ANAHEIM WORKFORCE DEVELOPMENT BOARD MEETING

August 21, 2019
4:00 p.m.

Gordon Hoyt Conference Center
Anaheim West Tower
201 South Anaheim Blvd, Second Floor
Anaheim, CA 92805

AGENDA

Please be advised that the confirmation request you receive for WDB attendance is for quorum purposes. Presently eight (8) members constitute a quorum and no action can take place without that number in attendance.

Call to Order

Pledge of Allegiance

Roll Call

Presentation: Economic Development Team presentation by Jessica Gonzalez

PUBLIC COMMENTS:
This is the opportunity for members of the public to speak on any item under the jurisdiction of the Anaheim Workforce Development Board or on agenda items.
APPROVAL OF MINUTES:

February 20, 2019 WDB Meeting Minutes

CONSENT CALENDAR:

1. Approve Indirect Cost Rates Policy.
2. Approve Closeout Requirement Policy.
3. Approve Salary and Bonus Limitation Policy.
4. Approve Transfer Request of Dislocated Workers Fund into Adult Funds for PY 2019-20
5. Approve the Anaheim Workforce Development Board Recertification Request for PY 2019-21

NON-CONSENT CALENDAR:

6. Performance Goals for PY 2018-19

INFORMATION ITEMS:

7. WIOA Summary Performance Highlights Report
8. Unemployment Statistics for December 2018
9. Activity Report- Program Year 2018-19
10. Anaheim Workforce Development Board Meeting Calendar
COMMITTEE REPORTS:

WORKFORCE & ADA: Joseph Paquette, Chair
ECONOMIC DEVELOPMENT: Vacant, Chair
YOUTH COMMITTEE: Robert Nelson, Chair

EXECUTIVE DIRECTOR’S REPORT:

WDB CHAIR REPORT:

Board Member Comment(s):

Adjournment:

Next regular Workforce Development Board meeting is scheduled for Wednesday, October 16, 2019.

If you need special assistance to participate in this meeting, contact Dora Rodriguez, (714) 765-4342 or the TDD at (714) 765-4376. Please call 48 hours prior to the meeting to allow the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 American Disabilities Act Title II)
MINUTES
February 20, 2019 Meeting
Anaheim Workforce Development Board

MINUTES

February 20, 2019

Gordon Hoyt Conference Center
201 South Anaheim Blvd.
Anaheim, CA 92805

CALLED TO ORDER:

The meeting was called to order by Chairperson Joe Paquette at 4:07 p.m.

Introduced new Board Member David Lawhorn, Training Director with Orange County Electrical apprenticeship. Has been with the Electrical and Construction industry for 30 plus years. They are apprenticeship or union in Orange County. As construction is growing in Orange County, OC Electric has many connections with other training directors. Mr. Lawhorn is the director of Orange County and Los Angeles training directors association. He wants to bring to the committee that connection with apprenticeship.

Members Present:

Elizabeth Burnett, Jeff Farano Sr., Jessica Gonzales, David Lawhorn, Robert Nelson, Joseph Paquette, Gregory Scott, and Rhonda Wooten

Members Absent:

Sarah Bartczak, Alicia Berhow, Claudia Lara, Trung Le, Martin Lopez, Amy Olson and Valentina Purtell

Staff Present:

Luz Flores, Chris Hoang, Ashley Zaragoza, Reyna Villarreal, Julie Seldacek and Dora Rodriguez

PRESENTATION:

WIOA Client Success Recognition: Alejandro Estrada worked out of the Country in Nicaragua for 4 years prior to returning to the United States. When Alejandro came to Anaheim Workforce Connection, he was working as a driver for both Uber and Lift to sustain his household. Alejandro needed to update his IT Certifications to become marketable and get back into his industry of expertise. Alejandro received his training at New Horizon and completed the
WDB Meeting Minutes of February 20, 2019

Security Professional Training Program successfully. Alejandro is now working in his field of training at Tarbell Realtors as a Cyber Security.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Jessica Gonzales moved to approve the minutes of the meeting of October 17, 2018. Rhonda Wooten seconded. Motion carried.

CONSENT CALENDAR:

WDB Chair, Joe Paquette, called for a motion to approve Consent Calendar Items #1, 2, 3, 4 and 5 as presented. Robert Nelson moved for approval, seconded by Elizabeth Burnett. Motion carried.

1. Accept the award of $75,000 from County of Orange Community Investment Division/Orange County Development Board for Regional Collaboration and Implementation Grant.

2. Accept the Amendment to the Regional Workforce Service Agreement with County of Orange-Orange County Development Board for Regional Collaboration and Innovation Grant to assist with the Prison to Employment Project.

3. Approve the revision to the Anaheim Workforce Development Board Bylaws

4. Approve Anaheim Workforce Pathway to Service, Referral and Enrollment Policy

5. Approve Draft WIOA Regional and Local Plan Modification for PY 2017-2021

NON-CONSENT CALENDAR


Chris Hoang explained that last we had negotiate with the State to negotiate our goals for the 2018-2019. We have to the performance outcome and our number are very good as always. The only thing I would like to point out is the youth program there is a section in the report. We had a third provider, which was ROP, and when they back out and they no longer do the program. The credentials are low because a lot of them were not recorded when they stop the
program. That is why the credential obtainment is a little low but our number is still good. Our success rate is 55% above the standard level.

INFORMATION ITEM

7. Unemployment Statistics for December 2018

The unemployment rate is through December 2018 because the data has not been released. Anaheim is very low 3%, County is less than 3%, and State is 5%. Our unemployment rate continues to be low for the State and in the area. We will have the allocation for 2019-2020 sometime in March.

8. WIOA Summary Performance Highlights Report

COMMITTEE REPORT

WORKFORCE & ADA

Joe Paquette reported that the committee met on November 29, 2018 and January 24, 2019 and it had five items to present, which were all approved.

MARKETING AND MEMBERSHIP

Sarah Bartczak is no longer part of the Board. Luz Flores reported the committee did not met.

ECONOMIC DEVELOPMENT

Luz Flores reported the committee did not met.

YOUTH COMMITTEE

Bob Nelson reported that the committee met on November 7th and it had four items to present, which, were all approved.
EXECUTIVE DIRECTORS REPORT

Luz Flores reported that were awarded OC Regional and Prison to Employment planning. We are planning with the County and Santa Ana to do the application for the Prison to Employment Initiative. Another grant that was funded was the Additional Assistant Grant, which will also be discussed. We also submitted for the P2E, which is a prison to employment application the amount that was noted here was $700,000 but it is actually $825,000. I wanted to make that correction.

Ashley Zaragoza, Staff Analyst, reported that Rapid Response has not had any activity. The last one we did was in the 2017-2018 cycle. In our current program year we have not had any activity, which would include business that are having mass lay off, closure weather its one location or various. We would normally receive a WARN notice so we are able to go onsite to let them know the services that we provide.

Chris Hoang discussed the One Stop Operating Meeting. As of last year we can no longer see have the administration side oversee the operation side there needs to be a firewall. The consultant over sees the agencies and partners in terms of the MOU and how we share information with other partners. We have quarterly meetings and our last one was in November. The next scheduled meeting will be in March. At these meetings, you have the different partners that are sharing information that they did not know that was out there. We are hoping to have the partner onsite in the next couple of months.

Ashley Zaragoza discussed the Prison to Employment Plan. She mention that Luz previously discussed that $98,000 was set aside just for the planning portion. We were able to meet with the different partners that we are actually planning to partner with. We applied for $825,000 and it was determined that within Orange County, Anaheim would be getting a large influx of these individuals. We are trying to co-locate with them and not only train them but also place them. In the interim, we are working with employers to understand the needs and understand the population itself. We are predominantly training them in manufacturing, possibly hospitality and construction. Luz stated that the state passed a bill that it will release 36,000 inmates in the next 2-3 years so this is a pilot program.

Ashley also discussed the Additional Assistant Grant Fund. This go hand in hand with the 915 individuals that that were laid off 700 were through Downtown Disney, several restaurants for example Rain Forest Café and ESPN. The other 215 were from Carl Karcher that had a corporate location that closed. We were awarded $275,000 to work with this population and upscaling them in any way we can and help place them in new positions. Us this funding to help them not have that laps in employment as best as possible. Right now, we have efforts to understand the employees as well as the employer’s needs.

Luz discussed the Board Membership. Sarah Bartczak is still with the Chamber but she is also a City Council Aide, which is a good opportunity for her, but it is a conflict being on the Board. We
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will be recruiting someone new from The Chamber of Commerce and I will be in discussion in the next week or two. In addition, Claudia Lara is no longer with is no longer with L3 Communications. She was a board member for quite a few years. She has gone on to bigger adventures. I will be in the process of recruiting someone new in the private sector. We do have to be certified on the next couple month of the board's compositions. I need to maintain that 51% of the Board is private business so I will be recruiting in the next few of weeks to make sure I meet that deadline for the Board Certification.

WDB CHAIR REPORT

Joe Paquette congratulated Dora Rodriguez as of yesterday she is a permanent City of Anaheim employee.

BOARD MEMBER COMMENTS

Jessica Gonzales stated that right now in Economic Development they are placing focus on entrepreneurship. February 7th EDT started an 8-weeks entrepreneurship academy that is provided completely in Spanish for the Spanish community. It is partnership with small businesses development center. Over the course of the 8-weeks, folks will be able to gain business fundamental, how to launch opening, finances services and on April 18th they will be graduating. At that time, they will file a Business Factious name and have their business up and running. We are also having a Women Entrepreneur lunch and learn event on March 20th so that is coinciding with the international Women celebration. So if anyone from your respective company is interested in attending please let me know. I will send a flyer over to Dora so she can send to the group. It is going to be at the Embassy Suites and the panel will be comprised of different executives in Anaheim representing the various industries we have in town.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:32 P.M.

Respectfully submitted by:

Dora Rodriguez
Secretary
DATE: August 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE EVALUATION & ADA COMMITTEE

SUBJECT: INDIRECT COST RATES POLICY

RECOMMENDATION:

This policy provides the guidance and establishes procedures regarding indirect cost rate establishment and approval. Draft Directive WSDD-193 policy applies to all Workforce Innovation and Opportunity Act (WIOA) subrecipients who have a subaward in the form of a subgrant, and is effective immediately.

DISCUSSION:

On December 26, 2013, the Office of Management and Budget (OMB) issued the Uniform Guidance, which establishes uniform administrative requirements, cost principles, and audit requirements for federal awards. The Uniform Guidance consolidated multiple, previously separate, sets of OMB guidance into one combined set of rules. The following year, the DOL adopted the OMB Uniform Guidance and issued DOL Exceptions.

The Uniform Guidance applies to all federal awards made on or after December 26, 2014. Therefore, beginning with WIOA Program Year (PY) 2015-16 funds, all subrecipients of this funding must adhere to the Uniform Guidance, DOL Exceptions, and corresponding WIOA administrative requirements, cost principles, and audit requirements.

There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid possible double-charging of federal awards.

A cost is allocable to a particular federal award or other cost objective, if the goods or services involved are chargeable or assignable to the federal award or cost objective in accordance with relative benefits received.

Indirect costs are those remaining to be allocated to benefited cost objectives after direct costs have been determined and assigned to award/grants. Costs cannot be considered indirect if the cost (in like circumstance) serves a similar purpose to costs that have been charged as direct costs.

Attachment(s):

Indirect Cost Rates Policy
Anaheim Workforce Development Board
Indirect Cost Rates Policy

PURPOSE:
This policy provides the guidance and establishes procedures regarding indirect cost rate establishment and approval. Draft Directive WSDD-193 policy applies to all Workforce Innovation and Opportunity Act (WIOA) subrecipients who have a sub award in the form of a subgrant, and is effective immediately.

BACKGROUND:
On December 26, 2013, the Office of Management and Budget (OMB) issued the Uniform Guidance, which establishes uniform administrative requirements, cost principles, and audit requirements for federal awards. The Uniform Guidance consolidated multiple, previously separate, sets of OMB guidance into one combined set of rules. The following year, the DOL adopted the OMB Uniform Guidance and issued DOL Exceptions.

The Uniform Guidance applies to all federal awards made on or after December 26, 2014. Therefore, beginning with WIOA Program Year (PY) 2015-16 funds, all subrecipients of this funding must adhere to the Uniform Guidance, DOL Exceptions, and corresponding WIOA administrative requirements, cost principles, and audit requirements.

REFERENCES:

- Appendix IV to Part 200 - “Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations”
- Appendix V to Part 200 – “State/Local Government wide Central Service Cost Allocation Plans”
- Appendix VII to Part 200—“States and Local Government and Indian Tribe Indirect Cost Proposals”

POLICY AND PROCEDURE:

Definitions

Allocated Central Services – Central services that benefit operating agencies but are not billed to the agencies on a fee-for-service or similar basis. These costs are allocated to benefitted agencies on some reasonable basis. Examples of such services might include general accounting, personnel administration, and purchasing.

Base – The accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect
costs to individual federal awards. The direct cost base selected should result in each federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.

_Billed Central Services_ — Central services that are billed to benefitted agencies and/or programs on an individual fee for service or similar basis. Typical examples of billed central services include computer services, transportation services, insurance, and fringe benefits.

_Central Service Cost Allocation Plan_ — Documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a state, local government, or Indian tribe on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users.

_Cognizant Agency (for indirect costs)_ — The federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed in accordance with the Uniform Guidance on behalf of all federal agencies.

