

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
Workforce Development Board of Contra
Costa County**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Workforce Development Board of Contra
Costa County

Name of Local Board

300 Ellinwood Way

Mailing Address

Pleasant Hill, CA

94523

City, State

Zip

Stephen Baiter

Contact Person

925.602.6800

Contact Person's Phone Number

03/31/2016

Date of Submission

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Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

Local Board Membership

Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
1. Michael McGill	Chairperson/ Engineer	MMS Design Associates	03/29/16	06/30/2020
2. Pamela Kan	Small Business/ President	Bishop-Wisecarver Corporation	03/29/16	06/30/2020
3. Claudia Wentworth	Small Business/ Founder & Chief Executive Officer	Quick Mount PV	03/29/16	06/30/2020
4. Maggie Carrillo	Human Resources Manager	Ramar Foods International (MFG)	03/29/16	06/30/2020
5. Bhuphen B. Amin	Chief Operating Officer & Counsel	Lotus Hotels & Investments	03/29/16	06/30/2020
6. Jose Carrascal	Production Leader	The Dow Chemical Company	03/29/16	06/30/2020
7. Jason Cox	Manager, Rolling Div. Maintenance	USS-POSCO Industries	03/29/16	06/30/2020
8. Ashley Georgian	Director, Government Affairs	John Muir Health	03/29/16	06/30/2020
9. Teresa Lucido	Division Manager Business Banking	Wells Fargo Bank	03/29/16	06/30/2020
10. Robert Rivera	Vice President of Sales	The Staffing Solutions	03/29/16	06/30/2020
11. Justin Steele	Human Resource Manager	Chevron Richmond Refinery	03/29/16	06/30/2020
12. Paul Adler	Manager, Public Affairs	Phillips 66	03/29/2016	06/30/2020
13. Michael Dias	President	Contra Costa Electric	03/29/2016	06/30/2020

WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
1. Scott Stephan	Labor Organization/ Asst. Business Manager	IBEW Local 302 (Joint Labor Management Apprenticeship)	03/29/16	06/30/2020
2. Robert Williams, III	Labor Organization/ Business Rep.	IUPAT 741 (Joint Labor Management Apprenticeship)	03/29/16	06/30/2020
3. Steve Older	Registered Apprenticeship/ Area Director	International Association of Machinists & Aerospace Workers, AFL-CIO, District 190	03/29/16	06/30/2020
4. Margaret Hanlon-Gradie	Executive Director	Contra-Costa AFL-CIO Labor Council	03/29/16	06/30/2020
5. James Araby	Executive Director	UFCW Western States Council	03/29/16	06/30/2020

EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
1. Kathy Farwell	Adult Education & Literacy/ Director	Martinez Unified School District/ Martinez Adult Education	03/29/2016	06/30/2020
2. Randal Tillery	Institution Higher Education/ Senior Dean of Workforce & Economic Development	Contra Costa Community College District	03/29/2016	06/30/2020

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
1. Kristin Connelly	Economic & Community Dev/ President & CEO	East Bay Leadership Council	03/29/2016	06/30/2020
2. Richard Johnson	Employment Service / Employment Program Manager II	California Employment Development Department	03/29/2016	06/30/2020
3. Carol Asch	Rehabilitation Act of 1973/ District Administrator	California Department of Rehabilitation	03/29/2016	06/30/2020

ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
1. Yolanda Vega	Facilitator/Mediator Partnering Services	Bay Area Rapid Transit	03/29/2016	06/30/2020
2. TBD				06/30/2020

CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	24
Number of vacancies currently on local board =	1
Total local board membership =	<u>25</u>
Total number of Business Representatives currently sitting on local board =	13
Number of Business Representative vacancies currently on local board =	0
Total local board Business Representatives =	<u>13</u>
Divide total local board Business Representatives by total local board membership =	<u>52.00%</u>
	(Must be greater than 50%)

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions – Double click the table below to open in Excel.

