



Los Angeles County Workforce Development Board (WDB)

QUARTERLY MEETING MINUTES

Wednesday, December 7, 2016

11:30 AM

Multi-Purpose Room

Richard N. Slawson Southeast Occupational Center
5500 Rickenbacker Road
Bell, CA 90201

A CALL TO ORDER

Erick Verduzco-Vega, Chair, L.A. County Workforce Development Board (WDB), called the December 7, 2016 Quarterly Meeting of the L.A. County WDB to order at 11:48 am.

B ROLL CALL

A quorum was established with 17 of 21 Members of the L.A. County WDB in attendance.

Present (17): Carlos Adame, Russell Barnard, Aida Barragan, Randy Bowers, Lola Smallwood Cuevas, David Flaks, Jose Gardea, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Laurie Traktman, Erick Verduzco-Vega, Dr. Michelle Yanez

Absent (4): Wan-Chun Chang, Shomari Davis, Kimberly Maevers, Jaime Valdivia

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,

- welcomed all meeting attendees and acknowledged the presence of County Counsel and Stephen Amezcua, Regional Advisor, EDD Workforce Services Division;
- Thanked Richard N. Slawson Southeast Occupational Center for hosting the meeting and allowed Rosario Galvan, District Administrator, LAUSD, Bernadine Gonzalez, Principal and Sergio Calderon, Teacher Advisor to welcome attendees and provide information on the opportunities, goals and achievements of the Center.

D EXECUTIVE DIRECTOR / STAFF REPORT

Richard Verches, Executive Director, L.A. County WDB,

- Gave tribute, along with Rafael Carbajal, Business and Professional Services, CSS, to Anthony Massengale, a cherished colleague who recently passed away;
- Announced the name change of the department: Community & Senior Services (CSS) will be the Workforce Development, Aging & Community Services (WDACS) Department effective December 15, 2016. The prominence of Workforce Development in the name reflects the importance of the work of the WDB;
- Announced Louisa Ollague, formerly over Workforce Development Training and Grants, was recently assigned to a new position working for the office of Supervisor Janice Hahn;
- Introduced Greta Setian as the newest addition to the WDB staff;
- Reported on the WDB Orientation for new Commissioners Jose Gardea, Adrianna Kuhnle, and Dr. Michelle Yanez held on November 18, 2016. It was a pleasurable opportunity to meet the new Commissioners more personally and they show promise to make significant contributions on the WDB;
- Participated in Santa Clarita Valley Economic Development Corporation (SCVEDC) and San Gabriel Valley Economic Partnership (SGVEP) strategic planning retreats where they engaged in developing a vision to support and align with the workforce development efforts of the County, Workforce Boards, and Community Colleges. Mr. Verches acknowledged Commissioners Holly Schroeder and Dr. Michelle Yanez for ensuring that workforce development is prominent on the agenda of these important regional organizations;
- Participated in a number of innovative sector collaboratives related to HVAC, advanced manufacturing, and transportation;
- Participated in a multi-County effort to align employment services to Veterans. There will be on-going reports to provide updates on this effort.

E COMMISSIONER UPDATES

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 Dr. Michelle Yanez

(San Gabriel Valley Economic Partnership - Business Representative)

Commissioner Yanez worked with staff on a 5 week boot camp in partnership with Goodwill, USC, and UCLA Extension to help low to middle skill workers start a career in aerospace at Northrup Grumman and other employers.

Commissioner Yanez, in her work with K-12 education as an intermediary, was interested in a Youth Conference in the San Gabriel Valley and reached out to CSS staff to learn more about, and share ideas on how to work in collaboration with the WIOA Youth Program. She acknowledged staff for being very prompt and responsive.

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

(Santa Clarita Valley Economic Development Corporation – Business Representative)

SCVEP is launching expanded apprenticeship programs in partnership with Goodwill and College of the Canyons to serve aerospace companies in the Santa Clarita Valley. The employers helped arrange the training models for the apprentices. This shows significant progress in the type of employer engagement intended by WIOA.

