



**Los Angeles County Workforce Development Board (WDB)**

**QUARTERLY MEETING  
MINUTES**

**Friday, March 10, 2017**

**10:00 AM**

**1<sup>st</sup> Floor Collaboration Room**

**Workforce Development, Aging & Community Services (WDACS)**

**Los Angeles County**

3175 West 6<sup>th</sup> Street

Los Angeles, CA 90020

**A CALL TO ORDER**

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

**B ROLL CALL**

A quorum was established with 15 of 18 Members of the L.A. County WDB in attendance.

**Present (15):** Russell Barnard, Aida Barragan, Wan-Chun Chang, Lola Smallwood Cuevas (*arrived at 10:26 am*)(*departed 11:50 am*), Shomari Davis (*departed 12:01 pm*), Jose Gardea, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson (*arrived at 10:20 am*)(*departed 12:11 pm*), Corinne Sanchez, Holly Schroeder, Laurie Traktman, Jaime Valdivia, Erick Verduzco-Vega, and Dr. Michelle Yanez.

**Absent (3):** Carlos Adame (Excused), David Flaks (Excused), and Dr. Patricia Ramos (Excused).

*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:

- Cynthia Banks, Director of Workforce Development, Aging and Community Services (WDACS);
- Workforce Development System Partners.

**D UPDATES ON WORKFORCE SYSTEM ACTIVITIES**

*Cynthia Banks, Director*, L.A. County Workforce Development, Aging and Community Services (WDACS) presented the following updates on workforce system activities in L.A. County.

- Los Angeles County is in a very significant stage in regards to workforce and the priority for the Board of Supervisors regarding workforce development has now been incorporated in the County's Strategic Plan

and is becoming a primary goal within the County. That is significant and it has not been the case in the past.

- The Board of Supervisors (BOS) has reviewed and moved forward with the Los Angeles County Workforce Development Board's Local and Regional Plans that provide the framework to align the County's employment and training programs with education, labor, state agencies and other workforce partners to meet the needs of our region's employers and growing industries.
- Last week, there was a historic moment at the Board of supervisors where Workforce Development Aging and Community Services (WDACS) joined with other County departments and presented the County Workforce Development Regional and Local plans as part of a public hearing. The Supervisors, several businesses, our clients and workforce partners provided comments on the importance of these plans at the public workforce system. These individuals spoke from their hearts. Ms. Banks thanked Commissioner Cynthia Parulan-Colfer, for being there and speaking on behalf of the members of the audience. In result the Board of Supervisors got the sense of how important workforce is and what a difference it can not or make on the individual's life but to a family and to their legacy.
- As a result of public hearing, Supervisors Solis and Kuehl introduced a motion that called for alignment and coordination of the County's workforce programs within the County.
- Several of County departments (there are about 37 departments), about 10 of them have workforce development programs. Many times those programs are not synchronized with each other or are not aligned with each other and so that motion from the Supervisor Solis and Kuehl asked for a report back from us, as the lead department, to make sure that we are working side by side with those other partner departments.
- The motion calls for establishment of a memorandum of understanding with those departments to share data as appropriate that has been always an issue with HIPPA requirements. Now, Board of Supervisors has directed us to be able to share the data which is so important. We are all going to be utilizing the labor market information (LMI), which we provide, so that we can use that for our customers in demand training and occupations.
- Ms. Banks indicated further that there is an effort to conduct a study to analyze the trainings that prepare jobless folks to obtain jobs with career pathways. Also, in the last week's presentation to the Board of Supervisors, there was an emphasis on the need for opportunity for career pathways not just for a job but develop career pathways for individuals within the County of Los Angeles region. This will be reported to the Board of Supervisors within 90 days and that report will be shared with you as well.
- WDACS has in the past coordinated with the Probation and Sheriff's departments, but with this motion and with the emphasis from the Board of Supervisors, WDACS will go a little deeper into the coordination and will move forward with workforce development within the Los Angeles County.
- *Josie Marquez, Assistant Director, L.A. County Workforce Development, Aging and Community Services (WDACS)* presented the following updates:
  - The draft of Local and Regional Plans are ready for your review today. Workforce development continues to be the "Big Picture" item for the Board of Supervisors with the alignment and coordination with our sister departments and outside the department.
  - WDACS is moving forward with working on the details of bringing various partners to the table. Some foundational work has been started with the Departments of Probation and Public Social Services to develop memorandum of understandings (MOUs) that clearly show who the constituents are in efforts of better streamlining the partnership in the region.