_Cost Allocation Plan_ — For the purposes of WIOA grants, means central service cost allocation plan.

_Cost Objectives_ — A program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect cost activity.

_Direct Costs_ — Costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

_Final Rate_ — An indirect cost rate applicable to a specified past period that is based on the actual allowable costs of the period. A final audited rate is not subject to adjustment.

_Fixed Rate_ — An indirect cost rate which has the same characteristics as a predetermined rate, except that the difference between the estimated costs and the actual allowable costs of the period covered by the rate is carried forward as an adjustment to the rate computation of a subsequent period.

_Indirect Costs_ — Costs incurred for a common or joint purpose, benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

_Indirect Cost Rate Proposal_ — The documentation prepared by a non-federal entity to substantiate its request for the establishment of an indirect cost rate.

_Indirect Cost Rate_ — A device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base.

_Indirect Cost Pool_ — Accumulated costs that jointly benefit two or more programs or other cost objectives.
Modified Total Direct Cost (MTDC) – All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal Entity – A state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

Recipient – A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program.

Participant Support Costs - Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Pass-through Entity – A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

Predetermined Rate – An indirect cost rate, applicable to a specified current or future period, usually the governmental unit’s fiscal year. This rate is based on an estimate of the costs to be incurred during the period. Except under very unusual circumstances, a predetermined rate is not subject to adjustment. Because of legal constraints, predetermined rates are not permitted for federal contracts (they may, however, be used for grants or cooperative agreements). Predetermined rates may not be used by governmental units that have not submitted and negotiated the rate with the cognizant agency for indirect costs.

Provisional Rate – A temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect costs on federal awards pending the establishment of a final rate for that period.

Subaward - An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity.

Subrecipient – A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program.

Indirect Cost Distinction

There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid possible double-charging of federal awards.
A cost is allocable to a particular federal award or other cost objective, if the goods or services involved are chargeable or assignable to the federal award or cost objective in accordance with relative benefits received. For more information on allocable costs see Uniform Guidance Section 200.405, Allocable costs.

Indirect costs are those remaining to be allocated to benefited cost objectives after direct costs have been determined and assigned to award/grants. Costs cannot be considered indirect if the cost (in like circumstance) serves a similar purpose to costs that have been charged as direct costs (Appendix IV and VII to Part 200).

The following are example of direct and indirect costs:

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>The salaries and fringe benefits of employees</td>
<td>Administration – Salaries for staff serving multiple program objectives.</td>
</tr>
<tr>
<td>who work on the grant and the cost of supplies</td>
<td>General administration and general expenses such as the Director’s Office,</td>
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<tr>
<td>and other items of expense incurred for the</td>
<td>accounting, and personnel</td>
</tr>
<tr>
<td>federal grant.</td>
<td>Facilities – depreciation on buildings equipment and capital improvements,</td>
</tr>
<tr>
<td></td>
<td>interest on debt associated with certain buildings, equipment and capital</td>
</tr>
<tr>
<td>Nonprofit organization – Costs of activities</td>
<td>improvements, and operations and maintenance expenses. (For nonprofits only</td>
</tr>
<tr>
<td>performed primarily as a service to members,</td>
<td>Uniform Guidance Section 200.414(b))</td>
</tr>
<tr>
<td>clients, or the general public when significant</td>
<td></td>
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<tr>
<td>and necessary to the organization’s mission,</td>
<td></td>
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<tr>
<td>whether or not allowable, and allocated an</td>
<td></td>
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<tr>
<td>equitable share of indirect costs</td>
<td></td>
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<tr>
<td>Office space (generally calculated by square</td>
<td>Office space (generally calculated by square feet) or building depreciation</td>
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<td>feet) or building depreciation used by “direct</td>
<td>used by “indirect staff”.</td>
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<td>staff”.</td>
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</tbody>
</table>

For guidance on allowable costs refer to Uniform Guidance Section 200.403, factors affecting allowability of costs. Further guidance on allowable cost are detailed in Allowable Costs and Prior Written Approval, WSD16-16.

**Types of Indirect Cost Rates**

There are different types of rates that a subrecipient can use for indirect costs. The type of rate must be negotiated and approved within the indirect cost rate proposal or cost allocation plan:

- **Provisional Rate** – A temporary rate that has been agreed upon for a specified period of time. A provisional rate is generally an acting (or estimated) rate for funding and reporting purposes throughout the grant’s term. At the end of the term the actuals will be calculated, resulting in a final rate, which will replace the provisional rate.
- **Final Rate** – Upon completion of a grant that utilizes a provisional rate, the actual costs will be calculated, resulting in a final rate for the grant. This final rate will replace the provisional rate that was used during the grants term.
- **De minimis Rate** – In place of calculating a rate, a de minimis rate of 10% of modified total direct costs (MTDC) can be used. In order to qualify, the subrecipient must never have received a prior approved indirect cost rate. This method may be used indefinitely for all grants until the subrecipient chooses to negotiate a rate, which can be done at any time.
• **Predetermined Rate** – A rate that is established for a current or future period, which is in most cases not subject to adjustment.

• **Fixed Rate** – A rate that has been agreed upon for a specified period of time. Upon completion of the grant, the actual costs will be calculated and the difference between the rate and expenses will be reflected as an adjustment to the rate for the subsequent period.

**Claiming Indirect Costs**

The subrecipient will be required to declare in writing its intentions to charge indirect costs each program year prior to receiving WIOA funds by completing and returning Attachment 1, Indirect Cost Rate Declaration that the Employment Development Department (EDD) will provide with the initial subgrant packet (Attachment 1). If the rate is being negotiated during this time, the previously approved rate may be used and the subrecipient is required to submit updated documentation to EDD when the indirect cost rate or cost allocation plan is approved.

Subrecipients of WIOA funds are not required to claim indirect costs, however, if indirect costs are claimed, subrecipients must have an indirect cost rate approved by their cognizant agency, an approved cost allocation plan, or (if eligible), elect to use the 10% de minimis rate. If none of the above exist, the pass-through entity will review and approve the subrecipient’s indirect cost rate proposal or cost allocation plan.

Subrecipients that will claim indirect costs and have approved indirect cost rate agreements with their cognizant agency must submit a copy of the entity’s approval letter or cost allocation plan with the initial subgrant packet, or as soon as the indirect cost rate approval documentation is received from the cognizant agency. After the EDD has received proper documentation to substantiate cognizant agency approval of indirect costs or a cost allocation plan, the EDD will send the subrecipient a letter of acknowledgement and approval.

Subrecipients that have not previously established an indirect cost rate, not opting to use the 10% de minimis rate, and only receive federal funds as a subrecipient must submit their initial indirect cost proposals to the EDD.

Failure to provide or negotiate a proposed indirect cost rate can lead to disallowance of indirect costs and/or other remedies of noncompliance (Uniform Guidance 200.207 and 200.338).

**Cognizant Agency for Approval of Indirect Costs**

In general, unless different arrangements are agreed to by the concerned federal agencies, for indirect cost rates and departmental indirect cost allocation plans, and central service cost allocation plans, the cognizant agency is the federal agency with the largest dollar amount of federal awards with a non-federal entity.

For state and local government, and Indian tribe-wide central service cost allocation plans, the cognizant agency assignment is described in Appendix V, Section F, Negotiation and Approval of Central Service Plans. Once designated as the cognizant agency for indirect costs, the federal agency must remain so for a period of five years.

For nonprofit organizations, once a federal agency is assigned as cognizant agency, the assignment will remain for at least three years, unless there is a shift in the dollar amount of the federal awards to the organization.
Submission of Indirect Cost Proposals

A subrecipient that receives more than $35 million in direct federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs for negotiation and approval. These agencies are not eligible to elect a de minimis rate of 10% (Uniform Guidance Section 200.414 (f)). Other subrecipients must develop an indirect cost proposal and maintain the proposal and related supporting documentation for audit. These subrecipients are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs or the pass-through entity.

Indirect cost proposals must be developed and, when required, submitted within six months after the close of the governmental unit's fiscal year. If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared, including an amount for central services that is based on the latest approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.

If a subrecipient does not have a prior approved indirect cost rate or cost allocation plan from their cognizant agency, an approved de minimis rate of 10%, or only receives federal funds as a subrecipient, the subrecipient must request approval of indirect costs from the EDD.

A subrecipient requiring approval of indirect costs by the EDD must develop and submit its indirect cost rate proposal to the EDD immediately after the organization is advised that a federal award will be made. The proposal must be submitted no later than three months after the grant effective date.

To negotiate and obtain approval from the EDD, indirect cost proposals or cost allocation plans must be submitted to WSBFinancialManagementUnit@edd.ca.gov with the subject line "Indirect Cost Rate Approval". The hardcopy original signature must be mailed to the following address:

Attn: WSB Financial Management Unit, MIC 69
Central Office Workforce Services Division
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Once the indirect cost rate is approved, the Financial Management Unit will send a notification to the subrecipient.

Any subrecipient that qualifies may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. The EDD may request additional information and/or supporting documentation as appropriate or necessary.

Required Documentation for Proposals

Subrecipients that require approval of their proposed indirect cost rates must include the following documentation with their proposals:
- Proposed rate, and all relevant worksheets and data
- Copy of the financial data that the rate is based (financial statements, comprehensive annual financial reports, executive budgets, accounting reports, etc.)
- Approximate amount of direct base costs incurred under the federal award, broken out between salaries and wages and other direct costs
- Organizational structure (i.e., organizational charts) of the agency during the period for which the proposal applies, including functional (roles and responsibilities) statements (Revisions are submitted with subsequent proposal)
- A certification letter (Attachment 2 for government agencies, Attachment 3 for nonprofit organizations, Attachment 4 for cost allocation plans)

Because of the nature of the federal awards, governmental departments or agencies may be required to develop a cost allocation plan that distributes indirect costs to the specific funding sources. In these cases a narrative cost allocation methodology should be developed, documented, maintained for audit, or submitted, as appropriate to the cognizant agency for indirect costs or pass-through entity for review and approval. For more detail about these requirements see Appendix VII to Part 200.

For more information about indirect costs and instructions on how to prepare an indirect cost rate proposal refer to the Division of Cost Determination published web guidelines and the Uniform Guidance:

- Appendix III - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs)
- Appendix IV - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations
- Appendix V – State/Local Government wide Central Service Cost Allocation Plans
- Appendix VI – Public Assistance Cost Allocation Plans
- Appendix VII - State and Local Government and Indian Tribe Indirect Cost Proposals

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**Approval**

**Workforce Evaluation & ADA Committee:**

Anaheim WDB: 

May 22, 2019

TBD
DATE: August 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE EVALUATION & ADA COMMITTEE

SUBJECT: CLOSEOUT REQUIREMENTS POLICY

RECOMMENDATION:

That the Workforce Evaluation and ADA Committee establishes the procedures regarding the closeout of all Workforce Innovation and Opportunity Act (WIOA) program activities. This policy applies to subrecipients who have a subaward in the form of a subgrant agreement and is effective on the date of direct WSD16-05 issuance.

DISCUSSION:

The WIOA closeout period refers to the 60-day period after a grant code or subgrant agreement has reached its terms end date or its funding has been fully utilized. During this period, the subrecipients submits a closeout package to the state, and confirms that all applicable administrative actions and required work of the grant code or subgrant agreement have been completed by the subrecipients.

The closeout is a critical piece in the cycle of a grant code or subgrant agreement. It is used by the subrecipient to liquidate remaining obligations and to prepare and transmit final fiscal program documents.

In accordance with the requirements of Uniform Guidance Section 200.343, AWDA follow directive WSD16-05 to address proper steps subrecipients must take in order to close out grant code or subgrant agreement.

Attachment(s):

WIOA Closeout Requirements Policy
Anaheim Workforce Development Board
WIOA Closeout Requirements Policy

PURPOSE:

The policy provides the guidance and establish the procedures regarding closeout of all Workforce Innovation and Opportunity Act (WIOA) program activities. This policy applies to subrecipients who have a subaward in the form of a subgrant agreement, and is effective on the date of directive WSD16-05 issuance.

BACKGROUND:

The WIOA closeout period refers to the 60-day period after a grant code or subgrant agreement has reached its terms end date or its funding has been fully utilized. During this period, the subrecipients submits a closeout package to the state, and confirms that all applicable administrative actions and required work of the grant code or subgrant agreement have been completed by the subrecipients.

In accordance with the requirements of Uniform Guidance Section 200.343, AWDA follow directive WSD16-05 to address proper steps subrecipients must take in order to close out grant code or subgrant agreement.

POLICY AND PROCEDURE:

Provides the guidance and establish the procedures regarding closeout of all Workforce Innovation and Opportunity Act (WIOA) program activities.

Definitions

Accrued Expenditures-An obligation for a good or service that has been received within the report period, but has NOT been paid. Accrued expenditures must be paid prior to the submittal of the closeout package and must not be shown on a closeout report.

Contract-a legal instrument by which a subrecipient purchases property or services needed to carry out the project or program under federal ward.

Contractor-An entity that receives a contract (Uniform Guidance Section 200.23).

Grant Code-The three or four digit code that identifies a particular allocation.

Obligation-A formal contractual commitment for the amount of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a funding period that will require payment by the subrecipient during the current or future period (Uniform Guidance Section 200.71).

Period of Performance-The time during which the subrecipient may incur new obligations to carry out the work authorized under the federal award. The pass-through entity must include start end dates of the period of performance in the federal award (Uniform Guidance Section 200.77).

