroeder, Vice Chair, L.A. County WDB, spoke about 2 recent events that demonstrate the opportunities for businesses that come from the efforts of the WDB and partners.

1. Commissioner Schroeder participated, on behalf of the WDB, in a Department of Labor signing ceremony for a single employer apprenticeship program at Hawker Pacific, an aerospace company located in Sun Valley, for machinists, operators, and CNC operators. Although there is a decline in manufacturing jobs, there is still demand for skilled workers in that sector.
2. SCVEDC hosted an event with over 60 aerospace companies in Santa Clarita Valley, to discuss the apprenticeship program at Hawker Pacific and whether it is possible to expand it to multiple companies.

SCVEDC is hosting an event on the Americans with Disabilities Act (ADA) next month to inform employers of the resources available to them so that they can make proper accommodations for persons with disabilities and benefit from DOR workforce training programs.

Commissioner Joanne Peterson

(L.A. County Metropolitan Transportation Authority – Business Representative)

A national survey revealed that the transportation industry has some of the most hard-to-fill jobs, such as light rail mechanics, signal inspectors and rail inspectors. Metro is involved in workforce development programs to help fill these positions. For example, Metro has a partnership with L.A. Trade Technical College to train current bus mechanics to be train mechanics.

Not only is Metro challenged with hard-to-fill jobs, but many current workers will retire in the near future, at the same time that Metro has an ambitious agenda to expand light rail. The Bay Area Rapid Transit (BART) system in Northern California is responding to similar challenges. BART designed a 2-year technical rail career program, in partnership with the local workforce boards, community colleges, and the transit agency, that has been successful in placing 200 people in jobs. A team of Metro, L.A. County local workforce board, and L.A. Trade Technical College personnel will visit BART to observe their model and see what could be transferable to L.A.

Commissioner Flaks asked about how the transportation sector is preparing for advances in technology, such as autonomy, that may cause thousands of jobs in California to disappear.

Commissioner Peterson stated that Metro's Labor partners, representing 86% of their workforce, are

helping to plan how those jobs will be replaced. Metro's Office of Extraordinary Innovation also works to meet the expectation of customers as technology advances.

E ACTION ITEMS

1. DRAFT MINUTES OF THE L.A. COUNTY WDB SPECIAL MEETING HELD ON JUNE 8, 2016

It was moved by Corinne Sanchez, and seconded by Carlos Adame, to approve the Draft Minutes of the L.A. County WDB Special Meeting held on June 8, 2016.

The motion carried by majority vote of members present.

In Favor (17): Carlos Adame, Russell Barnard, Aida Barragan, Randy Bowers, Wan-Chun Chang, Lola Smallwood Cuevas, David Flaks, Jose Gardea, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (1): Adriana Kuhnle

Not Present During Vote (0)

2. PY 2015-16 PERFORMANCE REPORT FOR ADULT, DISLOCATED WORKER, YOUTH, RAPID RESPONSE, AND LAYOFF AVERSION PROGRAMS

Josie Marquez, Assistant Director, L.A. County CSS, began with a presentation on CSS strategies for WIOA implementation. Details were provided on 5 basic areas of strategic focus – priority Industries, priority populations, training, partnerships, and AJCCs.

Josie Marquez, referred WDB Commissioners to the Performance Report provided as an attachment to the agenda. In brief summary, the performance measures for WIOA programs in L.A. County were exceeded. Performance data was provided for the L.A. County WIOA system as a whole and for each AJCC, individually, as requested by WDB Commissioners.

Discussion:

Commissioner Aida Barragan noted that the presentation on CSS strategies for WIOA implementation did not list Labor under the area of ‘Partnerships’. Commissioner Barragan also noted that Veterans and persons with Limited English Proficiency (LEP) were not listed under ‘Priority Populations’.

Clarification by Staff: Veterans and LEP are among the 14 priority populations that must be served under WIOA. The list under Priority Populations in the presentation only included those for which a grant is currently being pursued.

Commissioner Jose Gardea asked why Business Organizations were not listed under partnerships in the presentation.

Clarification by Staff: Business Service strategies would be categorized under Industries in the presentation. CSS is building partnerships with Business associations and Economic Development Corporations. They provide direction for business service strategies including priority high growth sectors.

Commissioner Lola Smallwood Cuevas requested demographic performance data. Who are the people we are serving? What level of service are they receiving? Commissioner Cuevas was specifically interested in seeing data on persons with disabilities, African-American youth, and immigrant youth. This type of data would help ensure opportunities through WIOA programs are equally available to all in need.

It was moved by Secretary/Treasurer, Dr. Patricia Ramos and seconded by Jaime Valdivia, to approve the PY 2015-16 Workforce Development Program Performance Report.

The motion carried by majority vote of members present.

In Favor (17): Carlos Adame, Russell Barnard, Aida Barragan, Randy Bowers, Wan-Chun Chang, David Flaks, Jose Gardea, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (1): Lola Smallwood Cuevas
Not Present During Vote (0)

3. FY 2015-16 WIOA SYSTEM FINANCE CLOSEOUT REPORT FOR ADULT, DISLOCATED WORKER, YOUTH, RAPID RESPONSE, AND LAYOFF AVERSION PROGRAMS

Josie Marquez gave a broad overview of the FY 2015-16 L.A. County Workforce Development Programs Expenditure Report. Overall, \$58M of the \$63M of total funds was spent, leaving \$4.1M in reserves. The \$4.1M is primarily comprised of unallocated youth funds resulting from the ramp-down of the In-School Youth contractors.

It was moved by Jaime Valdivia and seconded by Russell Barnard, to approve the FY 2015-16 Expenditure Report for Adult, Dislocated Worker, Youth and Rapid Response Programs.

