



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: June 26, 2018

Subject: Workforce Innovation and Opportunity Act (WIOA) Mandatory Training Requirement

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to process payments to employers related to mandatory training requirements set forth by the Workforce Innovation and Opportunity (WIOA) legislation not to exceed \$450,000. This includes tuition and training related vendor payments to schools and training providers on behalf of participants enrolled in Individual Training Accounts (ITA's), for job training. It also includes the ability to execute contracts with local employers to allow for partial reimbursement of expenses employers incur to hire and provide on-the-job training (OJT) to participants for the period of July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

Reimbursement to employers will not exceed \$450,000, 100% Federal, Workforce Innovation and Opportunity Act (WIOA) funds. (CFDA # 17258, #17.259, #17.278)

**BACKGROUND:**

Workforce Innovation and Opportunity Act, Public Law 113-128, training services to Adult and Dislocated Workers mandates the provision of training services.

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APPROVE

OTHER

RECOMMENDATION OF CNTY  
ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **06/26/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: June 26, 2018

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

By: June McHuen, Deputy

Contact: Donna P. Van Wert,  
602-6820

cc:

## BACKGROUND: (CONT'D)

An Individual Training Account (ITA) for job training is a training service for participants enrolled in the Adult and Dislocated Worker programs as well as for participants in other special extraneous grants placements. Training services are provided through the America's Job Centers of California (AJCC), historically known as the One-Stop Career Centers, and are available to eligible job seeker participants who are determined to be in need of training and are unable to obtain assistance from other sources. Eligible participants are enrolled into WIOA and/or special extraneous grant placements, accessed for training needs, and placed in occupational trainings with approved schools and vendors. The vendors offering trainings must register and have their training evaluated by the California Employment & Development Department (CA EDD) to be placed on the Eligible Training Provider List (ETPL). Through ITA's, participants receive occupational skills that lead to industry recognized certificates, credentials, licenses or degrees.

On-the-Job Training (OJT) is an allowable and fundable activity under the federal Workforce Innovation and Opportunity Act (WIOA). Program participants are eligible for and enrolled in the WIOA program and are hired as regular full-time employees by local employers and trained for the positions in which they are placed. Employers are responsible for payroll, associated taxes and worker's 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 reimbursement ranging from up to 50% to 75% of the wage 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 participants' training needs) and the reimbursement rate (based on the participant's characteristics or barriers to training).

Positive Features/Intent of the OJT Program are:

1. The OJT program helps employers recruit, pre-screen, hire, and train new employees in the specific skills that are needed to help the business thrive, and
2. The participant starts as a permanent employee, receives training in a work setting while gaining knowledge of the job and acquiring and applying occupational skills.

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

## CONSEQUENCE OF NEGATIVE ACTION:

Without approval, participants in WIOA and/or special extraneous grant programs will not have access to classroom instruction and job trainings that lead to self sufficiency, which would adversely impact participants. Local businesses will have fewer qualified candidates for positions, and the Local Workforce Development Board would be out of compliance with WIOA section 134.