Commissioner Joanne Peterson

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

Under Measure M, Metro will create 465,000 jobs in the region with the L.A. County WDB as one of its partners. A team of personnel from WDBs, L.A. Trade Technical College, and Metro visited the Bay Area Rapid Transit (BART) to review their 2-year technical training program. Commissioner Peterson will report on efforts to produce a similar program in L.A. County at future meetings.

Commissioner Lola Smallwood Cuevas

(UCLA Labor Center – Workforce/Labor Representative)

Commissioner Cuevas spoke about follow-up from prior meetings on an initiative to enhance the youth jobs program by giving young workers the tools and skills they need to strengthen their position and navigate worksites where they are placed, ensuring that they have the highest quality work experience possible. Commissioner Cuevas thanked staff for their help to move this initiative forward and is looking forward to substantial progress next year.

Commissioner Cynthia Parulan-Colfer

(Hacienda La Puente USD – Education and Training/Adult Education and Literacy Representative)

Hacienda La Puente Unified School District recently hosted a Veterans' job fair with over 18 apprenticeship programs represented, AJCCs, and other providers of Veteran services. Veterans were able to enroll in apprenticeship programs and receive other benefits on the spot. This event demonstrates the type of collaboration between partners intended by WIOA.

F ACTION ITEMS**1. DRAFT MINUTES OF THE L.A. COUNTY WDB MEETING HELD ON SEPTEMBER 14, 2016**

It was moved by Randy Bowers, and seconded by Cinde MacGugan-Cassidy, to approve the Draft Minutes of the L.A. County WDB Meeting held on September 14, 2016.

The motion carried by unanimous vote of members present.

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

Opposed (0)

Abstain (0):

Not Present During Vote (0)

2. FY 2015-16 WORKFORCE DEVELOPMENT PROGRAMS CLOSE OUT EXPENDITURE REPORT FOR ADULT, DISLOCATED WORKER, YOUTH, RAPID RESPONSE, AND LAYOFF AVERSION PROGRAMS

Alfred Beyruti, Budget Officer, L.A. County CSS, provided a verbal overview of the FY 2015-16 L.A. County Workforce Development Programs Close Out Expenditure Report that was included as an attachment to the agenda. In September, staff presented the FY 2015-16 4th Quarter Expenditure Report with an estimated FY 2015-16 expenditure total of \$58.9 million. Upon close out, the actual expenditures totaled \$55.8 million, about \$3.6 million less than estimated. The variance was mainly seen in the area of training.

Discussion:

Holly Schroeder, Vice Chair, L.A. County WDB, requested more detail about the process by which staff formulated the estimated total expenditure of \$58.9 million in the 4th quarter of FY 2015-16. Why was the estimate \$3.6 million more than the final total?

Clarification by Staff: The main variance in the estimated and actual expenditure total was seen in the area of training. The estimated funds set aside for training was determined by minimum training requirements. The unspent amount will be carryover committed to training in the FY 2016-17 budget.

Commissioner Schroeder asked if there is consistently underspending in training each year?

Clarification by Staff: Training expenditures have consistently totaled about \$21 million per year, which is less than the annual budget amount. Unspent funds for training also increases as the amount of leveraged funding acquired by AJCCs increases.

Dr. Patricia Ramos, Secretary-Treasurer, L.A. County WDB, recalled that the L.A. County WDB previously approved \$800 thousand for training with Community Colleges but those funds have not been distributed. Are those funds being carried over into the FY 2016-17 budget? Is there any chance those funds will be reallocated?

Clarification by Staff: The \$3.6 million in carryover for training includes the \$800 thousand that the WDB approved for training with Community Colleges. These funds will be reallocated in the FY 2016-17 budget for training.

There are currently 6 different applications in process from Community Colleges and Adult Education for funding from the \$800 thousand set aside. 4 of the 6 applicants will soon receive a contract to review. It is expected that by January 2017, these contracts can be implemented to begin using the \$800 thousand set aside approved by the WDB.

Commissioner Lola Smallwood Cuevas requested that future Expenditure/Budget reports clearly distinguish carryover funds that are not earmarked, and therefore may be available for innovative pilot programs or other initiatives, from carryover funds that will be reallocated for a prescribed category.

Erick Verduzco-Vega, Chair, L.A. County WDB, requested clarification on what the amount for Monitoring entails, why has it increased, and how is the amount determined.

