



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Legislation Details (With Board Report)

**File #:** 17-0141 **Name:** Approve application for WDB/Admin Entity to be provider for WIOA Adult & DW Career Services

**Type:** General Agenda Item **Status:** Passed

**File created:** 2/2/2017 **In control:** Board of Supervisors

**On agenda:** 2/14/2017 **Final action:** 2/14/2017

**Title:** Approve an application for the Monterey County Workforce Development Board/Administrative entity to be the provider for the Workforce Innovation Opportunity Act Tile I Adult and Dislocated Worker Career Services.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report, 2. Application for Adult DW Career Services Provider, 3. Signature Page, 4. Completed Board Order

Date	Ver.	Action By	Action	Result
2/14/2017	1	Board of Supervisors	approved	

Approve an application for the Monterey County Workforce Development Board/Administrative entity to be the provider for the Workforce Innovation Opportunity Act Tile I Adult and Dislocated Worker Career Services.

### RECOMMENDATION:

It is recommended that the Board of Supervisors, approve an application for the Monterey County Workforce Development Board/Administrative entity to be the provider for the Workforce Innovation Opportunity Act Tile I Adult and Dislocated Worker Career Services.

### SUMMARY/DISCUSSION:

On December 19, 2016, the State of California Employment Development Department issued its final directive (WSD16-14) on the selection of AJCC Operators and Career Service Providers. This policy provided guidance on the requirements and the approval process for the submittal of applications to the California Workforce Development Board for those local workforce areas wanting to fulfill this role themselves.

A local Board or administrative entity may be designated as an Adult and Dislocated Worker services provider only with the approval of the Chief Elected Official (CEO) and the Governor. (WIOA Section 107(g)(2) and 20 C.F.R. Section 679.410(b).) These approvals would exempt the MCWDB from competitive selection of an Adult and Dislocated Worker career services provider and would allow the MCWDB to fulfill this role itself, by contracting with the County for these services.

Generally, local boards are responsible for identifying Adult and Dislocated Worker career services providers. Where the AJCC Operator does not provide Adult and Dislocated Worker career services, WIOA section 134(c) (2) states that the local board must identify eligible providers through awarding of contracts or must apply to the Governor for approval for the local board/administrative entity to provide these services.

### **Roles and Responsibilities:**

Per state policy guidelines, the responsibilities of the Adult and Dislocated Worker Career Service provider are as follows:

- Provide basic career services, including but not limited to, participant intake, orientations, initial assessments, employment services and referrals to other partners and services.
- Provide individualized career services including but not limited to comprehensive and specialized assessments, case management, individualized employment plans, career planning a vocational counseling.
- Report to the local board on operations, performance, and continuous improvement recommendations.
- Implement policies established by local boards.
- Adhere to all applicable federal and state guidance.

As part of the application and approval process to the Governor and the State Workforce Development Board, the local board or administrative entity must provide a statement from the local CEO-here, the Monterey County Board of Supervisors-indicating its request for the Local Area or administrative entity to provide Adult and Dislocated Worker career services. Additionally, the local board must submit responses to the questions in the application generated for this purpose by the California Workforce Development Board. A draft of the application is attached to this memorandum.

If the MCWDB's application is approved by the Governor, that approval would be valid up to a maximum of four years. It is possible that the application may be approved for only up to one year due to recent administration changes at the U.S. Department of Labor. If the application submitted by the MCWDB is not approved, the MCWDB would be required to procure Adult and Dislocated Worker career services through an open and competitive procurement process and that competitively selected provider would need to be in place by July 1, 2017.

Should the application be approved, it is recommended that the MCWDB provide Adult and Dislocated Worker Career Services through contract with the County, utilizing the County's Office for Employment Training, for so long as the approval extends. The services would be provided at the comprehensive One Stop Center at LaGuardia, Salinas, and two satellite offices; the satellite offices are in Greenfield at the Greenfield library and at the MBEST Center in Marina.

Should the application be approved, an MOU/Agreement will need to be entered into between the MCWDB and the County for provision of these services for so long as the approval extends. Assuming approval, starting in Program year 2017-18, an MOU/agreement will be negotiated that will include performance goals and outcomes for the Adult and Dislocated Worker Career Services program, reviewed on a quarterly basis. This MOU/Agreement will be brought to the MCWDB and to the Monterey County Board of Supervisors in June 2017 for their approvals.

Below is a description of the performance outcomes that are recommended for inclusion in an MOU/agreement with Monterey County:

- Number of participants enrolled in the Adult and Dislocated Worker Career Services programs
- Number of Service Activities provided
- Hours of Operation
- SB 734 Leverage Funds
- Training goals within the WDB priority sectors as part of the 2017-20 Regional/Local Plans.
- Credential Attainment in WDB priority sectors as part of the 2017-20 Regional/Local Plans.
- Placement in WDB priority sectors as part of the 2017-20 Regional /Local Plans
- DOL/EDD Negotiated WIOA Performance

In addition to the MOU/Agreement, as required by WIOA, a firewall will need to be in place between the WDB and the County, which will separate their respective duties and responsibilities and reporting hierarchy of managers and staff. That firewall has largely been implemented, to date, as County personnel who would provide Adult and Dislocated Worker career services are no longer under the direct supervision of the MCWDB Executive Director. The MOU/Agreement with the County may also include conflict of interest, confidentiality and disclosure agreements per EDD Directive WSD16-14.

**Time lines for submission of Application to the State Workforce Development Board:**

- Present recommendations and a draft application to the Monterey County Workforce Development Board; seek approval from the Monterey County Workforce Development Board for authorization for the Workforce Development Board Chair to sign the application on behalf of the MCWDB: February 1, 2017.
- Seek approval from the Chief Elected Official-the Monterey County Board of Supervisors--for the Monterey County Workforce Development Board to ask for the Governor's approval that it be an Adult and Dislocated Worker Career Services Provider and sign and submit the application to the California Workforce Development Board: Place on the County Board of Supervisor's agenda for its meeting on either February 7 or 14, 2017.
- Submit an executed signature page, signed by both the MCWDB Chair and the Chair of the Monterey County Board of Supervisors, as CEO, with the application and supporting documents to California Workforce Development Board: Due March 1, 2017.
- The Chief Elected Official will be notified, in writing, by the California Workforce Development Board whether its application is approved or disapproved by May 1, 2017, effective immediately.

OTHER AGENCY INVOLVEMENT:

The Workforce Development Board approved submittal of this application to your Board on February 1, 2017.

FINANCING:

There is no financial impact to the General Fund.

Prepared by:

Approved by:

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ATTACHMENTS:

- Application for Adult DW Career Services Provider
- Signature Page