



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: January 5, 2016

Subject: Issuance of Contracts for Local Employers To Participate in the On-The-Job-Training (OJT) Program

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute contracts with local employers in an amount not to exceed \$250,000 to allow partial reimbursement of expenses employers incur to hire and provide on-the-job training (OJT) to clients for the period July 1, 2015 through June 30, 2016.

**FISCAL IMPACT:**

\$250,000: 100% Federal Workforce Innovation and Opportunity Act (WIOA) funding. (CFDA #17.258, #17.278)

**BACKGROUND:**

On-the-Job-Training (OJT) is an allowable and fundable activity under the federal Workforce Innovation and Opportunity Act (WIOA). Program participants will be enrolled in the WIOA funded program, assessed for skills, and hired as regular, full-time employees by local employers and trained for positions in which they are placed. Employers will be responsible for payroll, associated taxes, and workers compensation for each OJT program participant as outlined in a Master Worksite Agreement. Through the Master Worksite Agreement/OJT contract, occupational training is provided for participants in exchange for

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/05/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 5, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Elaine Burres,  
313-1717

cc:

reimbursement ranging from up to 50% to 75% of the wage

### BACKGROUND: (CONT'D)

rate to offset the employer's training costs for a specific period of time. In addition to a training plan of the skills to be learned, the OJT contract sets forth the duration of the contract (based on the participant's training needs) and the reimbursement rate (based on the participant's characteristics or barriers to employment).

Positive features and intent of the OJT Program are:

- 1) The OJT Program assists employers to recruit, pre-screen, hire, and train new employees in the specific skills to help businesses thrive, and,
- 2) The participant starts as a permanent employee, receiving training in a work setting while gaining knowledge of the job and acquiring occupational skills.

Reimbursement invoices/demands are submitted for each client employed through the OJT Program. Invoices are reviewed by the Workforce Development Board staff for accuracy and submitted to the Employment and Human Services Department Fiscal Unit for payment.

### CONSEQUENCE OF NEGATIVE ACTION:

Without approval, local employers and WIOA job-training participants would be adversely impacted and economic benefits of the OJT Program would not be realized.

### CHILDREN'S IMPACT STATEMENT:

None.