- Ms. Marquez further indicated that WDACS business team is working toward building alliances alignment with employers within the region on identifying the need of employers and providing the needed trainings to fulfill their workforce needs.
- Our business team is now working closely with *Proterra*, an electrical bus manufacturing company that also is a Green Technology employer moving in the region. They are in need of hiring entry level to high skilled workers.
- Another example is the Santa Monica Pier employer engagement through connection with Commissioner Russell Barnard. Ms. Marquez thanked Commissioner Russel Barnard for his efforts connecting Santa Monica Pier employers to the L.A. County Youth Jobs program also known as Summer Youth Employment program by not only providing work experience to the L.A County youth but also long term employment.
- Staff are working on MOU Phase II and are beginning the dialogue with partners on cost sharing and performance. The first meeting will be at Commissioner Cynthia Parulan-Colfer site, Hacienda La-Puente Adult School with the education community.
- Future meetings will be shared with you and staff are ready for your participation and engagement.

#### **WDB Commissioner Updates:**

- Russell Barnard, WDB Commissioner, Business Representative, indicated that the nature of the business at the pier and the hiring of youth for summer employment was an easy task to pier business operators. Our next step will be to reach out to the City's chamber to have broader reach of businesses. It is an easy sell to business owners for managing their cost cutting strategies and to improve employment needs. Pacific Park is an incredible employer conducting a job fair tomorrow and working toward a long term employment strategy.
- Commissioner Barnard further indicated that if his efforts with the chamber of Santa Monica was successful, he is willing to help identify other areas. It is a win-win-win situation to us, those we serve, and to the employers.
- Commissioner Michelle Yanez, Business Representative, Director of Education Pathways at the San Gabriel Valley Economic Partnership (SGVEP) indicated the efforts made to dedicate office space at their site for an in-house business representation from Los Angeles County Economic Development Corporation (LAEDC) to work on team building and partnership under same umbrella.

## **E ACTION ITEMS**

### **1. DRAFT MINUTES OF THE L.A. COUNTY WDB MEETING HELD ON JANUARY 27, 2017**

**It was moved by Dr. Michelle Yanez and seconded by Adriana Kuhnle, to approve the Draft Minutes of the L.A. County WDB Meeting held on January 27, 2017.**

***The motion carried by unanimous vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

### **2. LOS ANGELES COUNTY WIOA LOCAL AREA PLAN**

*Josie Marquez, Assistant Director, L.A. County Workforce Development, Aging and Community Services (WDACS) provided an overview of the process of submitting the draft versions of the Regional and Local Plans to the State, indicated on the page 11 of the Agenda Packet.*

- Commissioner Corinne Sanchez, who chaired the Ad-Hoc Workgroup, presented the outcome of the review held on February 10<sup>th</sup>, 2017. She thanked Board Commissioners Aida Barragan, Shomari Davis, and Lola Smallwood Cuevas for their participation and involvement in the process.
- The Ad-Hoc Workgroup was created by the recommendation of the Board during the January 27, 2017 Special Board Meeting and the motion was approved to form a Workgroup providing WDACS with feedback on the Regional and Local Plans. (Please see page 11 and 12 of the Agenda Packet, attachment E2.a)
- The Workgroup met with David Schinder (author of the Regional Plan) and several of WDACS staff to review both plans on February 10, 2017. Both plans were reviewed by commissioners carefully and staff provided clarifications and responses to the items indicated on page 13 and 14 of the Agenda Packet, attachment E2.b.
- Correction to be made on page 14 of the Agenda packet on item #2 of the Commissioner feedback on Regional Plan, adding Private Sector in addition to Public Sector jobs:  
*"There is a need for Spanish as a Second Language (SSL) trainings for native English speakers so that they may have a competitive advantage in securing public and private sector jobs in the L.A. region where Spanish is widely spoken."*