Stand-in Costs-Costs for the program paid for with non-federal costs resulting from an audit. Stand-in costs must come from the same year as the costs that they are proposed to replace and they must not cause a violation of the administrative or other cost limitation. These costs must be included in the appropriate expenditure reports if they will be used at a later time.
Subaward - An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individuals that is the beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract (Uniform Guidance Section 200.93).

Unliquidated Obligations - A formal contractual commitment for a good or service that has NOT been received and has NOT been paid for within the report period. When filing a closeout report there can never be any unliquidated obligations shown on the expenditure report.

Closeout Requirements

Subrecipients must closeout the grant codes or subgrant agreements within 60 calendar days of the term end date or when the funding has been fully utilized, whichever comes first.

Formula funds (including Rapid Response and Layoff Aversion) do not need to be closed out until 60 calendar days after the term end date.

Subrecipients must issue closeout instructions and deadlines to each of their subrecipients and contractors. These instructions must allow sufficient time for the subrecipient to receive all required documentation and conduct an orderly closeout of the grant code or subgrant agreement.

Late or incomplete filing of closeout packages will impede future cash requests until the appropriate reports are filed. A cash hold will be implemented immediately once the due dates have passed and the closeout package has not been received by the state.

Closeout Process

Preparation for closeout of a grant code or subgrant agreement should begin three months prior to its closeout period.

Three months prior to closeout.
- Update cash disbursement and expenditure reports in the CalJOBS system as necessary.
- Fully expend program income.

One month prior to closeout
- Identify all unliquidated obligations and work toward finalizing the cost, since no unliquidated obligations can be shown on a closeout report.
- Gather the necessary closeout documents.
- Inform staff that the grant code or subgrant agreement is closing and no staff time can be charged after it is closed out.
- Notify any subrecipients or contractors that all final expenditures or invoices must be submitted by a specific date, and that failure to do so will result in non-payment for goods or services rendered.

During Closeout period
- Do not allow costs of any kind against the agreement.
- Draw down cash to cover all expenses. **All cash must drawn to meet the expenditures incurred when a closeout package is submitted.**
- Pay all accrued expenses prior to submitting the closeout package. Closeout packages will not be processed until all accrued expenditures are paid.
- Prepare and enter closeout expenditure reports into CalJOBS system.
- Complete, sign and mail all necessary closeout forms to the following address:
Attn: WIOA Closeout Desk  
Financial Management Unit, MIC 69  
Central Office Workforce Services Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

- Complete and email the End of Project Report to Project or Regional Advisor, if applicable.  
- Return any unexpended cash to the state at the address below. All returned funds must be documented with the name of the subrecipient, year of Appropriation (YOA), subgrant agreement number, funding stream, grant code and any other identifying information to allow funds to be returned to the appropriate account.

Attn: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

Closeout Package

Matrix table for subrecipient to closeout a grant code or subgrant agreement.

<table>
<thead>
<tr>
<th>Subgrant Closeout</th>
<th>WIOA Summary of Expenditures</th>
<th>Closeout Status of Cash</th>
<th>Subrecipient Release</th>
<th>Subrecipient's Assignment of Refunds, etc.</th>
<th>Tax Cert.</th>
<th>Property Inventory Cert.</th>
<th>End of Project Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes/No*</td>
<td>Yes</td>
<td>Yes**</td>
<td></td>
</tr>
<tr>
<td>Grant Code ONLY closeout</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes**</td>
</tr>
</tbody>
</table>

* Subrecipients are required to submit the Property Closeout Inventory Certification form only when the WIOA program ends or when otherwise notified by the state.

** Complete the End of Project Report if the project has ended. This requirement is for all WIOA Governor's Discretionary and 25 Percent Additional Assistance projects.

De-obligation and Closeout

If the subrecipient is unable to fully expend all funds at the term end date, those funds must be de-obligated. The subrecipient must complete, sign, and mail a Closeout Status of Cash form, attachment 4 of directive WSD16-05, to the following address.

Attn: WIOA Closeout Desk  
Financial Management Unit, MIC 69  
Central Office Workforce Services Division  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001
Disposition of Supplies and Equipment

Subrecipients that will not receive additional WIOA funds from the state must follow the disposition guidelines in Workforce Services Directive WSD14-13, Property – Prior Approval, Purchasing, Inventory, and Disposal. Closeout inventory form can be found on this directive.

Disposition of Disallowed Costs, Refunds and Other Credit Adjustments

When the resolution process (such as the Initial and Final Determination process) results in a determination by the state that identifies the disallowance of expenditures for WIOA funds not expended in accordance with WIOA, a debt is established. The state is expect to collect the debt. Disallowed costs from WIOA funds must be repaid from non-federal cash as lump sum or as installments within 90 calendar days after demand (Uniform Guidance Section 200.345). Stand-in costs may be also used to offset disallowed costs.

Disallowed costs, as well as refunds or credits that are received after the funding period ends, must be returned to the Employment Development Department. The packages must contain a check for the returned funds along with information as to the WIOA funding stream (adult, dislocated worker, or youth), grant code, YOA and be sent to the following address:

Attn: Cash Control Unit
Fiscal Programs Division, MIC 70
Employment Development Department
P.O. Box 826217
Sacramento, CA 94230-6217

A second package with copies of the returned funds check, along with information as to the WIOA funding stream (adult, dislocated worker, or youth), grant code and YOA must be sent to the following address:

Attn: WIOA Closeout Desk
Financial Management Unit, MIC 69
Central Office Workforce Services Division
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Records Retention

Subrecipients must retain all records of each WIOA allocation for a period of three years from the date of their last expenditure report submitted to COWSD. If any litigation, claim, or audit is stated before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken (Uniform Guidance Section 200.333).

Approval
Workforce Evaluation & ADA Committee: May 22, 2019
Anaheim WDB: TBD
ITEM #3

DATE: August 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE EVALUATION & ADA COMMITTEE

SUBJECT: SALARY AND BONUS LIMITATIONS POLICY

RECOMMENDATION:

That the Workforce Evaluation and ADA Committee provides the guidance and establishes the procedures regarding the salary and bonus limitations for individuals paid by funds appropriated to the Department of Labor (DOL) Employment and Training Administration (ETA). Directive WSD18-07 applies to all subrecipients expending Workforce Innovation and Opportunity Act (WIOA) program fund. The 2018 salary rates for executive level employees became effective on January 1, 2018.

DISCUSSION:

Public Law 109-234 sets the limit on salary and bonus compensation for individuals paid by funds appropriated to ETA at a rate equivalent to no more than Executive Level II. A salary table providing this rate is listed on the Pay and Leave webpage of the Federal Office of Personnel management’s website. These levels are adjusted annually.

Effective January 1, 2018, the Salary and bonus limit is set to $189,600. It should be noted that these limitations do not apply to benefits that are not salary and bonuses. For example, fringe benefits, insurance premiums, or pension plans paid by a subrecipient are not included in this calculation. Per DOL’s ETA Region 6 Office, the salary and bonus limit applies to both the gross amount of salary and bonus, and to the rate at which the salary is paid. As a result, for individuals who do not work full time on ETA funded projects or who are only employed part time or part of the year, the salary and bonus limit will be prorated based on the amount of time the individual is dedicated to the ETA funded grant.

All subrecipients of WIOA program funds are required to comply with federal requirements regarding the limitations on salary and bonus payments. Additionally, subrecipients are required to follow the instructions for implementing the salary and bonus limitations as provided in TEGL 05-06.

Attachment(s):

Salary and Bonus Limitations Policy
Anaheim Workforce Development Board
Salary and Bonus Limitations Policy

PURPOSE:

This policy provides the guidance and establishes the procedures regarding the 2018 salary and bonus limitations for individuals paid by funds appropriated to the Department of Labor (DOL) Employment and Training Administration (ETA). Directive WSD18-07 applies to all subrecipients expending Workforce Innovation and Opportunity Act (WIOA) program fund. The 2018 salary rates for executive level employees became effective on January 1, 2018.

BACKGROUND:

On June 15, 2006, President Bush signed into law an emergency supplemental appropriations bill, Public Law 109-234. Section 7013 of this law limits the salary and bonus compensation for individuals paid by funds appropriated to ETA and provided to recipients and subrecipients. Specifically, Section 7013 states the following:

"None of the funds appropriated in Public Law 109-149 or prior acts under the heading 'Employment and Training' that are available for expenditure on or after the date of enactment of this section shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limit shall not apply to vendors providing goods and services as defined in the Office of Management and Budget Circular A-133. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost of living in the State, the compensation levels for comparable State or local government employees, and the size of the organization that administers federal programs involved including Employment and Training Administration programs."

As a result of this law, TEGL 05-06 discusses the limitations on salary and bonus payments that can be made with funds appropriated to the ETA. Specifically, TEGL 05-06 provides information on programs affected by this provision, effective dates and funding cycles, covered individuals and transactions, application of the limitation, and related grant and contract modifications.

REFERENCES:

- Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006 (Public Law 109-234), Title VII, Section 7013
- U.S. Office of Personnel Management, 2018 Rates of Pay for the Executive Schedule
POLICY AND PROCEDURE:

Public Law 109-234 sets the limit on salary and bonus compensation for individuals paid by funds appropriated to ETA at a rate equivalent to no more than Executive Level II. A salary table providing this rate is listed on the Pay and Leave webpage of the Federal Office of Personnel management's website. These levels are adjusted annually.

Effective January 1, 2018, the Salary and bonus limit is set to $189,600. It should be noted that these limitations do not apply to benefits that are not salary and bonuses. For example, fringe benefits, insurance premiums, or pension plans paid by a subrecipient are not included in this calculation. Per DOL's ETA Region 6 Office, the salary and bonus limit applies to both the gross amount of salary and bonus, and to the rate at which the salary is paid. As a result, for individuals who do not work full time on ETA funded projects or who are only employed part time or part of the year, the salary and bonus limit will be prorated based on the amount of time the individual is dedicated to the ETA funded grant. The following are examples provided by DOL ETA Region 6 to illustrate how the limitations are calculated based on salary and bonus levels, as well as the rate at which they are paid:

All subrecipients of WIOA program funds are required to comply with federal requirements regarding the limitations on salary and bonus payments. Additionally, subrecipients are required to follow the instructions for implementing the salary and bonus limitations as provided in TEGL 05-06.

Approval
Workforce Evaluation & ADA Committee: May 22, 2019
Anaheim WDB: TBD

C:\Users\Dradriguez\Desktop\WIOA Salary and Bonus Limitations.docx
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE EVALUATION & ADA COMMITTEE

SUBJECT: TRANSFER REQUEST OF DISLOCATED WORKER FUNDS INTO ADULT FUNDS FOR PY 2018-19

RECOMMENDATION:

That the Anaheim Workforce Development Board approve a “Transfer Request” of up to $100,000 from Dislocated Worker funds to Adult formula funds for PY 2018-2019.

DISCUSSION:

The Workforce Innovation and Opportunity Act allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide for greater flexibility to respond to customer demand for training services.

We have experienced a greater demand for adult training services and less of a need for Dislocated Workers due to a drop in layoffs for PY 2018-19. As a result, we are recommending the attached “Transfer Request” to provide training services to more Adult-eligible clients. There remains adequate funding for Dislocated Workers, should the need arise. We plan to serve approximately 15 additional Adults through June 30, 2019.

Attachment(s):

Transfer Request
Transfer Request Participant Plan
Transfer Request Budget Plan
Transfer of Funds Request

1. Local Area: City of Anaheim
2. Subgrant Number: K911003
3. Request Date: TBD
4. Program Year: 2018-19
5. Transfer Request No: 01

6. Direction of Transfer (Check One):
   - Adult to Dislocated Worker
     - ☐ 201 → 299
     - ☐ 202 → 200
   - Dislocated Worker to Adult
     - ☐ 501 → 499
     - ☑ 502 → 500

7. Amount of Transfer: $100,000
8. Contact Person: Chris Hoang
9. Contact Person’s Telephone Number: 714-765-4343

10. All transfer requests must be approved and signed off by the Local Board.
   - Date of Local Board meeting to discuss transfer: 6-13-2019
   - Date of Local Board meeting to approve transfer: 6-13-2019

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

   Signature
   Name: Luz Flores
   Title: Workforce Development Manager
   Date: 6-13-2019

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board’s reasoning to request a transfer of funds.

   There is less of a need for Dislocated Worker services due to the lower number of layoffs being experienced this year. The majority of funds for adult training have been obligated for PY 2018-19 and this transfer will allow us to serve more adults with ITAs. We can still meet training needs of certain Dislocated Workers after the transfer of funds. We anticipate serving up to 1.5 additional adults with the transfer of funds into direct training activities.
# Transfer of Funds Request
## Participant Plan

**Local Area:** City of Anaheim  
**Prepared Date:** 6/12/2019

Enter the number of individuals in each category.