Clarification by Staff: This amount is for the Auditor/Controller's monitoring of 17 job centers and youth providers. The increase in this amount is due to the additional monitoring required for the Youth Jobs Program and its additional funding. The amount for Monitoring is determined through the process of review and approval of the annual budget by the WDB.

It was moved by Russell Barnard and seconded by Carlos Adame, to approve the FY 2015-16 Workforce Programs Close Out Expenditure Report.

The motion carried by unanimous vote of members present.

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

Opposed (0)

Abstain (0)

Not Present During Vote (0)

3. FY 2016-17 WORKFORCE DEVELOPMENT PROGRAMS EXPENDITURE REPORT FOR ADULT, DISLOCATED WORKER, YOUTH, RAPID RESPONSE, AND LAYOFF AVERSION PROGRAMS THROUGH SEPTEMBER 30

Alfred Beyruti, Budget Officer, L.A. County CSS, presented the FY 2016-17 L.A. County Workforce Development Programs Expenditure Report that was included as an attachment to the agenda. The budget total for FY 2016-17 is \$59 million of which \$13.1 million or about 22% has been spent. The rate of expenditure is normally 20 to 25 percent of the budget total at this point in the fiscal year, as expenditures for training materialize in the 3rd and 4th quarters. Mr. Beyruti noted that the expenditures presented in this report are through the month of October.

Discussion:

Commissioner Adriana Kuhnle noted that the rate of expenditure for some of the line items on the report, such as AJCC Operations and Technical Assistance and Administration are higher than the overall expenditure rate.

Clarification by Staff: The Youth Jobs funding is reflected in the budget but is yet to be allocated. The expenditure rate of AJCC Operations and Technical Assistance and Administration line items will correspond more closely to the overall rate once the Youth Jobs funds are allocated.

Holly Schroeder, Vice Chair, L.A. County WDB, requested clarification on the increase of nearly \$400 thousand in the budget for the Business Intelligence and Services to Businesses line item.

Clarification by Staff: The \$400 thousand increase in this line item is for sector intermediaries and sector strategies contracts. In the FY 2015-16 budget, the amount for sector strategies was on a separate line, but this year, was added into the Business Intelligence and Services to Businesses line.

Commissioner Dr. Michelle Yanez suggested that there should be an increase in the Business Intelligence and Services to Businesses line item to allow more involvement and training programs with employers.

It was moved by Cinde MacGugan-Cassidy and seconded by WDB Secretary/Treasurer, Dr. Patricia Ramos, to approve the FY 2016-17 Workforce Programs Expenditure Report.

The motion carried by unanimous vote of members present.

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

Opposed (0)

Abstain (0)

Not Present During Vote (0)

4. FY 2016-17 REVISED WIOA BUDGET

Alfred Beyruti, Budget Officer, L.A. County CSS, explained the revisions made to the original FY 2016-17 Budget presented to the WDB in February 2016. The revisions were based on the release of the final WIOA state allocations and total expenditure amounts from the FY 2015-16 Close Out report. There is an overall increase of \$5.7 million in funding which corresponds to:

- \$3.3 million increase in funding for AJCCs to extend the contracts of current providers from January through June 2017;
- \$2.2 million increase in training and wages. This amount comes from the \$3.6 million carryover from FY 2015-16: the remaining \$1.4 million was already budgeted as carryover in the original FY 2016-17 Budget;
- \$220 thousand increase in Administration related to the increase in funds and services.

Public Comment:

Robert Gutierrez, Executive Director, Archdiocesan Youth Employment Services (AYE) Los Angeles, stated that there are not enough details, line items are too broad, and there is no breakdown of allocations for AJCCs and youth providers. These details should be provided for WDB Commissioners so they have a complete picture of how funds are being used.