**Discussion:**

Commissioner Russell Barnard indicated that he was very pleased with the work of the Ad-Hoc Workgroup with all the important points identified along with the responses provided by staff.

**It was moved by Corinne Sanchez and seconded by Shomari Davis to forward a draft of the Los Angeles County WIOA Local Area Plan for Program Years 2017-2020 as part of the draft Los Angeles Basin Regional Planning Unit 2017-2020 WIOA Regional Plan (Regional Plan) to the California WDB on March 15, 2017.**

***The motion carried by unanimous vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

**3. FY 2016-17 L.A. COUNTY WORKFORCE PROGRAMS PAYMENT STATUS REPORT (THROUGH JANUARY 31, 2017)**

- Alfred Beyruti, WDACS Budget Officer, provided updates on the payment status for WIOA and non-WIOA funding through January 31, 2017.
- The total budget for FY 16/17 is \$65M and \$29M was spent so far. This accounts to about 45% of the funds spent for the first two quarters.
- Usually, the expectation is to spend 55% of the funds by end of 2<sup>nd</sup> quarter, however there are two factors contributing to not be as such for One-Stop Operations expenditure. Other categories such as Business Services and WDB Operations and Administration have already met the 55%.

- The two factors are the One-Stop Operations training costs which are not really incurred until the fourth or last part of the third quarter. The second reason is the Youth Jobs Program received an additional \$6M a few weeks ago. So, the expenditure is anticipated to be increased by the end of fiscal year and there will be a remaining of \$2M unspent funds as it occurred last year and year before.

**Discussion:**

- Commissioner Russell Barnard needed clarification on the One-Stop Operations low percentage expenditure for the first two quarters of the fiscal year, if it is going to be the normal pattern for the next year. Staff confirmed that that is the normal pattern.

**It was moved by Corrine Sanchez and seconded by Jaime Valdivia, to approve the FY 2016-17 L.A. County Workforce Development Programs Payment Status Report through January 31, 2017.**

***The motion carried by majority vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

**4. FY 2016-17 L.A. COUNTY WORKFORCE SYSTEM PERFORMANCE REPORT (THROUGH DECEMBER 31, 2016)**

*Jose Rivas, Human Services Administrator III, WDACS* reported the following updates on the FY 2016-17 L.A. County Workforce System performance report through December 31, 2016.

- Data was extracted from the CalJOBS system and the LACYJ Web Application. The report includes additional demographic information such as education status at the time of enrollment, as well as the length of time each participant was unemployed prior to enrollment.
- Data was further dissected to cross-analyze the demographics between participants served, trainings delivered, and the total participants placed into employment or post-secondary education for youth. This data was broken down into Adult and Dislocated Worker (ADW) and Youth@Work for the Out of School Youth and the LA County Youth Jobs programs. The report also indicated enrollment demographics in relation to the race and ethnicity.
- The report indicates the overall performance by AJCC agencies are on the target to meet the overall performance goal by the end of the fiscal year.
- The issues Staff are working to address are the training related employment which is lower at 23% than expected 50% performance. Since this is a new category and many of our agencies needed additional training for correctly inputting data in the system. So, the numbers are expected to increase due to this identified issue and the resolution.
- WDACS has obtained a new Marketing Research license for reporting worksite information broken down by workforce regions and by high growth sectors as illustrated on pages 45-47 of the Agenda Packet.