<table>
<thead>
<tr>
<th>TOTALS FOR PY 2018</th>
<th>ADULT</th>
<th>DW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registered Participants Carried in from PY 2017</td>
<td>67</td>
<td>9</td>
</tr>
<tr>
<td>2. New Registered Participants for PY 2018</td>
<td>111</td>
<td>6</td>
</tr>
<tr>
<td>3. Total Registered Participants for PY 2017 (Line 1 plus 2)</td>
<td>178</td>
<td>15</td>
</tr>
<tr>
<td>4. Exiters for PY 2018</td>
<td>59</td>
<td>6</td>
</tr>
<tr>
<td>5. Registered Participants Carried Out to PY 2018 (Line 3 minus 4)</td>
<td>119</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM SERVICES</th>
<th>ADULT</th>
<th>DW</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Career Services</td>
<td>356</td>
<td>26</td>
</tr>
<tr>
<td>a. Basic Career Services (WIA Core Services)</td>
<td>178</td>
<td>13</td>
</tr>
<tr>
<td>b. Individualized Career Services (WIA Intensive Services)</td>
<td>178</td>
<td>13</td>
</tr>
<tr>
<td>7. Training Services</td>
<td>113</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXIT STATUS</th>
<th>ADULT</th>
<th>DW</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Entered Employment</td>
<td>44</td>
<td>4</td>
</tr>
<tr>
<td>9. Training-Related</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>10. Entered Military Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11. Entered Apprenticeship Program</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>12. Exited for Exclusionary Reasons</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Chris Hoang, WD Analyst  
Contact Person, Title  
714-765-4343  
Telephone Number

**Comments:**
# Transfer of Funds Request
## Budget Plan

<table>
<thead>
<tr>
<th>Local Area</th>
<th>City of Anaheim</th>
<th>Date Prepared</th>
<th>6/12/2019</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subgrant Number</th>
<th>K911003</th>
<th>Grant Code</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Year of Appropriation</td>
<td>2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FUNDING IDENTIFICATION</th>
<th>Adult to DW</th>
<th>DW to Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Formula Allocation</td>
<td>693,849</td>
<td>595,575</td>
</tr>
<tr>
<td>2. Prior Adjustments - Plus or Minus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Previous Amounts Transferred</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Current Amount to be Transferred</td>
<td>100,000</td>
<td>(100,000)</td>
</tr>
<tr>
<td>5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)</td>
<td>793,849</td>
<td>495,575</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL ALLOCATION COST CATEGORY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Program Services (Lines 6a through 6c)</td>
</tr>
<tr>
<td>a. Career Services (WIA Core Services / Intensive Services)</td>
</tr>
<tr>
<td>b. Training Services</td>
</tr>
<tr>
<td>c. Other</td>
</tr>
<tr>
<td>7. Administration</td>
</tr>
<tr>
<td>8. TOTAL (Lines 6 plus 7)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. September 2018</td>
</tr>
<tr>
<td>10. December 2018</td>
</tr>
<tr>
<td>11. March 2019</td>
</tr>
<tr>
<td>12. June 2019</td>
</tr>
<tr>
<td>13. September 2019</td>
</tr>
<tr>
<td>14. December 20__</td>
</tr>
<tr>
<td>15. March 20__</td>
</tr>
<tr>
<td>16. June 20__</td>
</tr>
<tr>
<td>17. September 20__</td>
</tr>
<tr>
<td>18. December 20__</td>
</tr>
<tr>
<td>19. March 20__</td>
</tr>
<tr>
<td>20. June 20__</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COST COMPLIANCE PLAN (maximum 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. % for Administration Expenditures (Line 7/Line 5)</td>
</tr>
</tbody>
</table>

Chris Hoang-WD Analyst
Contact Person, Title
714-765-4343
Telephone Number

Comments

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Page 1 of 1
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE EVALUATION & ADA COMMITTEE

SUBJECT: ANAHEIM WORKFORCE DEVELOPMENT BOARD RECERTIFICATION REQUEST

RECOMMENDATION:

That the Anaheim Workforce Development Board approve the attached Recertification Request for Program Years 2019-21 for subsequent approval by City Council and submittal to the State.

DISCUSSION:

The Workforce Innovation and Opportunity Act (WIOA) Section 107 requires the Governor to certify one local Workforce Development Board (WDB) for each State-designated local workforce area, such as Anaheim, once every two years. Anaheim’s initial certification under WIOA was effective July 1, 2019 through June 30, 2021.

ATTACHMENTS:

Application for Subsequent Board Certification
Existing Local Area

Application for Subsequent Local Area Designation
and
Local Board Recertification
Program Year 2019-21

Local Workforce Development Area

Anaheim Workforce Development Board
Existing Local Area Application for Subsequent Local Area Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2019-21 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Development Board (CWDB) determines the application 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 application.

Anaheim Workforce Development Board

Name of Local Area

201 S. Anaheim Blvd. #1001

Mailing Address

Anaheim, CA 92807

City, State ZIP

6/10/19

Date of Submission

Luz C. Flores

Contact Person

714-765-4341

Contact Person’s Phone Number
Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The Local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member’s respective membership category.

*Business – A majority of the members must be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Entity</th>
<th>Appointment Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Paquette, Chair</td>
<td>Owner</td>
<td>Western Brake and Tire</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Jeff Farano</td>
<td>General Manager</td>
<td>SA Recycling</td>
<td>2/24/16</td>
<td>2/24/20</td>
</tr>
<tr>
<td>Alicia Berhow</td>
<td>Senior VP</td>
<td>Orange County Business Council</td>
<td>2/18/19</td>
<td>2/1/22</td>
</tr>
<tr>
<td>Elizabeth Burnett</td>
<td>Talent Manager</td>
<td>Kaiser Permanente</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Amy Olson</td>
<td>Employee Relations Manager</td>
<td>Walt Disney Parks and Resorts</td>
<td>2/1/18</td>
<td>2/1/22</td>
</tr>
<tr>
<td>Anthony Nardolillo</td>
<td>Chief Financial Officer</td>
<td>Reborn Cabinets</td>
<td>8/22/19</td>
<td>8/22/2023</td>
</tr>
<tr>
<td>Linda Lopez**</td>
<td>Area Manager</td>
<td>Kimco Staffing Services</td>
<td>8/22/19</td>
<td>8/22/23</td>
</tr>
<tr>
<td>Vacant</td>
<td>Expected to fill by 8/22/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Expected to fill by 8/22/19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Pending City Council Approval**

*Labor* – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include: (i) representatives of labor organizations who have been nominated by state labor federations; (ii) 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; and may include: (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

*California Unemployment Insurance Code (CUIC)* Section 14202(b) 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. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Entity</th>
<th>Appointment Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Nelson</td>
<td>President</td>
<td>UAW-Labor Employment Training Corp</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Martin Lopez</td>
<td>Vice President</td>
<td>Unite Here Local 11</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>David Lawhorn</td>
<td>Director</td>
<td>Electrical Training Trust- IBEW Local #441</td>
<td>9/30/18</td>
<td>9/30/22</td>
</tr>
<tr>
<td>Gregory Scott</td>
<td>President</td>
<td>Community Action Partnership of Orange County</td>
<td>9/30/18</td>
<td>9/30/22</td>
</tr>
</tbody>
</table>

*Education* – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Entity</th>
<th>Appointment Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valentina Purtell</td>
<td>Provost</td>
<td>NOCE-North Orange County Continuing Education (Career Technical Education)</td>
<td>9/15/15</td>
<td>9/15/19</td>
</tr>
<tr>
<td>Valentina Purtell</td>
<td>Provost</td>
<td>NOCE-North Orange County Continuing Education (Adult Education &amp; Literacy)</td>
<td>9/15/15</td>
<td>9/15/19</td>
</tr>
</tbody>
</table>

**Economic and Community Development** – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the Wagner-Peyser Act; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Entity</th>
<th>Appointment Date</th>
<th>Term End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Gonzales</td>
<td>Economic Development Manager</td>
<td>City of Anaheim</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Rhonda Wooten-Savino</td>
<td>Cluster Manager</td>
<td>Employment Development Department</td>
<td>6/30/17</td>
<td>6/30/21</td>
</tr>
<tr>
<td>Truong Le</td>
<td>District Administrator</td>
<td>Department of Rehabilitation</td>
<td>11/21/16</td>
<td>11/21/20</td>
</tr>
</tbody>
</table>

**Sustained Fiscal Integrity**

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 16-17 or PY 17-18:

- *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 WIOA requirement, such as failure to grant priority of service or verify participant eligibility; or

- **Gross negligence** – 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; or

- **Failure to observe accepted standards of administration** – Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 Code of Federal Regulations (CFR) Part 200, WIOA regulations, and state guidance (In alignment with WIOA Section 106(e)[2]).

**Performed Successfully**

The Local Area hereby certifies that it has performed successfully, defined as successfully negotiating PY 18-19 and PY 19-20 performance goals within their designated Regional Planning Unit in the following ways:

In September 2018, the City of Anaheim and the Regional Planning Unit successfully negotiated with the Employment Development Department’s Workforce Service Division leadership on behalf of the Governor and Executive Director of the AWDB. The negotiated indicators of performance are:

- The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- Median Earnings in second quarter.
- The percentage of program participants who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in the program or within one year after exit.

**PERFORMANCE GOALS FOR ANAHEIM**

**Program Years 2018-19 and 2019-20**

<table>
<thead>
<tr>
<th>PY 2018-19 Performance Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
</tr>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
</tr>
<tr>
<td>Employment Rate 4th Quarter After Exit</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Median Earnings 2nd Quarter After Exit</td>
</tr>
<tr>
<td>Credential Attainment within 4 Quarters After Exit</td>
</tr>
</tbody>
</table>

**PY 2019-20 Performance Goals**

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Dislocated Workers</th>
<th>Youth</th>
<th>Employment or Placement Rate 2nd Quarter After Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
<td>69.0%</td>
<td>73.0%</td>
<td>66.9%</td>
<td>Employment or Placement Rate 2nd Quarter After Exit</td>
</tr>
<tr>
<td>Employment Rate 4th Quarter After Exit</td>
<td>66.5%</td>
<td>71.5%</td>
<td>69.0%</td>
<td>Employment or Placement Rate 4th Quarter After Exit</td>
</tr>
<tr>
<td>Median Earnings 2nd Quarter After Exit</td>
<td>$6,000</td>
<td>$8,150</td>
<td>BASELINE</td>
<td>Median Earnings</td>
</tr>
<tr>
<td>Credential Attainment within 4 Quarters After Exit</td>
<td>57.0%</td>
<td>64.0%</td>
<td>56.0%</td>
<td>Credential Attainment within 4 Quarters After Exit</td>
</tr>
</tbody>
</table>

Anaheim Workforce Development  
WIOA Performance Outcomes  
Program Year 2018-2019

**ADULT**

<table>
<thead>
<tr>
<th>Common Measure</th>
<th>Standard</th>
<th>80% Perf. Level</th>
<th>Actual Performance</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Qtr. After Exit</td>
<td>68.0%</td>
<td>54.4%</td>
<td>94.00%</td>
<td>138.2%</td>
</tr>
<tr>
<td>Employment Rate 4th Qtr. After Exit</td>
<td>65.5%</td>
<td>52.4%</td>
<td>79.59%</td>
<td>121.5%</td>
</tr>
<tr>
<td>Median Earnings 2nd Qtr. After Exit</td>
<td>$5,700</td>
<td>$4,560</td>
<td>$8,754</td>
<td>153.5%</td>
</tr>
<tr>
<td>Credential Attainment w/in4 Qtrs. After Exit</td>
<td>55.9%</td>
<td>44.7%</td>
<td>77.41%</td>
<td>138.4%</td>
</tr>
</tbody>
</table>

**DISLOCATED WORKERS**

<table>
<thead>
<tr>
<th>Common Measure</th>
<th>Standard</th>
<th>80% Perf. Level</th>
<th>Actual Performance</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Qtr. After Exit</td>
<td>71.0%</td>
<td>56.8%</td>
<td>80.00%</td>
<td>112.6%</td>
</tr>
<tr>
<td>Common Measure</td>
<td>Standard</td>
<td>80% Perf. Level</td>
<td>Actual Performance</td>
<td>Success Rate</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>----------</td>
<td>-----------------</td>
<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Employment Rate 2nd Qtr. After Exit</td>
<td>65.4%</td>
<td>52.3%</td>
<td>82.50%</td>
<td>126.1%</td>
</tr>
<tr>
<td>Employment Rate 4th Qtr. After Exit</td>
<td>67.0%</td>
<td>53.6%</td>
<td>80.00%</td>
<td>119.4%</td>
</tr>
<tr>
<td>Median Earnings 2nd Qtr. After Exit</td>
<td>Baseline</td>
<td>N/A</td>
<td>$4,147</td>
<td>Baseline</td>
</tr>
<tr>
<td>Credential Attainment w/in 4 Qtrs. After Exit</td>
<td>55.0%</td>
<td>44.0%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

Performance Standards shown above are for Program Year 2018-19. Performance outcomes are calculated using participants exited during the appropriate performance window.

Source: CalJOBS WIOA Predictive Performance Reports

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Local Area, the Anaheim Workforce Development Board (AWDB), has successfully collaborated on completing a variety of performance goals for the Orange County Regional Planning Unit (OCRPU). AWDB has engaged with the Orange County Workforce Development Board (OCWDB) and Santa Ana Workforce Development Board (SAWDB) in preparing and submitting a regional plan modification. The modification ensured the alignment of goals and strategies across the OC Regional Area. As a result, efforts on working with the justice-involved has become a priority for the region. Partnerships are in development in order to ensure that the region can meet the needs of this population. Partnerships include working with local and state government agencies, community based organizations, and additional regional partners.
Beyond the plan modification, the Regional Area was awarded the Prison to Employment (P2E) grant to work with the justice-involved population and carry out the goals detailed within the regional plan. An initial amount was received in order to effectively plan and strategize on efforts to execute the grant successful. A second award was announced that will cover the indirect and direct costs of operating the initiative. The Local Area, AWDB, is currently working alongside regional partners on referral systems, policies, and procedures that will ensure effective implementation of the program. The region will work to provide training, counseling, career guidance, and supportive services so that the justice-involved gain self-sufficiency and refrain from recidivating.