Total number of Workforce Representatives currently sitting on local board =	5
Number of Workforce Representatives vacancies currently on local board =	0
Total local board Workforce Representatives =	<u>5</u>
Divide total local board Workforce Representatives by total local board membership =	<u>20.00%</u>
	(Must not be less than 20%)
Total number of Labor Organization Representatives currently sitting on local board =	3
Total number of Apprenticeship Program Representatives currently sitting on local board =	2
Number of Labor Org/Apprenticeship Program Representatives vacancies =	0
Total local board Labor Representatives =	<u>5</u>
Divide total local board Labor Representatives by total local board membership =	<u>20.00%</u>
	(Must be at least 15%)

Local Board Performance Accountability Measures

Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: Workforce Development Board of Contra Costa County				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate	79.2%	80.6%	75%	78.5%
Employment Retention Rate	84%	91.1%	82.5%	76.2%
Average Earnings	\$14,581	\$14,719	\$14,950	\$15,017
Dislocated Worker				
Entered Employment Rate	80.4%	83.5%	77.5%	85.6%
Employment Retention Rate	89.3%	91.3%	85%	90.8%
Average Earnings	\$19,500	\$20,493	\$20,250	\$21,127
Youth (ages 14-21)				
Placement in Employment or Education	65.2%	77.2%	60%	73.3%
Attainment of a Degree or Certificate	43.6%	74.6%	51.5%	51.8%
Literacy and Numeracy Gains	34.3%	55%	40.5%	9.9%

Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

a. Developing new services

The Workforce Development Board of Contra Costa County (WDBCCC) is undergoing a significant transformation as it continues to transition to WIOA. Workgroups have been created for Business Services, Administration & Policy, and One-Stop/American Job Centers of California (AJCC) Redesign (focusing on job seeker services). Using a Human Centered Design (HCD) approach, the central goals of the redesign of the One-Stop/AJCCs is to meet the customer where they are and to reduce the time it takes for a customer to receive the services they actually need.

Each AJCC is focusing on a minimum of one of the five priority sectors identified by the WDBCCC. Each AJCC is responsible for researching the sector/s and developing workshops for both staff and customers that includes information about: employers in the area, jobs available in the sector, salaries, work climate, career pathways to these jobs, and training programs that support these pathways.

Regionally, the EASTBAY Works (EBW) web team is redesigning the regional website and restoring lost functionality of the calendar of events in the four-WIB consortium.

b. Entering into collaborative partnerships

Several years ago, the WDBCCC created Workforce Integration Networks (WIN) across our service delivery area. WIN members commit to working together to create a broader, more integrated system of workforce services designed to leverage public and private resources, enhance access to WIN member services, and improve long-term outcomes for individuals using these services. WIN reduces duplication of effort among organizations and increases efficiency. Ultimately, a successful WIN will enhance the competitiveness of the local workforce, improve the local and regional economy and make each WIN member agency stronger. WINs currently operate in East, Central, and West Contra Costa County, and are serving as robust collaborations of a shared vision for a system that puts the customer being served at the center.

The WDBCCC has a long-standing relationship with adult schools throughout the county. Mt. Diablo Adult Education coordinates the operation of all assessment centers for the four (4) AJCCs in Contra Costa County. Each assessment center is connected to the local adult school and provides services to that AJCC. WorkKeys/KeyTrain is our preferred work ready assessment, with our adult school partners proctoring this assessment, customers have direct referral to other support services as identified by the adult school proctors. Our adult school partners also provide a number of workshops and customer service trainings to our customers at our AJCC sites.