**Discussion:**

- WDB Members and staff discussed details of the performance report. Erick Verduzco-Vega, Chair, L.A. County WDB, requested staff for additional clarification on the performance measures set by State in comparison with the local performance measures set by WDACS with its AJCC contractors. Staff clarified that at the beginning of each fiscal year, WDACS negotiates the performance measures with the State and

increases that negotiated measure by 5% when contracting with AJCC contractors to ensure maximum performance is met by end of the fiscal year.

- Commissioner Lola Smallwood Cuevas indicated that more information is needed to be included on the Follow-up after Exit report (page 43), for those participants who were contacted and those whose whereabouts were unknown or chose not to participate further in the program. In addition, more information such as what Supervisorial District each of the AJCC agencies are serving also will need to be included on the report (page 41).
- Commissioner Erick Verduzco-Vega, Chair, indicated if the commission chooses to form a standing committee, it can address these types of issues more in depth. Also, about a year ago, we had access to real time data but not anymore. The board suggests that staff keep the conversation open with the State and continue demanding the accessing the real time data from State.
- Staff responded that they will continue the conversation with the State. However, the State has indicated in the past that the agreement with the agency providing those data is only limited to the fourth quarter after Exit. This is something WDACS would like to explore further with the State to get the data downloaded to the system.
- Commissioner Russell Barnard pointed out on the 2<sup>nd</sup> bullet under AJCC Performance in the Memo for the low percentage of the training in high growth sectors, if the problem has been identified and whether or not there is a strategy to correct it.
- Staff clarified that one major factor of the low percentage is that the training related employment performance is a new measure and many errors in inputting the data was the culprit for this low percentage. For example, if the code from ONET was off by one digit, the system would not capture that training as the high growth sector. The staff needed to analyze and dissect many of entered data and correct the errors. Also, the operation staff meet regularly with the AJCC system to encourage other types of trainings such as on the job trainings and apprenticeship. Staff continues on this effort to increase the number of trainings to meet locally driven measures. However, the system meets the State mandated measures with no problem.
- Additionally, few other commissioners raised similar concerns surrounding the need of a more in-depth understanding of the reports including labor market information from EDD and how to identify the problem areas and ways to provide resolutions to those problems either in a workgroup setting or a standing committee.

**It was moved by Jaime Valdivia and seconded by Commissioner Cynthia Parulan-Colfer, to approve the FY 2016-17 L.A. County Workforce System Performance Report through December 31, 2016.**

***The motion carried by majority vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

## 5. PROPOSED FRAMEWORK FOR THE INNOVATION FUND WITHIN THE FY 2017-18 L.A. COUNTY WORKFORCE PROGRAMS BUDGET

*Josie Marquez, Assistant Director, L.A. County Workforce Development, Aging and Community Services (WDACS) provided an overview of the proposed framework for the Innovation Fund to be included in the FY*

2017-18 L.A. County Workforce Programs Budget to support WDB directed pilot programs and related initiatives.

- WDACS has obtained the Board of Supervisors delegated authority for up to \$250K to enter into agreements with Community Colleges and/or Adult Schools to provide trainings.
- WDACS seeks approval from the WDB to set aside \$800,000 for the Innovation Fund for the first year starting Fiscal Year 2017-18 based on the parameters indicated on the Memo pages 51 and 52 of the Agenda packet.