The motion carried by unanimous vote of members present.

In Favor (18): Carlos Adame, Russell Barnard, Aida Barragan, Randy Bowers, Wan-Chun Chang, Lola Smallwood Cuevas, David Flaks, Jose Gardea, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

4. TRANSFER OF \$3.5M IN FY 2015-16 FUNDS FROM THE DISLOCATED WORKER PROGRAM TO THE ADULT PROGRAM

Josie Marquez stated that CSS is seeking approval from the WDB to exercise authority given by the State to move \$3.5M in WIOA Dislocated Worker Program funds to the Adult Program. This action is to better align WIOA resources so that priority populations much more suited for service under the Adult Program funding stream can receive additional support without eliminating the ability to serve dislocated workers.

At the request of Erick Verduzco-Vega, Alfred Beyruti, Manager, CSS Budgets Division, explained how the 2 year life span of WIOA formula grants for Adult, Dislocated Worker, & Youth Programs allows carryover and transfers to be reallocated into the next years' budget. Funds that are not spent after the 2nd year expire.

Mr. Beyruti also addressed Commissioners' concern regarding the impact of funds transfer on AJCC allocations. Funds to AJCCs are not adversely affected because transfers occur after funds are distributed.

It was moved by Corinne Sanchez and seconded by Carlos Adame, to approve the recommendation by CSS to transfer \$3.5 million from the Dislocated Worker Program to the Adult Program.

The motion carried by unanimous vote of members present.

In Favor (18): Carlos Adame, Russell Barnard, Aida Barragan, Randy Bowers, Wan-Chun Chang, Lola Smallwood Cuevas, David Flaks, Jose Gardea, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Jaime Valdivia, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

F INFORMATION ITEMS

1. CSS UPDATE ON WORKFORCE DEVELOPMENT INITIATIVES

A revised AJCC Request for Proposals (RFP) will be released September 30, 2016 to incorporate the Final WIOA Regulations. Proposals are due on December 5, 2016. Current AJCC contracts will be extended through June 30, 2017, as approved by the Board of Supervisors.

Commissioner Corinne Sanchez requested details on the revisions to the RFP.

Clarification by Staff: The specific revisions to the RFP could not be disclosed but the details will be presented at a bidders' conference that will be open to everyone.

CSS Business and Professional Services Division staff, Janet Shahoian, presented a healthcare sector analysis and strategies to engage the industry, develop training programs, and increase collaboration and build partnerships. Some of the current efforts by the Business and Professional Services Division to move these strategies forward include:

- Creation of a L.A. County Healthcare Employers Task Force, with the support of the Office of L.A. County 1st District Supervisor Hilda Solis. L.A. County WDB Commissioner Carlos Adame represents AltaMed on this Task Force;
- Development of an AltaMed Medical Assistant Training pilot program in partnership with East San Gabriel Valley Regional Occupational Center and AJCC-West Covina operated by Managed Career Solutions (MCS). Currently 90 individuals are in training with the opportunity for a full time career with AltaMed or affiliated providers;
- Continued expansion of partnerships with the L.A. County Healthcare Employers Task Force, San Gabriel Valley Economic Partnership, L.A. Chamber of Commerce, Hacienda La Puente Adult School, and City of Los Angeles.

Commissioner Carlos Adame stated the L.A. County Healthcare Employers Task Force is a great step in fulfilling the role of the WDB to engage and meet the needs of employers.

Commissioner Smallwood Cuevas asked if these strategies are being applied for other target sectors.

Clarification by Staff: The Business Services Division has sector specialist that are doing similar work

with other sectors.

Commissioner Smallwood Cuevas also noted the large number of Home Care professionals in the Health Care sector, and suggested been extending efforts to train them for clinical positions as well as training non-health care workers for Home Care positions as an entry point into the Health Care sector.

3. REGIONAL LABOR MARKET AND ECONOMIC INTELLIGENCE UPDATE

Richard Verches shared a monthly report compiled for the Board of Supervisors' offices containing unemployment rates by workforce development area in L.A. County. Brian Schwarz, Deputy Director, L.A. County WDB, is in the process of revising the Regional Labor Market and Economic Intelligence Report with feedback from WDB Commissioners.

4. UPDATE ON FEDERAL/STATE LEGISLATION AND BOARD OF SUPERVISORS MOTION

Manuel Ruiz, Deputy Director, L.A. County WDB highlighted:

- State Assembly Bill 1508, currently held in-committee, which allows more flexibility to WDBs for use of funds for training;
- In July 2016, the County Board of Supervisors approved a Motion by Supervisor Solis and Supervisor Ridley-Thomas for the adoption of a Small Business & Disabled Veterans social enterprise utilization plan to increase procurement to small businesses and social enterprises. By 2020, 25% of procurement will be to small businesses and social enterprises;
- October 25, 2016 the BOS scheduled a consolidated presentation on the status of the Prop 47 initiative in the County.

5. UPCOMING WDB MEETINGS

Upcoming L.A. County WDB Meeting dates were provided, including critical dates related to time sensitive submissions of Local Board Recertification Request and the L.A. County WDB Memorandum of Understanding with mandated AJCC partners.

H PUBLIC COMMENTS

Robert Gutierrez, Director, AYE, commented on:

- an invite to an awards ceremony by AYE, featuring award presentation by EDD Deputy Director, Dennis Petrie;
- a successful partnership: 68 youth from AYE employed over the last year through a partnership with GAP;
- WIOA requires a 25% leveraged resource and 12.5% of that has to be cash. We contribute to the system, we'd like you to join us and help us meet that initiative.

I ADJOURNMENT

The September 14, 2016 Quarterly Meeting of the L.A. County WDB was adjourned at 1:49 pm.