Additionally, the WDBCCC is involved in the following collaborative partnerships:

- SparkPoint – two sites in Contra Costa County (Richmond, Bay Point) - <http://sparkpointcenters.org/>
- TANF/CalWORKS = CCWORKS - <http://ehsd.org/benefits/calworks-for-employers/ccworks/>
- Healthcare training cohorts in partnership with Jewish Vocational Services (www.jvs.org) at John Muir Medical Center
- A developing relationship with the Re-entry Center, presenting outreach workshops at each other's sites;
- Partnering with County's own Department of Child Support Services (DCSS) to assist non-custodial parents under seek-work orders to avail themselves of One Stop services; DCSS led in-service training to both County and EDD managers; future trainings with line staff planned
- Served as convener for three trauma-informed trainings: 80 individuals trained, representing 40 organizations. Trainings focused on Customer Excellence, Safety and Building Resilience. The trainings have further informed WIOA and redesign efforts, such as the Front Desk SOP Task Force (charged with codifying and training best practices) and the Safety Team (charged with making the AJCCs a peaceful place for guests and staff). In the works is the two-pronged effort to build resilience in individuals and the organization (Employment and Human Services Dept.): assisting customers to find their strengths and supporting employees to pursue their personal and professional goals via individual development plans.

c. Creating innovative workforce development strategies in alignment with WIOA

- Preparing to put Adult Basic Career (ABC) enrollment in place
- Through collaboration with our Community College District on the regional Trade Adjustment Act Community College Career Training (TAACCCT) grant, curriculum that meets reciprocity with the National Association of Workforce Development Professionals (NAWDP) credential was developed and we are researching on-line hybrid/blended delivery models to roll-out for all staff in our system
- Piloting essential skills assessment via WorkKeys platform
- Concentrating on how we can be more responsive to customers with barriers:
 - Partnering with EDD to cross-train staff on Veteran Service Navigator processes
 - Partnering with the California Department of Rehabilitation (DOR) to plan in-service trainings of AJCC staff on how to make better referrals and on what happens to clients once referrals are made
 - Staff trained offsite at Lions Center for the Blind on assistive technology such as JAWS and Dragon Naturally Speaking; attendees provided a teach-back to peers

d. Redesigning service delivery

Multiple trainings have taken place throughout the county to introduce staff to the core concepts of WIOA, human-centered design, the redesign process (researching, synthesizing, ideating, prototyping and testing), and the importance of recognizing "where customers are" emotionally to better respond with empathy and understanding.

Subsequently, each of our four AJCCs has chosen a redesign project focused variously on Technology, Workshops, and Partnerships -- as well, each site has also selected a Front Desk project -- targeting the "first touch" with center guests to improve overall customer experience and direct people quicker to the resources they need.

Projects include:

- An information kiosk to provide center visitors with the guidance they need to navigate career center resources, get UI questions answered and to access training.
- Video outreach (scrolling lists of workshops and onsite recruitments) via County TV station and community sites.
- On-line workshops.
- Career Counselor of the day: immediate access to one-on-one “mini” coaching
- New intake process where all registrants meet one-on-one with a staff member who assesses individuals for suitability/eligibility for various programs and makes referrals, explains services, advises of center rules, and gives tours.

Other projects being investigated: texting customers job leads, reminders of deadlines and "checking in" on training progress.

e. Other WIOA transitional activities to design a better system for customers

- Putting in place new metrics for Employer Liaisons (Employment Placement Counselors) to measure their engagement and actual level of service to customers (job seekers & businesses).
- Redesigning reporting tools for Site Coordinators for better month-over-month and year-over-year trends in orientation attendance, application, enrollment, training and placement.
- Planned: Comparing outcomes and impact for different training strategies: cohorts, ITAs, OJTs.
- Instituting Knowledge Management systems to capture best practices of retiring employees (e.g., creating Site Coordinator Handbook, streamlining shared network drives, updating old forms and creating new intake forms to better assist customers to convey their needs)
- Training staff (and partners) in Mental Health First Aid, an innovative response to customers in crisis.
- Training staff in WIOA and CalJOBS case management / State labor exchange system; permanent staff has received 25 hours of training each with several more trainings planned.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

Contracts with Youth Providers have been amended, budgets have been revised, and additional service components have been developed to enhance services for the out-of-school youth population and meet the 75% expenditure requirement. WIOA’s expansion of the eligible age range for youth and the removal of low-income requirements for those with certain barriers have contributed positively to our ability to focus recruitment and resources on out-of-school youth, high-school dropouts in particular.