In addition to the efforts placed in working with the justice-involved, AWDB has worked alongside OCWDB and SAWDB to identify and prioritize the four largest industries within the Region. The four industries include Hospitality and Tourism, Manufacturing, Healthcare, and Information Technology. An initial phase of Industry Sector Roundtables were held that connected businesses, community based organizations, education partners, and government agencies to discuss the needs of each respective industry. In working with the OCRPU, additional phases are in progress to continue and develop the initiative. The Local Area will continue this initiative and support regional performance goals.

Local Area Assurances

Through PY 19-21, the Local Area assures that:

A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- 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. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

• All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

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. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

• The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.

• The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

D. The Local Board will select the America's Job Center of California℠ 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. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS℠ reporting requirements and deadlines.

F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.

G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).

H. The Local Area will participate in regional performance negotiations.

I. It will comply with CWDB 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.
J. Priority shall be given 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 [TEGL] 10-09, and TEGL 19-16).
**Application Signature Page**

**Instructions** — The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request initial designation of the existing Local Area and initial certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PY 16-2017 or PY 17-18, and engaged in the regional planning process as described in WIOA Section 106(c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

<table>
<thead>
<tr>
<th>Local Workforce Development Board Chair</th>
<th>Local Chief Elected Official</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td><strong>Signature</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>
August 21, 2019

NON-CONSENT CALENDAR
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE WORKFORCE DEVELOPMENT BOARD

FROM: LUZ FLORES, EXECUTIVE DIRECTOR

SUBJECT: PERFORMANCE GOALS FOR PY 2018-19 and 2019-2020

RECOMMENDATION:

That the Anaheim Workforce Development Board adopt the performance goals as negotiated by State policy and approve its use for Adult, Dislocated Worker, and Youth programs for Program Year 2018-19.

DISCUSSION:

The Workforce Innovation and Opportunity Act (WIOA) requires the Regional Planning Units (RPU) and the local area to established performance goals for Adult, Dislocated Worker, and Youth programs’ every two years. The performance goals were based on estimates obtained from available WIOA participant data.

The policy in our Local Plan supports the establishment of performance goals based on current and projected levels, which enables Local Areas in our planning efforts to provide industry-related skill attainment to participants who face barriers to employment. Participants served from identified target populations helps develop local area to build and sustain regional sector pathways, and prepare a workforce for in-demand middle skill jobs.


Attachment(s):

### PERFORMANCE GOALS FOR ANAHEIM
Program Years 2018-19 and 2019-20

#### PY 2018-19 Performance Goals

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Dislocated Workers</th>
<th>Youth</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
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<td>71.0%</td>
<td>65.4%</td>
<td>Employment or Placement Rate 2nd Quarter After Exit</td>
</tr>
<tr>
<td>Employment Rate 4th Quarter After Exit</td>
<td>65.5%</td>
<td>69.5%</td>
<td>67.0%</td>
<td>Employment or Placement Rate 4th Quarter After Exit</td>
</tr>
<tr>
<td>Median Earnings 2nd Quarter After Exit</td>
<td>$5,700</td>
<td>$7,850</td>
<td>BASELINE</td>
<td>Median Earnings</td>
</tr>
<tr>
<td>Credential Attainment within 4 Quarters After Exit</td>
<td>55.9%</td>
<td>63.0%</td>
<td>55.0%</td>
<td>Credential Attainment within 4 Quarters After Exit</td>
</tr>
</tbody>
</table>

#### PY 2019-20 Performance Goals

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Dislocated Workers</th>
<th>Youth</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Employment Rate 2nd Quarter After Exit</td>
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<td>73.0%</td>
<td>66.9%</td>
<td>Employment or Placement Rate 2nd Quarter After Exit</td>
</tr>
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<td>Employment Rate 4th Quarter After Exit</td>
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<td>$6,000</td>
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<td>64.0%</td>
<td>56.0%</td>
<td>Credential Attainment within 4 Quarters After Exit</td>
</tr>
</tbody>
</table>
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: LUZ FLORES, EXECUTIVE DIRECTOR

SUBJECT: WIOA PERFORMANCE HIGHLIGHTS REPORT

DISCUSSION:

The attached report highlights selected Workforce Innovation and Opportunity Act (WIOA) performance measures for the Anaheim Workforce Development Board, Program Year 2018-19. This data includes clients served through Adult, Dislocated Worker, and Youth funded programs. Anaheim's performance continues to exceed State mandated measures as indicated by its high success rates.

Effective PY 2016-17, the WIOA performance measure requirements have changed. The California Workforce Development Board will set a baseline for PY 2016-17 performance measure outcomes in PY 2017-18 and 2018-2019.

The new measures are as follows:

- Entered employment during the second quarter after exit
- Entered employment during the fourth quarter after exit
- Credential attainment
- Median earning (second quarter after exit)

Attachment(s):

WIOA Performance Outcome
# Anaheim Workforce Development Board

## WIOA Performance Outcomes

### Program Year 2018-2019

<table>
<thead>
<tr>
<th>Common Measure</th>
<th>Standard</th>
<th>80% Perf. Level</th>
<th>Actual Performance</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADULT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Participants Enrolled:</td>
<td>114</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants Carried In:</td>
<td>66</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Participants Exited:</td>
<td></td>
<td></td>
<td></td>
<td>63</td>
</tr>
<tr>
<td>Participants Enrolled in Training Services:</td>
<td></td>
<td></td>
<td></td>
<td>98</td>
</tr>
<tr>
<td>Employment Rate 2nd Qtr After Exit</td>
<td>68.0%</td>
<td>54.4%</td>
<td>94.00%</td>
<td>138.2%</td>
</tr>
<tr>
<td>Employment Rate 4th Qtr After Exit</td>
<td>65.5%</td>
<td>52.4%</td>
<td>79.59%</td>
<td>121.5%</td>
</tr>
<tr>
<td>Median Earnings 2nd Qtr After Exit</td>
<td>$5,700</td>
<td>$4,560</td>
<td>$8,754</td>
<td>153.5%</td>
</tr>
<tr>
<td>Credential Attainment w/in 4 Qtrrs After Exit</td>
<td>55.9%</td>
<td>44.7%</td>
<td>77.41%</td>
<td>138.4%</td>
</tr>
<tr>
<td>Measureable Skill Gain w/in Program Year</td>
<td>Baseline</td>
<td>N/A</td>
<td>95.04%</td>
<td>Baseline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Measure</th>
<th>Standard</th>
<th>80% Perf. Level</th>
<th>Actual Performance</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISLOCATED WORKERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Participants Enrolled:</td>
<td>8</td>
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<tr>
<td>Participants Carried In:</td>
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<tr>
<td>Participants Exited:</td>
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<tr>
<td>Participants Enrolled in Training Services:</td>
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<td>13</td>
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<tr>
<td>Employment Rate 2nd Qtr After Exit</td>
<td>71.0%</td>
<td>56.8%</td>
<td>80.00%</td>
<td>112.6%</td>
</tr>
<tr>
<td>Employment Rate 4th Qtr After Exit</td>
<td>69.5%</td>
<td>55.6%</td>
<td>71.42%</td>
<td>102.7%</td>
</tr>
<tr>
<td>Median Earnings 2nd Qtr After Exit</td>
<td>$7,850</td>
<td>$6,280</td>
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<td>Credential Attainment w/in 4 Qtrrs After Exit</td>
<td>63.0%</td>
<td>50.4%</td>
<td>61.53%</td>
<td>97.6%</td>
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<tr>
<td>Measureable Skill Gain w/in Program Year</td>
<td>Baseline</td>
<td>N/A</td>
<td>75.00%</td>
<td>Baseline</td>
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<table>
<thead>
<tr>
<th>Common Measure</th>
<th>Standard</th>
<th>80% Perf. Level</th>
<th>Actual Performance</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YOUTH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Participants Enrolled:</td>
<td>57</td>
<td></td>
<td></td>
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<tr>
<td>Participants Carried In:</td>
<td>26</td>
<td></td>
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<tr>
<td>Participants Exited:</td>
<td></td>
<td></td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Participants Enrolled in Training Services:</td>
<td></td>
<td></td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Employment Rate 2nd Qtr After Exit</td>
<td>65.4%</td>
<td>52.3%</td>
<td>82.50%</td>
<td>126.1%</td>
</tr>
<tr>
<td>Employment Rate 4th Qtr After Exit</td>
<td>67.0%</td>
<td>53.8%</td>
<td>80.00%</td>
<td>119.4%</td>
</tr>
<tr>
<td>Median Earnings 2nd Qtr After Exit</td>
<td>Baseline</td>
<td>N/A</td>
<td>$4,147</td>
<td>Baseline</td>
</tr>
<tr>
<td>Credential Attainment w/in 4 Qtrrs After Exit</td>
<td>55.0%</td>
<td>44.0%</td>
<td>Pending</td>
<td>N/A</td>
</tr>
<tr>
<td>Measureable Skill Gain w/in Program Year</td>
<td>Baseline</td>
<td>N/A</td>
<td>48.48%</td>
<td>Baseline</td>
</tr>
</tbody>
</table>

Performance Standards shown above are for Program Year 2018-2019. Performance outcomes are calculated using participants exited during the appropriate performance window. Performance data for PY 2018-2019 will not be complete until the performance window for each measure is reached.

Source: CalJOBS WIOA Predictive Performance Reports
DATE: August 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: LUZ FLORES, EXECUTIVE DIRECTOR

SUBJECT: UNEMPLOYMENT STATISTICS JUNE 2019 (PRELIMINARY RESULTS)

Unemployment Rate Comparison: June 2018 to June 2019

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<tbody>
<tr>
<td>Unemployed Individuals in June 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>California</td>
<td>932,000</td>
<td></td>
<td></td>
<td></td>
<td>813,700</td>
</tr>
<tr>
<td>Orange County</td>
<td>41,100</td>
<td></td>
<td></td>
<td></td>
<td>47,400</td>
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<tr>
<td>Anaheim</td>
<td>4,600</td>
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<td></td>
<td>5,300</td>
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Year-Over-Year Statistics (June 2018 to June 2019)

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<tr>
<th></th>
<th>Anaheim</th>
<th>Orange County</th>
<th>California</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Gained</td>
<td>700</td>
<td>6,300</td>
<td>(118,300)</td>
</tr>
<tr>
<td>Chg in # of Unemployed</td>
<td>-.132</td>
<td>-.132</td>
<td>.145</td>
</tr>
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</table>

Annual Average Unemployment Rate

<table>
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<tr>
<th>Calendar Year</th>
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<th>Orange County</th>
<th>California</th>
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</thead>
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<tr>
<td>2019</td>
<td>3.1</td>
<td>2.9</td>
<td>4.4</td>
</tr>
<tr>
<td>2018</td>
<td>3.0</td>
<td>2.8</td>
<td>4.8</td>
</tr>
<tr>
<td>2017</td>
<td>4.5</td>
<td>3.5</td>
<td>5.2</td>
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<td>2016</td>
<td>5.1</td>
<td>4.0</td>
<td>5.4</td>
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<tr>
<td>2015</td>
<td>5.6</td>
<td>4.4</td>
<td>6.4</td>
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<tr>
<td>2014</td>
<td>6.9</td>
<td>5.3</td>
<td>7.5</td>
</tr>
<tr>
<td>2013</td>
<td>8.0</td>
<td>6.2</td>
<td>9.0</td>
</tr>
<tr>
<td>2012</td>
<td>9.7</td>
<td>7.6</td>
<td>10.5</td>
</tr>
</tbody>
</table>

Source: State of California, Labor Market Information Division
DATE: August 21, 2019
TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD
FROM: LUZ FLORES, EXECUTIVE DIRECTOR
SUBJECT: ACTIVITY REPORT- PROGRAM YEAR (PY) 2018-2019

See Attachment
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Anaheim Workforce Center Visitors (1)</td>
<td>7,497</td>
<td>369</td>
<td>565</td>
<td>404</td>
<td>477</td>
<td>303</td>
<td>278</td>
<td>516</td>
<td>423</td>
<td>446</td>
<td>574</td>
<td>1,445</td>
<td>1,215</td>
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<td>Orientation Attendees</td>
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<td>105</td>
<td>63</td>
<td>86</td>
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<td>83</td>
<td>63</td>
<td>87</td>
<td>75</td>
<td>65</td>
<td>866</td>
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<tr>
<td>3</td>
<td>EDD - Workforce Services</td>
<td>7,665</td>
<td>856</td>
<td>883</td>
<td>722</td>
<td>893</td>
<td>829</td>
<td>838</td>
<td>1,005</td>
<td>778</td>
<td>667</td>
<td>811</td>
<td>302</td>
<td>158</td>
<td>8,742</td>
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<tr>
<td>4</td>
<td>EDD - Veteran Services</td>
<td>384</td>
<td>63</td>
<td>54</td>
<td>56</td>
<td>50</td>
<td>42</td>
<td>57</td>
<td>61</td>
<td>47</td>
<td>53</td>
<td>29</td>
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<td>514</td>
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<td>Department of Rehabilitation</td>
<td>6</td>
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<td>3</td>
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<td>0</td>
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<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>14</td>
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<tr>
<td>7</td>
<td>SER - Jobs for Progress</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>8</td>
<td>Employment Workshops</td>
<td>2,496</td>
<td>679</td>
<td>508</td>
<td>361</td>
<td>293</td>
<td>284</td>
<td>230</td>
<td>290</td>
<td>171</td>
<td>160</td>
<td>0</td>
<td>369</td>
<td>3,427</td>
<td>3,427</td>
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<tr>
<td>9</td>
<td>Family Self-Sufficiency (2)</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>10</td>
<td>CalWORKs</td>
<td>34</td>
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<td>2</td>
<td>8</td>
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<td>3</td>
<td>1</td>
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<td>2</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>41</td>
</tr>
</tbody>
</table>