**Discussion:**

WDB Members and staff discussed the following:

- Questions on who is going to provide the training and how do we make that selection?
- Mapping out the areas of highest need for trainings considering business needs. For example, the collaboration between Goodwill Agency with the East L.A. College by providing training for Northrop Corporation for hiring purposes and to invite them to come in and share their best practices with the board.
- A detailed report of all the trainings provided for high growth industries was requested and be made available to the Board.
- How do we measure the performance of the Innovation Fund?
- The Innovation Fund set aside of \$800K not to be confused with 10% training monies set aside for community colleges and adult-Ed.
- To expedite the process, it was recommended to revise the language to indicate the carryover training funds to be allocated for the Innovation Fund rather than be tied in with a set aside dollar amount allocating to the Innovation Fund.
- Staff clarified that any spending of the Innovation Fund is subjected to be in compliance with all the Federal, State and Local laws and regulations. However, it can be negotiated with the funding source to spend the dollars for a specific training. Staff further clarified that having the delegated authority from the Board of Supervisors doesn't mean that WDACS can sole source with a provider such as a community college. They still have to follow County's procurement policy for contracting and having the delegated authority means expediting the procurement process for not going back to the Board of Supervisors for approval.
- The Commission suggested that since there are a lot of unanswered questions and due to the time sensitivity of this issue, the Board recommended to move this item to be discussed in an Ad-Hoc Workgroup and report back as an advisory position on the next Board meeting scheduled for April 28<sup>th</sup>, 2017.

**It was moved by Commissioner Russell Barnard and seconded by Commissioner Corinne Sanchez, to refer the proposed Innovation Fund framework to the WDB Ad-Hoc Workgroup on the FY 2017-18 L.A. County Workforce System budget for further discussion and to report an advisory position on the proposed framework to the WDB at the April 28 Special Meeting.**

***The motion carried by majority vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

## 6. **STANDING COMMITTEES ON BUSINESS ENGAGEMENT AND CAREER PATHWAYS AND EDUCATION**

*Josie Marquez, Assistant Director, L.A. County Workforce Development, Aging and Community Services (WDACS) provided an overview and background for the recommendation on Standing Committees for Business Engagement and Career Pathways and Education.*

- In response to the Board's request in the last WDB meeting, a more in depth level of involvement on two critical areas of business engagement and career pathways were recommended. Therefore, WDACS seeks approval for the formation of two standing committees Business Engagement and Career Pathways and Education as described on page 55 and 56 of the Agenda Packet.

### **Discussion:**

WDB commissioners and WDACS staff discussed the need for the formation of the standing committees and how the WDB role is in shaping of these committees all subjected to the Brown Act rules and the conflict of interest clause. At least one commissioner must chair these committees and outside expertise are invited to join by the WDB. In addition, the discussion was surrounding if there was a need for other standing committees. Commissioner Russell Barnard moved the motion to adopt the two committees and to create another Ad-Hoc Workgroup to explore if there is a need for any additional standing committees.

**It was moved by Commissioner Russell Barnard and seconded by Commissioner Aida Barragan, to approve the creation of two WDB Standing Committees on Business Engagement and Career Pathways and Education and to create an Ad-Hoc Workgroup to explore the need to create other WDB Standing Committees.**

***The motion carried by majority vote of members present.***

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

**Opposed (0)**

**Abstain (0)**

**Not Present During Vote (3):** Carlos Adame, David Flaks, Dr. Patricia Ramos

## **F INFORMATION ITEMS**

### 1. **SELECTION OF AJCC OPERATORS**

*Josie Marquez, Assistant Director, L.A. County Workforce Development, Aging and Community Services (WDACS) presented information on the process for the selection of AJCC Operators including limitations and possible areas of engagement in the County's Request for Proposals (RFP) and evaluation process as indicated on the last pages 59-62 of the Agenda packet.*

### **Discussion:**



WDB and WDACS staff discussed the AJCC contractor selection and the timeline needed for the final recommendation to the Board of Supervisors.

**Follow-Up:**

Erick Verduzco-Vega, Chair, L.A. County WDB, requested staff to report back on the results of the selection of the AJCC operators on April 28, 2017, WDB Special Meeting.

**2. UPCOMING WDB MEETINGS & CONFERENCES**

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

**G PUBLIC COMMENTS**

There were no public comments at this time.

**H ADJOURNMENT**

March 10, 2017 Quarterly Board Meeting of the L.A. County WDB was adjourned at 12:18 pm.