Discussion:

Recommendations, suggestions, and comments from Commissioners are summarized as follows:

- As the budget is developed, WDB Commissioners could provide recommendations for how carryover could be used;
- The presentation of the budget should include options for how funds could be used based on recent and current workforce development opportunities;
- Commissioners echoed the comment from Robert Gutierrez and suggested more detail, such as

providing the methodology used to determine the amounts for each line item, and which amounts are set by mandates of WIOA and which are discretionary;

- When the budget is presented to the WDB, staff should also provide a Close Out Performance Report from the prior year so that WDB Commissioners can observe how the system performed with the prior year's budget, as a reference point to critic the current budget under review;
- The budget should be created based on priorities of the WDB, within guidelines of WIOA;

It was moved by Randy Bowers and seconded by Russell Barnard, to table the FY 2016-17 Revised WIOA Budget and send back to staff to provide additional detail.

Commissioner Cynthia Parulan-Colfer voiced concerns about tabling the FY 2016-17 Revised WIOA Budget if it will interfere with the operations of the workforce development system. The next scheduled meeting of the WDB is not until March 1, 2017.

Commissioner Russell Barnard requested approval from the maker of the motion, Commissioner Bowers, to add that a special meeting of the WDB be scheduled to review the updated FY 2016-17 Revised Budget.

REVISED MOTION: It was moved by Randy Bowers and seconded by Russell Barnard, to table the FY 2016-17 Revised Budget and send back to staff to provide additional details to be made available for WDB review at a special meeting to be held in January 2017.

The motion carried by unanimous 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, Adriana Kuhnle, Cinde MacGugan-Cassidy, Joanne Peterson, Dr. Patricia Ramos, Cynthia Parulan-Colfer, Corinne Sanchez, Holly Schroeder, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (0)

5. FY 2016-17 PERFORMANCE REPORT FOR ADULT, DISLOCATED WORKER, YOUTH, RAPID RESPONSE, AND LAYOFF AVERSION PROGRAMS THROUGH SEPTEMBER 30

Josie Marquez referred to the attached WIOA Program Performance Report to highlight:

- 41,293 participants have been served so far in FY 2016-17, which is approximately 25.8% of the total participants served in FY 2015-16, demonstrating performance is on target for the 1st quarter;
- 11,040 have received Individualized Career Services, approximately 60% of last year's total;
- Approximately 6,900 have started or completed training, about 52% of last year's total;
- 60% of participants served are age 18 and younger due to the emphasis on youth through the youth jobs program;
- 25% of participants are 19-30 years of age;

- 15% of participants are age 31 or over;
- 52% of the population reported low income, 20% CalWORKS, 25% CalFRESH, 13.6% Basic Skills deficient
- Of 12,000 trainings provided, 1,169 were occupational skills training, of which 63.5% were in high growth sectors. The average hourly rate for high growth sector placements was \$14.97

Discussion:

Commissioner Randy Bowers stated that the performance report shows measures related to jobseekers but would like to see measures related to employer satisfaction as recipients of WIOA services.

Commissioner Lola Smallwood Cuevas requested clarification on the demographics category entitled “Hispanic Heritage” and where immigrant workers fit within the demographics. Commissioner Cuevas stated that further breakdown of the data would help specify exactly who we are serving. For example, Black males have very high unemployment in the 2nd district. Commissioner Cuevas would like to see Black youth by age, gender, and whether they have been placed, and if so, what kind of position they were placed in.

Dr. Patricia Ramos, Secretary/Treasurer, L.A. County WDB, stated she would like to see a Close out Performance report for FY 2015-16 to measure system performance against the budget and WDB priorities. For clarification, Dr. Ramos requested the Performance measure entitled “Trainings Delivered” be broken out to provide more detail. Dr. Ramos also suggested developing a way to capture work with mandated partners as required under WIOA.

Commissioner Joanne Peterson recommended a simple training guide for WDB Commissioners, to help understand performance and financial reports, that answers the following questions:

- What are the sources for the funds?
- What are the requirements for how these funds are used?
- How do we allocate the funds?
- What are the required performance outcomes related to these funds?
- How are we performing?

Commissioner Cuevas also added the question, “Who are we serving?” to further emphasize her recommendation to get further analytical detail for performance measures.

Erick Verduzco-Vega, Chair, L.A. County WDB, opened up the floor for a public comment from Robert Gutierrez. Mr. Gutierrez was not present to make his comment.