**WIOA Participants**

| 11 | Enrolled                          | 94         | 5    | 7    | 3    | 24   | 8    | 13   | 13   | 19   | 9    | 9    | 5    | 7    | 122     |
| 12 | Pending (3)                       | 29         | 4    | 3    | 5    | 6    | 7    | 6    | 3    | 7    | 4    | 3    | 2    | 3    | 53      |
| 13 | Mainstream                        | 27,957     | 2,950 | 2,461 | 1,982 | 2,424 | 2,596 | 2,104 | 2,626 | 1,819 | 1,885 | 931  | 0    | 21,778  |
| 14 | Experience Unlimited              | 667        | 281  | 184  | 128  | 31   | 126  | 101  | 105  | 20   | 50   | 0    | 0    | 0    | 1,026   |

**Youth Services**

| 15 | WIOA Year Round Youth             | 74         | 1    | 3    | 8    | 6    | 6    | 8    | 3    | 13   | 1    | 2    | 4    | 2    | 57      |
| 16 | Job Corps Enrollment              | 4          | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0   | 0         |

**Employer Services**

| 17 | Total Businesses                  | 345        | 8    | 14   | 8    | 15    | 23   | 12   | 31   | 38   | 39   | 39   | 127  | 40  | 394      |
| 18 | Anaheim Business                   | 94         | 2    | 4    | 4    | 8    | 10   | 5    | 16   | 17   | 16   | 14   | 63   | 19  | 178      |

**Job Developed**

| 19 | Total Developed                   | 1,559      | 59   | 143  | 71   | 230   | 900  | 191  | 209  | 357  | 399  | 372  | 285  | 673 | 3,889    |
| 20 | Anaheim Business                   | 535        | 3    | 26   | 44   | 53    | 85   | 51   | 12   | 125  | 102  | 19   | 36  | 82  | 638      |

**Job Seekers**

| 21 | Total Hired                       | 47         | 8    | 4    | 5    | 4    | 9    | 2    | 6    | 8    | 0    | 6    | 8    | 6    | 66  |
| 22 | Anaheim Business                   | 11         | 3    | 0    | 1    | 0    | 2    | 0    | 0    | 4    | 0    | 3    | 0    | 0   | 13       |

**Rapid Response (4)**

| 23 | Companies Served                  | 11         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0   | 0         |
| 24 | Employees Dislocated              | 986        | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0   | 0         |

---

(1) Number of visitors to AnaheimJobs; may indicate multiple visits by single customer
(2) Family Self-Sufficiency Program provides housing assistance to eligible Anaheim residents
(3) Total pending does not reflect sum of monthly figures due to attrition and/or enrollment
(4) Assistance provided to downsizing businesses in Anaheim
DATE: August 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: LUZ FLORES, EXECUTIVE DIRECTOR

SUBJECT: ANAHEIM WORKFORCE DEVELOPMENT BOARD MEETING CALENDAR

See Attached Calendar
Anaheim Workforce Development Board
Meeting Calendar

July

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<tr>
<th>Su</th>
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August

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September

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October

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June

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Workforce Development Board (4:00PM)

Executive Committee (3:00 PM)

Youth Committee (3:00 PM)

Economic Development Committee (3:00 PM)

Workforce Evaluation/ADA Committee (8:30 AM)

* Denotes exception to regularly scheduled dates
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: JOSEPH PAQUETTE, CHAIR, WORKFORCE & ADA

SUBJECT: COMMITTEE UPDATE

The Workforce & ADA Committee met on May 23, 2019 and June 13, 2019 and conducted the following business:

1. Approved Indirect Cost Rates Policy
2. Approved Closeout Requirement Policy
3. Approved Salary and Bonus Limitation Policy
4. Approved Transfer Request of Dislocated Workers Funds into Adult Funds for PY 2018/19
5. Approved the Anaheim Workforce Development Board Recertification Request for PY 2019-21
DATE: AUGUST 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: VACANT, CHAIR, ECONOMIC DEVELOPMENT COMMITTEE

SUBJECT: COMMITTEE UPDATE

The Economic Development Committee did not meet.
COMMITTEE REPORT

DATE: AUGUST 21, 2019

TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD

FROM: BOB NELSON, CHAIR, ANAHEIM YOUTH COMMITTEE

SUBJECT: COMMITTEE UPDATE

The Youth Committee met on April 3, 2019 and conducted the following business:

1. Approved New Youth Committee Kerrin Cardwell, Anaheim Housing Authority Manager
2. Discussed Anaheim Youth Job Fair
3. Review Youth Activity Report
August 21, 2019
EXECUTIVE DIRECTOR'S REPORT

DATE: AUGUST 21, 2019
TO: MEMBERS OF THE ANAHEIM WORKFORCE DEVELOPMENT BOARD
FROM: LUZ FLORES, EXECUTIVE DIRECTOR
SUBJECT: STATUS REPORT AND UPDATES

1. Pending Grants/Applications

The following is an update of grants and/or funding applications that have been prepared and submitted for funding consideration since July 1, 2010:

<table>
<thead>
<tr>
<th>Resources</th>
<th>Amount Requested</th>
<th>Amount Approved</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA New Start Program (10/11)</td>
<td>160,945</td>
<td>160,945</td>
<td>Approved</td>
</tr>
<tr>
<td>NEG OJT (10/11)</td>
<td>77,000</td>
<td>77,000</td>
<td>Approved</td>
</tr>
<tr>
<td>South Bay NEG (11/12)</td>
<td>200,000</td>
<td>166,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OCSSA - CalWORKs (11/12)</td>
<td>200,000</td>
<td>200,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OCSSA - CalWORKs (12/13)</td>
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<td>600,000</td>
<td>Approved</td>
</tr>
<tr>
<td>DOL Workforce Innovation/OCWiB (12/13)</td>
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<td>100,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OC SSA - CalWORKs (13/14)</td>
<td>600,000</td>
<td>600,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OC SSA - CalWORKs (14/15)</td>
<td>600,000</td>
<td>600,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OC SSA - CalWORKs (15/16, 16/17)</td>
<td>1,308,000</td>
<td>1,308,000</td>
<td>Approved</td>
</tr>
<tr>
<td>OC SSA – CalWORKs (17/18, 18/19, 19/20)</td>
<td>1,962,000</td>
<td>1,962,000</td>
<td>Approved</td>
</tr>
<tr>
<td>High Performance Board Incentive (2017)</td>
<td>---</td>
<td>54,839</td>
<td>Funded</td>
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<tr>
<td>OC Regional Collaboration and Slingshot (2017)</td>
<td>---</td>
<td>259,000</td>
<td>Funded</td>
</tr>
<tr>
<td>Additional Assistance Grant (2018)</td>
<td>275,000</td>
<td>275,000</td>
<td>Funded</td>
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<tr>
<td>OC Regional and Prison to Employment Planning (2019)</td>
<td>98,750</td>
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<tr>
<td>P2E Initiative Application</td>
<td>825,000</td>
<td>825,000</td>
<td>Awarded</td>
</tr>
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</table>

TOTALS: $7,006,695 $7,285,784

2. Rapid Response

Rapid Response services are delivered to the business and employees of companies that are experiencing downsizing through layoffs and closure and may have also been impacted by a Worker Adjustment and Retraining Notification. We have been providing on-site assistance to help dislocated workers transition to new employment, and developing site-specific plans as appropriate for additional funding needs (See Attachment 1).
3. Regional and Local Plan Update
On May 22, 2019, the California Workforce Development Board sent a letter to the Regional Executive Directors indicating the regional was approved as submitted. On the June 7, 2019, the CWDB sent a letter to the Anaheim Workforce Development Board approving the local plan with high remarks. The regional and local plan were approved at the July 16, 2019 city council meeting. (See Attachment 2 & 3)

4. One Stop Operator Meeting
The One-Stop Operator, ProPath, held a One Stop meeting in June 2019 with Don Nakamoto as the facilitator. As part of the requirement of the plan, the Workforce Development Boards must hold a series of public forums to gather input on workforce and labor market issues in the region. There were few updates from partners including the changes with the Employment Development Department/Workforce Services, the state Employment Training Panel, the Department of Industrial Relations/Apprenticeships and the California Workforce Development Board. (See attachment 4)

5. Prison to Employment (P2E) Initiative Update
The Orange County Regional Planning Unit was approved for $3,816,967 in P2E Initiative Funding to begin in October 2019. This initiative will be partnering with Community Based Organizations to support the supervised population in training and workforce. Multiple planning meetings are currently being conducted with the Orange County Sheriff’s Department, Orange County Probation to identify a customer flow chart to best serve this population.

6. Regional Industry Sector Roundtable
The Industry Sector Roundtable Initiative, also known as Next Generation, encompasses the regional efforts to collaborate with the four leading industries within Orange County. The industries include Manufacturing, Hospitality & Tourism, Healthcare, and Information Technology. Beginning earlier this year on March 15th, roundtable discussions occurred in order to identify opportunities and actions necessary to promote the growth of each sector. Additional meetings occurred on March 22nd, March 29th, May 10th, and July 21st. With time, these discussions are expected to result in improved private-public partnerships in order to better prepare both businesses and job seekers for the future of Workforce. (See Attachment 5)

7. Additional Assistance Grant Update
The City of Anaheim endured several mass layoffs within the last year and requested Additional Assistance 25% Grant funding from the state in order to address this crisis. Businesses located within the Downtown Disney area and the Anaheim corporate location for CKE Restaurants Holdings, Inc. were affected which impacted 915
individuals. Those affected employees were given a WARN notice that they would no longer be employed. The Anaheim Workforce Development Board was granted $275,000 to assist those impacted employees. (See attachment 6)

8. Board Membership
The Anaheim Workforce Development Board staff will be seeking to fill private business vacancies to meet the 51% criteria under the Workforce Innovation and Opportunity Act law. The strategy will be to coordinate with the Orange County Business Council to recruit business owners or business representatives with highest authority related to workforce.

Attachment(s):

1. Rapid Response Company Closure/Downsizing Report
2. Approval of Local Plan Modification
3. Local Plan Review Process
4. One Stop Meeting Report
5. Regional Organizer Deliverables
6. Layoff Additional Assistance Flyer
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RE: Local Plan Modification

Dear Luz Flores,

The Local Plan Modifications submitted on behalf of the Anaheim Local Board have been reviewed and evaluated for compliance with the Regional and Local Plan Two-Year Modification requirements outlined in Workforce Services Directive WSD18-01.

On behalf of the California Workforce Development Board (CWDB), your Local Plan Modification has been approved. I want to thank you for your efforts to meet the goals outlined in the California Workforce Development Strategic Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

We also wanted to note areas in which reviewers noted that your plan exceeded the minimum requirements:

CalFresh E&T Partnership:

- Assessing the types of workforce services needed to help people receiving CalFresh succeed in the regional and local labor market.
- Describing the ways in which program partners will facilitate information sharing to evaluate need.

Department of Child Support Services Partnership:

- Providing an overview of the size of the Child Support Program population.
- Describing the relative importance of the types of services needed to help program participants succeed in the labor market.
- Describing the ways in which program partners will facilitate information sharing to evaluate need.
- Explaining obstacles to providing services to the Child Support Program population.
- Describing how local partners will braid resources and coordinate service delivery.
- Describing the referral process and forms utilized to track this population as they are referred from the local child support agency and Family Court.
Competitive Integrated Employment (CIE) Partnership:

- Explaining how the area is engaged or plans to become engaged with local partners to increase CIE for jobseekers with intellectual/developmental disabilities (ID/DD).
- Listing the names of organizations the Local Board is partnering with to implement the partnership plans.
- Describing the level of participation in CIE Local Partnership Agreement
- Describing the ways AJCC staff have gained knowledge or training about serving individuals with ID/DD and the additional programs and resources available in the area.

English Language Learners, the Foreign Born and Refugees Partnership:

- Describing how local/regional partners will braid resources and coordinate service delivery to people English learners, the foreign born and refugees, including increasing access to sector pathway programs, supportive services and retention efforts.
- Describing the process Local Boards and their partners will use to retain this population in regional sector pathway programs as they progress into livable wage jobs and careers.

If you have any questions, please contact Kiana Martinez at Kiana.martinez@cwdb.ca.gov

Sincerely,

Tim Rainey, Executive Director
Local Plan Review Process
BRIEF SUMMARY

In March 2019, the California Workforce Development Board (CWDB) received Local Plans from 44 Local Boards in both hardcopy and electronic formats. Following receipt of the Local Plans, CWDB staff reached out to state partners and requested volunteers with subject matter expertise to participate in reviewing and scoring their respective partnership component.

A total of 20 volunteer reviewers participated from the following state agencies: Department of Social Services, Department of Child Support Services, Department of Rehabilitation, Department of Developmental Disabilities, California Community Colleges, California Department of Education, the Employment Training Panel, and Labor and Workforce Development Agency. Review teams consisted of two to four reviewers per partnership component of each plan.