Previous providers of in-school youth service are expanding their programs to include out-of-school youth. For example, Mt. Diablo Unified School District is enrolling more of its Adult Education students into the WIOA program.

Leveraged funds (CPT) and additional partnerships are being used to ensure continued services to in-school youth.

Guidance has been provided to Youth Providers re: the 20% Work Experience expenditure requirement, allowable costs, and how to appropriately track and report work experience-related activities. Fiscal mechanisms and provider invoices have been updated to track work-experience expenses. Programmatically, an increased focus (additional staffing, regular meetings with partner organizations, etc.) has been placed on the development of quality work-based learning experiences for youth. Local policy regarding Youth Work Experiences has been released and issued to all providers.

3. Describe your efforts to comply with the Uniform Guidance requirements.

In an effort to comply with the Uniform Guidance requirements, Contra Costa County's Local Workforce Investment Area is doing the following:

- Safeguarding PII, in digital form with password protection and hard copies are kept in locked storage with sensitive copies being shredded. Workstation computers are password protected and staff uses magnetic identification cards to access the buildings. EHSD also provides training in security procedures. Information is backed up and stored electronically on the server.
- Asking all contract evaluators to review the County General Conditions and a Conflict of interest (COI) form is sent to each, that they must sign affirming that they do not have a COI.
- Utilizing the Department's Purchasing Unit and relying on them to ensure equitable distribution of micro purchases amongst suppliers. All Purchase Orders are reviewed by department heads to ensure they are allowable, reasonable and necessary.
- Planning to update the small purchase policy.
- Sending federal, state and local rules to sub-recipients, for their files and sending updated information as needed.
- Have policies and procedures in place to obtain prior approval when necessary and to ensure staff is informed of the False Claims Act.
- Considering engaging in fund raising activities, expanding advertising and public relations activities, and entering into pay-for-performance contracts.
- Is writing contracts for training through the competitive bidding process in addition to the ITA offerings

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

For the first time in the history of federal workforce legislation, WIOA recognizes the employer as an equal customer to the job seeker and worker. WIOA seeks to support economic growth and business expansion by ensuring the workforce system is job-driven: matching skilled individuals to employment opportunities with local businesses, principally in priority industry sectors. State and local boards will promote the use of sector partnerships to address the workforce needs of multiple employers within an industry. Local areas can use funds for demonstrated effective strategies that meet employers' workforce needs, including incumbent worker training, registered apprenticeships, transitional jobs, on-the-job training, and customized training. Employers may be more likely to use the system to meet their workforce needs and offer opportunities for workers to learn given increased reimbursement rates for on-the-job and customized training that are a key feature of WIOA.

A key component of the WDBCCC's sector strategies has been focused on Slingshot, which is emerging as the signature industry sector partnership within the East Bay. Focused on five (5) priority industry sectors (Advanced Manufacturing, Biomedical, Healthcare, Information Communication Technology (ICT), Transportation & Logistics), this initiative has emerged as the premiere demand-side initiative that

is helping to shape and influence the myriad supply-side efforts that are currently underway in the region.

The aforementioned work, coupled with deep partnerships with the local K-12 and community college systems has enabled strong partnerships around the development of career pathways.

The WDBCCC has been working in partnership with the Contra Costa Community College District (CCCCD) and local employers in the development of priority sector career pathways. The WDBCCC has helped develop several large-scale partnerships to create and strengthen career pathways in demand industries in the region. One of these efforts is partnership with the CCCC and local employers through a grant-funded project titled **Design It-Build It-Ship It** (DBS). The grant, funded through the DOL Trade Adjustment Assistance Community College Career Training (TAACCCT) initiative, includes a consortium of ten (10) East Bay Area Community Colleges, five (5) workforce boards, UC Berkeley, and several other regional partners to develop and strengthen career pathway training in advanced manufacturing, transportation/logistics, and engineering. In particular, the focus of this work is to develop career pathway programs that help job seekers with barriers to employment -- underemployed, unemployed, low skilled, veterans and others -- find a way into education and then employment. The One-Stops, colleges, and employers will all work together to create pathways that are understandable, navigable, and result in an increased number of Contra Costa residents obtaining skills that give them access to living wage jobs.