It was moved by Russell Barnard and seconded by Cinde MacGugan-Cassidy, to approve the FY 2016-17 Performance Report for Adult, Dislocated Worker, Youth, Rapid Response, and Layoff Aversion Programs.

The motion carried by unanimous vote of members present.

In Favor (16): 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, Erick Verduzco-Vega, Dr. Michelle Yanez

Opposed (0)

Abstain (0)

Not Present During Vote (1): Adriana Kuhnle

G INFORMATION ITEMS**1. UPDATE ON REGIONAL PLAN**

David Shinder and John Chamberlin, Independent Workforce Consultants for the 7 WDBs of L.A. County, introduced the regional planning process in a presentation that defined the purpose, content, timeline, and approach for development of the regional plan. It is a new requirement under WIOA to prepare and submit a regional plan to the State in coordination with other WDBs within a designated planning region. The L.A. County WDB is a part of the Los Angeles Basin Regional Planning Unit which geographically consists of L.A. County and includes the 7 Workforce Development Areas of L.A. County.

- Purpose: to develop and promote a demand-driven system for workforce development while focusing on jobseekers, making sure all have an opportunity to participate in the program despite any barriers; and develop goals and objectives for the establishment of regional sector pathway programs with focus on industries in L.A. County that demonstrate the most promise for jobs and future economic vitality;
- Content: requirements for content are outlined in section 106 of WIOA and planning guidance for regional and local areas has been published by the State of California. Topics include the regional economy, in-demand industries and occupations, characteristics of the labor force, and what services and programs are provided, including those provided by partners;
- Timeline: On January 13, 2017, a 10-day comment round for WDBs begins. On January 27, 2017, a draft with input from WDBs is released for a 30-day public comment period. The final regional plan will be submitted to the State by March 15th with the local plans.
- Approach for development of the regional plan: gathering and reviewing data and analysis, gathering input from stakeholders at a series of public forums.

2. UPDATE ON LOCAL PLAN

Josie Marquez gave a brief update on the development of the local plan. The regional plan is a macro level view of what will be done in the L.A. basin. The local plan drills down to operationalizing this regional plan at the local level in each workforce development area. There is designated staff dedicated to working on the local plan. Staff has attended trainings and the regional planning stakeholder meetings to help develop the local plan. The local plan must be submitted along with the regional plan, and therefore follows the same timeline. The local plan will be presented to the

WDB for comment and approval before submitting to the state on March 15, 2017.

Discussion:

Holly Schroeder, Vice Chair, L.A. County WDB, requested a more specific timeline in reference to when the WDB will be able to review and comment on the Local Plan.

Clarification by Staff: On January 13, 2017, a draft of the local plan will be released for one week for WDB Commissioner comments. After the Commissioner comment period, the draft will be revised and released for a 30-day public comment period beginning January 27, 2017. The local plan can also be presented for discussion at the January 2017 meeting of the WDB that will be scheduled to review the updated FY 2016-17 Revised Budget.

Commissioner Lola Smallwood Cuevas suggested putting forth efforts to ensure participants of WIOA programs are aware of, and given the opportunity to take part in, the public comment period for the local plan.

Commissioner David Flaks expressed concerns with the aggressive timelines and the simultaneous development of the regional plan and local plan. It seems more logical to develop the regional plan and then derive the local plan from it. Commissioner Schroeder stated that in the January review of the local plan by Commissioners, effort should be made to be mindful of how the local plan can correspond with the regional plan and the local plans of the other 6 WDBs.

3. UPDATE ON THE WIOA MEMORANDUM OF UNDERSTANDING, PHASE II

This item was tabled until the next WDB meeting.

4. UPDATE ON PROCUREMENT OF AJCCS

This item was tabled until the next WDB meeting.

5. UPCOMING WDB MEETINGS & CONFERENCES

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

H PUBLIC COMMENTS

There were no public comments at this time.

I ADJOURNMENT

Erick Verduzco-Vega, Chair, L.A. County WDB, announced that the meeting would have to be adjourned due to loss of quorum during the discussion of agenda item G2. Agenda items not discussed will be tabled until the next meeting of the WDB.

The December 7, 2016 Quarterly Meeting of the L.A. County WDB was adjourned in honor of Anthony Massengale at 2:16 pm.