The review period was from April to May and each review team met at least once as a group to: discuss their individual scores, share information, reconcile scoring discrepancies, and determine a cumulative group score. CWDB staff compiled each review team's final scores and tabulated scores across all partnership areas.

Additionally, reviewers shared the resource links below and suggested the information may be useful to all Local Boards.

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800 Capitol Mall, Suite 1022, Sacramento, CA 95814 • Phone: (916) 657-1440 • www.cwdb.ca.gov
Quarterly Activity Report, Anaheim Workforce Development Board

Submitted by ProPath Inc.,

For the period: Second quarter, 2019

June one-stop partners meeting

The one-stop operator provided an update on new state workforce directives and informational items. Chris provided partners with updates from the Workforce Development Board and the one-stop system.

Robert Claudio from EDD provided an extensive presentation on the state’s efforts to combine 4 major state agencies into a single workforce/employment agency. Those agencies include the State Department of Industrial Relations/Apprenticeships, EDD/Workforce Services Division, the state Employment Training Panel, and the state Workforce Development Board. Dennis Petrie from EDD has been traveling around the state to hold group meetings with state employees to discuss the merger and to answer questions. The change could take up to five year to complete.

Chris discussed the Anaheim WDB submission of its local modification to the state, and the state’s approval of the modification. Only 12 WDB’s in the state of 45 total WDBs had their local plans approved without conditions, and Anaheim was one of the WDBs.

At the time of the meeting, Chris reported that many of the one-stop partner MOUs had been tentatively approved with partners. Some had yet to be signed but projected dates for completion had been established.

Chris provided an update on the regional Prison-to-Employment grant that the WDB recently received. The grant was jointly submitted as a regional proposal with the Santa Ana WDB. He anticipates that grant activities will start soon. He said the WDB will rely on local community partners to assist in the implementation of this grant because the WDB has not worked extensively with the prison population.

Maritza Gamboa provided an extensive presentation on local labor market information specific to the Anaheim region. In particular, she talked about a service from the Conference Board called Help Wanted Online, which identifies the local jobs that generated the most want ads in Anaheim. This data provides an indication where the greatest occupational demand lies. She also presented other information on local growth industries, high demand occupations, and unemployment in Anaheim.

Observations from the partners meeting

There has been significant turnover of one-stop partner attendees in the past 6 months. Many of the longer-term attendees, especially from SSA and NOCE, have changed, so many of the attendees at the latest partner meeting were fairly new attendees. The one-stop operator will work at updating and distributing the latest one-stop partner contact list. In fact, some one-stop partners have requested an updated list of other partner contacts.
**Issues to pursue moving forward**

Based on the discussion and feedback from the partners meeting, some future steps would be beneficial to the partners group:

The Social Services Agency throughout Orange County has taken a more active role in workforce development to help their clients succeed in their careers and with near term employment. At the state level, the state’s social service agency has taken a more active role in collaborating with various workforce agencies at the state level. At the next partners meeting, the operator hopes to have SSA provide a presentation on their initiatives and the potential for collaboration with other one-stop partners.
MEMORANDUM

DATE       June 26, 2019
TO         Carma Lacy, Luz Flores, Deborah Sanchez, Lillian Maruta
FROM       John Melville
RE         Regional Organizer Deliverables
CC

The Regional Implementation Plan lays out three areas for action, which has provided the focus for my work as Regional Organizer: capacity-building, priority sector partnerships, and policy alignment. In addition, in my role as Regional Organizer, I am required to participate on Orange County's behalf in Regional Organizer Exchanges, gatherings of individuals playing this role in other regions across California.

Below is a list of deliverables have been completed by June 2019 in each of these areas.

Capacity Building

Capacity building has primarily focused on increasing understanding and support for the Next Generation Sector Partnership methodology in Orange County. Capacity building have taken the form of formal on-site training events as well as group and individual coaching sessions, and have involved more than 125 individuals.

- **Completed**—Development and training of an Orange County Sector Team, composed of staff from the County’s three workforce development boards. This has involved an initial on-site orientation training in sector partnership building (1/25/18), a follow-up on-site simulation training of a sector partnership launch meeting (2/5/18), and ongoing on-site coaching on identifying potential industry champions and assembling lists of potential invitees to four sector partnerships (3/15, 3/22, 3/29, 5/10, 6/21). In addition, I have completed numerous phone and in-person coaching sessions with individual Directors and staff.
• **Completed**—Development and execution of five on-site sector partnership “bootcamp” training sessions for different constituency groups in Orange County: one each for the three workforce development boards (Orange County 2/28, Santa Ana 3/15, and Anaheim 6/20), K-12 and higher education leaders (7/31), and economic development practitioners (provided over two dates 2/6 and 5/24).

• **Completed**—Development and execution of five on-site capacity-building sessions with the Orange County Leadership Council (11/29/17, 1/25/18, 3/29/18, 5/24/18, 7/26/18), including a more in-depth “bootcamp” training session on the Next Gen methodology (5/24/18).

• **Completed**—individual coaching for WDB staff on planning and executing the launches and post-launch actions of the four sector partnerships.

### Priority Sector Partnerships

• **Completed**—A “readiness assessment” of the four sectors identified in the Regional Plan, working with WDB staff, Directors, and the Orange County Leadership Council, resulting in the creation of initial lists of companies and a prioritization for launching the four sectors: advanced manufacturing, health care, hospitality, and information technology. This assessment also included individual consultations with Orange County WDB members, Orange County Business Council executives, community college Deputy Sector Navigators for Orange County, and local City and Chamber staff.

• **Completed**—planning and launch of four industry sector partnerships between March and May 2019 (Advanced Manufacturing on 3/15, Health Care on 4/17, Hospitality on 5/7, and IT on 5/20). Second meetings were held for Advanced Manufacturing (4/30) and Health Care (5/21), culminating in Action Plans with 60-day deliverables.

### Policy Alignment

• **Completed**—confidential consultations with California Workforce Association Executive Director Bob Lanter, as well as two individual “best practice” WDB Directors in California and Oregon (these are individuals who are among the
most successful of their peers in implementing Next Gen Sector Partnerships). After these consultations, by mutual agreement, the three WDB Directors decided to pause further work until a new WDB Director was selected for Orange County.

**Representing Orange County as Regional Organizer**

- *Completed*—Representing Orange County at five contract-mandated, in-person Regional Organizer Exchanges, making presentations and participating in the exchange of strategies (on-site sessions in Northern and Southern California on 11/14/17, 1/30/18, 4/20/18, 7/20/18, 10/19/18, as well as calls on 3/20/18 and 12/14/18).
Orange County Advanced Manufacturing Sector Partnership
Action Plan

May 2019

Overview
Beginning in March 2019, manufacturing leaders, representing a cross-section of the industry from Orange County, came together to identify opportunities and actions needed to promote the growth of their sector. In addition, community partners from workforce development, education, and economic development attended as observers. This partnership is modeled after similar partnerships across the country that are achieving real results for businesses, job seekers, regional economies, and businesses. To learn more visit: www.nextgensectorpartnerships.com.

By April 2019, industry champions had chosen two shared priorities: (1) launching a rebranding campaign to change the image and awareness of the industry and its career opportunities, and (2) working with education to increase the flow of qualified talent into advanced manufacturing. Action Teams were formed in both areas, with team members committing to initial 60-day actions.

Opportunities to Grow the Advanced Manufacturing Sector in Orange County
Manufacturing participants first discussed the potential for advanced manufacturing in Orange County, identifying top opportunities or drivers of growth. They identified the following:

- Growing markets, including growing global sales, overall economic and population growth, shifting demographics, reshoring/repatriation of manufacturing, rising demand for housing, and increasing federal defense/NASA budgets.

- Emerging technologies and new business models, including technology like 3D printing enabling rapid prototyping and lowering the barrier to entry for new, smaller manufacturing companies; and innovations in renewable energy and transportation/mobility and other technologies.

Overall, industry participants identified a set of market and technology forces that are driving growth and competitiveness of the industry now and likely in the future.

Shared Priorities, Success Measures, and First Actions to Drive Growth Opportunities
Industry participants next identified the most important requirements to capitalize on these opportunities. Their priorities eventually grouped into two major areas, for which industry participants identified specific measures of success, personally committed to 60-day actions, formed Action Teams, and chose Action Team co-captains.
Rebranding Campaign Action Team
Co-Captains: Joann, Rocio
Team Members: Anthony, Brian, David, Matt

Shared Priority

• Develop and launch an industry-wide, rebranding campaign that changes the image of advanced manufacturing and builds interest and support among youth, parents, educators, and other public partners

Success Measures

• By the end of 8th grade, all students will understand what advanced manufacturing is, the technologies used, and range of jobs available in Orange County (as measured by a student interest survey)
• By the end of high school, more young people will be excited to enter advanced manufacturing and will apply for jobs in the industry or further education and training at local community colleges and universities
• At the college level, more students will be aware of opportunities in advanced manufacturing and will increasingly apply for jobs in the industry
• Perceptions will change and support will grow from parents and educators, as they encourage more students to prepare for and enter careers in advanced manufacturing
• A formalized, sustained “rebranding campaign” will be pursued, including activities at schools and use of media to promote careers in advanced manufacturing

First Actions (Champions)

o Define the elements of the rebranding campaign, including messaging and roll-out strategies (Joann, Matt, Ken, Jeff)

o Create a “family version” of Reborn’s “Learn from the Pros” event to get parents and youth to see that working in manufacturing “is not like your mother’s version of working in this field.” We would have a testimonial from 1-2 team members (probably in their 20s to be relatable), discussing their career path and what their life looks like now as opposed to prior to coming to Reborn. Get other companies involved in the event. (Joann)

o Put together a panel of school kids to get feedback on what they want to see, how they envision their futures, what they are looking for in terms of life and career (Joann)

o Speak to school counselors to discover how they are approaching the idea of college vs. a skilled career (Joann)

o Potentially pilot test other campaign elements and build enthusiasm, including speaking directly to students and parents/PTAs (Matt, Anthony), hosting a job fair (David), and
signing on more manufacturers to join the campaign, especially those who have been active in Manufacturing Day (Rocio)

**Talent Flow Action Team**
**Co-Captains: Jeff, Ken**
**Team Members: Alicia, Diana, Don, Karla**

**Shared Priority**

- Mobilize the advanced manufacturing industry to build a new relationship with education to ensure that the skill needs for talent are effectively addressed

**Success Measures**

- Increase the quantity and quality of the “hiring flow” for advanced manufacturing (as measured by increases in qualified applicants who are ready to work and have the drive to advance in their careers so that companies experience lower turnover as well)
- Increase the level and effectiveness of business, education, and other public sector partnering (as measured by increases in the number of companies in the Partnership and education and other public sector partners actively working with the Partnership)
- Achieve a faster process of collaboration between business, education, and other public sector partners (as measured by the time it takes to implement changes in curriculum, etc.)
- Improve the teaching of specific advanced manufacturing skills (as measured by the percentage of students who have specific training in the skilled trades, and who have worked with CAD/CAM programs by graduation)
- Improve the transition from education to workplace (as measured by number of local graduates entering advanced manufacturing)

**First Actions (Champions)**

- Do personal outreach to my business connections/other business leaders to recruit to Partnership (Brian, Diana, Anthony)
- Do personal outreach to education and other public partners to line up as supporters (Diana, Jeff, Alicia, Don)
- Define a “new relationship” between the advanced manufacturing industry and education, that focuses on working together to develop learning objectives, update curriculum, and adopt new manufacturing technologies, starting with CAD/CAM and broadening to other manufacturing/skilled trade-related programs, including shorter certifications, over time (Ken, Jeff)
- Develop a manufacturing outreach video, targeting initial roll-out to a high school/high school district. This includes holding a focus panel to narrow down industries and
technologies for video (review Titans of the CNC video for ideas), working with companies in industries we want to represent, getting help from public for video and post-production needs, working with local school districts/superintendents to get the video/curriculum adopted, and providing meaningful resources for students to explore further on their own (Ken, Jeff)

Next Steps
This partnership is all about action and in order to be successful it must be driven by industry champions. During May and June, champions will work on their 60-day deliverables for each priority area—rebranding campaign and talent flow. In July, the Partnership will reconvene to review progress, make any course corrections, and commit to another round of 60-day actions to move shared priorities forward.
Orange County Health Care Sector Partnership
Action Plan

May 2019

Overview
Beginning in April 2019, health care business leaders, representing a cross-section of the industry from Orange County, came together to identify opportunities and actions needed to promote the growth of their sector. In addition, community partners from workforce development, education, and economic development attended as observers. This partnership is modeled after similar partnerships across the country that are achieving real results for businesses, job seekers, regional economies, and businesses. To learn more visit: www.nextgensectorpartnerships.com.

Opportunities to Grow the Health Care Sector in Orange County
Health care business participants first discussed the potential for their industry in Orange County, identifying top opportunities or drivers of growth. They identified the following:

- **Growing patient markets**, including an overall increase in demand for health care services from all age groups, the specific and growing need for mental health services (e.g., senior, children/adolescents, outpatient) and preventive care, and expansion of the aging Baby Boomer population coupled with longer life spans.

- **Shifting consumer preferences**, such as the reality that 9 out of 10 seniors want to stay in their own home, the growing demand for customized care as patients become better educated about health care options, and the increase in new products that cater to client lifestyles.

- **New technologies and business practices**, including growing demand for breakthrough patient technologies and medications, new technologies enabling better health care at both the bedside and administrative levels, and greater adoption of practices that enhance the patient experience through integrated care.