An example of this in action is the FLOW (Forklift, Logistics, Operations, and Warehouse Training) program at CCC. With support from the TAACCCT grant, the WDBCCC helped to facilitate the co-enrollment in WIA and FLOW of more than twenty people in the first two training cohorts offered at Contra Costa College. The goal of the FLOW project is providing short-term training that leads to employment in the growing field of transportation and logistics, and this project was spotlighted in April 2013 when the Acting Secretary of Labor visited the region to announce the release of additional TAACCCT funds for similar projects.

The WDBCCC is also working closely with other Community Colleges in the region, particularly Diablo Valley College and Los Medanos College, to ensure that the local workforce system is participating in the development of upcoming pathway programs at these institutions. Specific examples of this include the Industrial Maintenance Machinist/Mechanic (IMMM) program at Diablo Valley College, as well as the Process Technology (PTEC) and Electrical and Instrumentation Tech (ETEC) programs at Los Medanos College. Through its knowledge of the populations that are served through the One-Stops, WDBCCC is playing an important role in helping the community colleges to design programs that are more responsive to individuals with different kinds of training and support needs than traditional community college students.

At the broader regional level, the WDBCCC is carrying out its pathway strategy through participation in the Bay Area Community College Consortium (BACCC). Funded by the Carl D. Perkins Vocational and Technical Education Act, the BACCC is comprised of twenty-six (26) colleges and ten (10) economic and workforce development initiatives in the Bay and Interior Bay Regions. The BACCC seeks to improve the academic skills of vocational and technical education students, strengthen connections between secondary and post-secondary education, prepare individuals for demand occupations that pay family-supporting wages, and to invest in effective, high-quality programs. The BACCC has chosen to focus on

healthcare and information communication technology (ICT) as its two primary industry sectors, and is also convening partners connected to the energy, industrial maintenance, and water/wastewater sectors. The WDBCCC continues to engage with the networks that are developing new priority sector pathway training programs, and is shaping business engagement strategies to ensure that these programs are both relevant and effective at providing skilled workers for industries that need them.

With the implementation of the California Career Pathways Trust (CCPT) initiative, the WDBCCC has made extensive strides forward in partnering with K-12 education and the adult education system to enhance and increase the worker pipeline and deepen community and business engagement with career pathway activities. The Earn & Learn East Bay initiative (<http://www.wdbccc.com/youths/earn-learn-east-bay>) is an example of this work in action.

The WDBCCC has been funding pre-apprenticeship construction training for the past several years, and in 2015 received Proposition 39 funding to continue this work and adopt the Multi-Craft Core (MC3) curriculum developed and supported by labor. This enhancement has strengthened the program while the construction industry in our region enjoys a substantial rebound.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

America's Job Center of California official logo has been incorporated into all WDBCCC EASTBAY Works AJCC materials: All staff business cards, memos, letter head, agendas, flyers, marketing materials, and center signage reflect this. Staff answer phones identifying us as an America's Job Center of California.

We are in the process of developing a strategy to disseminate the AJCC logo to all required partners and will incorporate this into the Partner MOU.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

A list of all required partners is being established complete with contact names and areas of service delivery. Template MOUs that have been provided are being modified to reflect our local vision, including our partners. A convening is being planned for early April where all required partners will be invited to review the proposed MOU template, provide feedback, and approve a final version to be executed by all parties by June 30, 2016.

So far, we are moving along in this process; however, it will take a good degree of time and effort to make contact with all partners and make sure that they are ready to sign a completed agreement by the established deadline.

Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

**Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

**Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date