- **Other drivers** such as public policy (e.g., SB1152) and the need to collaborate across providers to meet complex healthcare needs.

Overall, industry participants identified a strong set of market and technology forces that are driving growth and competitiveness of the industry now and possibly in the future. This potential growth, however, will only be realized if certain requirements are in place in Orange County.
Shared Priorities, Success Measures, Early Wins, and First Actions to Drive Growth Opportunities

Health care business participants next identified the most important requirements to capitalize on these opportunities. Their priorities grouped into 2 major areas for action, for which industry champions identified specific measures of success, personally committed to 60-day actions, formed Action Teams, and chose Action Team co-captains.

Talent Action Team
Team Co-Captains: Evan, Julie
Team Members: Jenevive, Jose, Terry, UV, as well as Jenny DeLaCruz (recommended by Terry) and Teri who will serve as a resource.
Others who signed up as champions at the launch meeting: Hailee Ann, Kathy, Jeff, Monica A., Monica L., Vanessa

Shared Priority

While the health care industry has pervasive talent needs across occupational categories and at all levels, business participants identified nursing as the first area for action, to be followed by allied health and operations staff. The priority focuses on increasing the flow of talent across the area’s nursing continuum, potentially including:

- expanding education and training slots for preparing new nurses, including new and innovative training models via industry-academic partnerships
- providing internships/practicums in mental health
- improving the transition for graduating nurses into the workplace
- improving the recruitment and retention of experienced nurses
- cross-training RNs so that they can work throughout their facility/hospital

Success Measures

- Recruitment
  - Decrease in “open” chronic hard-to-fill nursing positions
  - Increased recruitment success with experienced RNs
  - 10% increase in the number of nurses recruited from within Orange County
  - Lower specialty RN vacancy rates
- Career Advancement
  - RNs have clear career pathways identified
  - Higher percentage of BSN degrees earned from ADN staff
  - Higher percentage of current nurses engaged in continual training and skill improvement, including cross-training
  - More nurses overcome barriers to move up in their careers
• Retention
  o Higher nurse retention rates, especially new-grad nursing staff in first two years of employment
  o Healthcare facilities adopt a “shared labor pool” approach, specifically referring applicants to other institutions that might be a better “fit”, with the overall effect of retaining nurses in the industry in Orange County

Early Wins

• Recruitment
  o Develop a Shared Vision/Statement of Intent to focus on the nursing continuum first to prototype a new collaborative approach, then to use that approach on allied health/operations staff. Includes developing an outline of goals and timeline for completion (UV)
  o Identify groups working on the topic and align efforts to avoid duplication (Teri)
  o Compile data on nurse recruitment—what are candidates/applicants looking for—what is important to applicants? (Terry)
  o Increased visibility of RN educational resources (Jose)

• Career Advancement
  o Develop clear roadmap for advancement within the industry (Jose)
  o Understand internal and union advancement requirements for nurses (Evan)
  o Identify school partnerships (Evan)
  o Discover current RNs who have advanced their careers as models for career pathways (Julie)

• Retention
  o Complete retention needs analysis of new grad and ADN staff (Evan)
  o Define criteria for “shared labor pool” model (applicants and employees) (UV)
  o Develop more opportunities for feedback with experienced RNs and new for engagement and development (Julie)
  o Offer management training for positive team-building and effective management styles (Julie)

First Actions Within 60 Days (Champions)

• Compile a Best Practices in Retention Strategies document (all team members to contribute, with Teri also helping reach other hospitals)

• Compile an industry career pathways document/map (all team members to contribute, with Teri also helping reach other hospitals)
Mental Health Action Team
Team Captain: Jeff
Team Members: UV, as well as Teri who will serve as a resource
Others who signed up as champions at the launch meeting: Dan, Kathy, Priya

Shared Priority

This priority is focused creating a comprehensive, integrated approach to addressing mental health needs in Orange County. This would involve coordinating care and support across both private and public sectors, including:

- Defining the **continuum of care and support** that is needed to comprehensively address mental health needs in Orange County.

- Creating the **framework for collaboration** that describes how health care industry partners will work together and with public partners to pursue an integrated approach to mental health.

- **Pooling business, government, philanthropic and other resources** and focus them on implementation of a collaborative, integrated approach vs. individual, fragmented initiatives.

Success Measures

- Formation of a “provider alliance” that unites physicians and hospitals on common priorities
- Establish rate augmentation for outpatient crisis stabilization state hourly rate

Early Wins

- Identify motivated physicians and hospital representatives to (1) communicate the objective, (2) agree to lead
- Host/Form Joint Committee of leaders, identify top 3 common initiatives and action items
- Develop advocacy strategies for initiatives for joint leadership to embrace and execute

First Actions Within 60 Days (Champions)

- Describe the concept/approach and identify/confirm leaders of the provider alliance (Jeff)
Next Steps
This partnership is all about action and in order to be successful it must be driven by industry champions. During June and July, champions will work on their 60-day deliverables for each priority area—talent and mental health. In August, the Partnership will reconvene to review progress, make any course corrections, and commit to another round of 60-day actions to move shared priorities forward.
Orange County Hospitality and Tourism Partnership
Launch Meeting Summary

May 7, 2019

Overview
On May 7, 2019, hospitality and tourism business leaders, representing a cross-section of the industry from Orange County, came together to identify opportunities and actions needed to promote the growth of their sector. In addition, community partners from workforce development, education, and economic development attended as observers. This partnership is modeled after similar partnerships across the country that are achieving real results for businesses, job seekers, regional economies, and businesses. To learn more visit: www.nextpensectorpartnerships.com.

Opportunities to Grow the Hospitality and Tourism Sector in Orange County
Industry participants first discussed the potential for hospitality and tourism in Orange County, identifying top opportunities or drivers of growth. They identified the following:

- **Growing markets**, including spread of the area’s global brand, growth in global visitor markets, increases in Korean immigration, greater population diversity, local city and business growth, and resort expansions.

- **New products and services**, including diversification of service areas, increase of entertainment options, and higher service standards and expectations.

- **Wider application of new technologies**, especially in marketing and in operations to enable employees to focus on customer service instead of other tasks.

- **Other factors**, such as a rising minimum wage and greater transportation mobility options.

Overall, industry participants identified a set of market and technology forces that are driving growth and competitiveness of the industry now and likely in the future.

Requirements/Needed Actions to Capitalize on Growth Opportunities
Industry participants next identified the most important requirements to capitalize on these opportunities. Their priorities grouped into two major areas for action, as described below. For each area, participants volunteered to be “champions,” to identify both outcomes and actions to move the priority forward.
Grow the Pool of Desk Agents (and Similar Skilled Customer-Facing Talent)

This priority focuses on increasing the flow of skilled talent into desk agent and similar customer-facing positions. This will require recruiting for people with the right set of attributes and providing them additional skills training.

- **Promote a new image of industry opportunities for skilled, entry-level, customer-facing jobs with career potential**—Promote a “fun” work environment that also provides training for advancement.

- **Identify and recruit for “a new generation workforce” with the “desired attributes” for these skilled positions**—These attributes include passion, a drive to make a difference, a caring approach, an engaging personality, and the ability to learn/be trainable.

- **Identify and provide specific skills training to supplement these desired attributes**—This includes a higher level of customer service, cultural sensitivity, and computer/technological literacy.

*Initial champions: Cassie, Cody, Ghazaleh, Lafleche (will designate Joe Bains to replace her), Kamar, Lita (will also recruit Araceli Castaneda to join her), Mike, Sheena (will designate someone to replace her), Rosa, Vicki.*

Grow the Pool and Reduce Turnover of Room Attendants

This priority focuses on increasing the flow of semi-skilled talent into basic room attendant positions, while also stemming the large turnover for those positions. This will require new approaches to recruitment and retention.

- **Increase the flow of workers for these positions through strategies such as visa acquisition assistance and targeting of non-traditional sources (e.g., disabled, formerly incarcerated).**

- **Reduce turnover of room attendants through strategies such as better targeting in initial recruitment and expansion of supplemental training opportunities enabling workers to potentially advance (e.g., language, computer literacy).**

*Initial business champions: Cassie, Cody, Ghazaleh, Javier, Kamar, Lita (will also recruit Araceli Castaneda to join her), Sheena (will recruit right person from her organization), Rosa, Vicki.*
Other Potential Priorities

During the discussion, two other priorities were discussed, but industry participants agreed that they would not be pursued immediately. These were:

- Demand Flow Management—the need to manage visitor demand to reduce growing congestion and frustration, which could involve transportation mobility solutions as well as demand information sharing and management across both the public and private sectors.

- Brand Promotion—the opportunity to market the region’s global brand.

Next Steps
This partnership is all about action and in order to be successful it must be driven by industry champions. In May, champions will participate in conference calls to further develop desired outcomes (i.e., what does success look like in measurable ways) and actions (i.e., what needs to happen to achieve these outcomes, starting with “early wins”). These draft outcomes and actions will be discussed and refined at the next in-person sector partnership meeting in June, and the Partnership will move immediately into implementation.
Orange County Information Technology Sector Partnership
Launch Meeting Summary

May 20, 2019

Overview
On May 20, 2019, information technology (IT) business leaders, representing a cross-section of the industry from Orange County, came together to identify opportunities and actions needed to promote the growth of their sector. In addition, community partners from workforce development, education, and economic development attended as observers. This partnership is modeled after similar partnerships across the country that are achieving real results for businesses, job seekers, regional economies, and businesses. To learn more visit: www.nextgensectorpartnerships.com.

Opportunities to Grow the IT Sector in Orange County
IT business participants first discussed the potential for their industry in Orange County, identifying top opportunities or drivers of growth. They identified the following:

- **Growing markets**, including rising demand for cybersecurity, disaster response, and fraud prevention and management.

- **Technological advances**, such data science/management/governance, artificial intelligence, machine learning, robotics/process automation, as well as growth in computational ability, cloud computing/infrastructure, and VoIP technology.

- **Growing recognition that IT is everyone’s business**, in terms of the need for customers to be secure yet agile and accessible online, as well as focus on business value/ROI from IT applications.

- **Other drivers**, such as public policy impacts (e.g., California Consumer Protection Act) and both the growth of and shortages in local talent pool for high-paying, high-demand jobs.

Overall, industry participants identified a strong set of market and technology forces that are driving growth and competitiveness of the industry now and in the future. This potential growth, however, will only be realized if certain requirements are in place in Orange County.
Requirements/Needed Actions to Capitalize on Growth Opportunities
IT business participants next identified the most important requirements to capitalize on these opportunities. Their priorities grouped into 3 major areas for action, as described below. For each area, participants volunteered to be “champions,” to identify both outcomes and actions to move the priority forward.

Upgrade the IT Workforce with a New Set of Core Skills
This priority focuses on growing a set of key skills at every level of the existing IT workforce to keep pace with business and technology innovation. While the specific mix and level of skills would vary by high, mid, and entry level workers, skill improvement and, in some cases, additional certifications are needed in at least the following areas:

- Regulatory compliance (standards, governance)
- Threat identification/communication
- Data security
- Pro-active testing/trials of new AI/ML applications without fear of failure
- Problem-solving, particularly as part of a team
- Business acumen, especially understanding the bigger picture business environment as well as stronger customer orientation and continuity, and appreciation of the importance of a positive company culture.

Initial champions: Aisha, Ariel, Cindy, George, Joe, Kevin, Malek, Quinn, Ricardo

Educate the Marketplace About IT Opportunities and Requirements
This priority focuses on educating customers, business partners, and investors on the opportunities and requirements for IT in Orange County, including:

- Educate customers on the need for their employees to have “core IT skills” like those listed above—and work with them to help their employees attain those skills as well as create a platform for knowledge-sharing among Orange County IT professionals.
- Build awareness with partners such as other companies (e.g., suppliers or peers, perhaps via an OC Tech Directory) and investors (e.g., VCs based outside the County) about IT business opportunities in Orange County.

Initial champions: Aisha, Elizabeth, George, Giselle, Joe, Katheryn, Malek, Monica, Ricardo, Sydney
Recruit New IT Talent

This priority focuses on a three-part strategy of recruiting from traditional sources, filling the pipeline with new local talent, and targeting traditionally under-represented groups.

- Recruit and retain more local, graduating college and university students into IT careers
- Fill the youth pipeline by building awareness and interest in IT careers as early as middle school through high school
- Target recruitment of traditionally under-represented groups in IT careers, such as women and minority populations, as well as those with less than a college degree.

Initial champions: Aisha, Cindy, Kevin, Madison, Nicole

Next Steps
This partnership is all about action and in order to be successful it must be driven by industry champions. In June, champions will meet again to develop desired outcomes (i.e., what does success look like in measurable ways) and first actions (i.e., what needs to happen to achieve these outcomes, starting with “early wins” in the next 60 days). These outcomes and actions will serve as the basis of an Action Plan for the Partnership, which business champions will move immediately into implementation.
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- Rainforest Cafe
- Earl of Sandwich
- ESPN Zone
- AMC Theatre - 12
- CKE, Inc.

Anaheim Workforce Connection can assist you with covering costs for training and supportive services through the Workforce Innovation and Opportunity Act.

Call us or visit our office to speak with someone who can help:

Melinda Fausto | (714) 765-4359 | mfausto@anaheim.net
Alma Herrera | (714) 765-4345 | aherrera@anaheim.net

201 S. Anaheim Blvd. 2nd Floor, Anaheim, CA 92805

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