



**Workforce Investment Area**  
**Local Plan Modification**  
**Program Year 2007–08**  
**(Budget, Participant, and Performance Forms)**

LWIA: Santa Barbara County

Submitted on: 11/15/07

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Budget, Participant, and Performance Forms

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#### IV. LEADERSHIP

As stated in the *Federal Register* of April 15, 1999, “The Department [of Labor] believes that changing from the existing JTPA Private Industry Councils to local workforce investment boards is essential to the reforms of WIA [Interim Final Rule §661.305] . The Department [of Labor] strongly encourages all eligible areas to create new, fully functional local boards as early as possible, and is committed to providing assistance to facilitate such changes.”

In this section describe how authority will be exercised by the local workforce investment board. [WIA, Sections 117(b) (3) and 117(d) (1)]

C. How will the local board provide a leadership role in developing policy, implementing policy, and oversight for the local workforce investment system? [WIA Section 117(d)(4)] Include in this discussion a description of your local board composition.

*The UI Code Section 14202 describes the mandatory composition of Local Boards. Most of this section reiterates federal law with some minor changes; however Section 14202© constitutes a significant change. It provides for “Representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program. At least 15 percent of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the local board members shall be representatives of labor organizations.” A description of the local board composition must be included in the discussion provided in response to Box “C” (and any other applicable sections/boxes) of the narrative Section IV entitled “Leadership”.*

**Currently the local board consists of the following representation:**

- **Twelve members from Business**
- **One member from Veterans, Senior Services, NAFA/Trade, LVR/DVOP, and Unemployment Insurance**
- **One member from Job Service, Senior Services, CSBG**
- **One member from Economic Development, HUD**
- **Four members from Local Education, Adult Education & Literacy, Post Secondary Education**
- **One member from Community-Based Organization, CSBG**
- **One member from Title I Adult, Title I Dislocated Worker, Title I Youth, Welfare-to-Work**
- **One member from Department of Rehabilitation**
- **One member from Community-Based Organization, Native American**
- **Four members from Labor**
- **One member from Community-Based Organization, MSFW**

**Although short four Business representatives and one Labor representative, the local board has been and continues to provide leadership by utilizing local labor market information as well as the unique skills, knowledge, and experiences of its members to develop a strategic vision and plan for the area. This in turn has and will provide**

**opportunities for policy development and implementation as well as oversight for the workforce investment system as a whole.**

**Currently, the Board is taking some time to fill the four Business vacancies to ensure that the individuals selected will support and strengthen its strategic vision and plans. The one Labor vacancy is expected to be filled within the next few months so that compliance with the requirements of SB 293 may be met.**

**Since the inception of the Santa Barbara County Workforce Investment Board, the group has focused on “big picture” issues and has left the day-to-day program operations to the staff with the exception of the responsibility for program monitoring and evaluation of performance standards established by the LWIB. To strengthen the leadership skills and enhance the workforce knowledge base of local board members, attendance is encouraged at state and national conferences. In addition members receive communications from the California Workforce Association, California Regional Bulletins, and EDD Local and State Labor Market Information Updates.**

## V. LOCAL ONE-STOP SERVICE DELIVERY SYSTEM

- B. Describe the process used for selecting the One-Stop operator(s) [WIA, Section 121(d) (2) (A)] including the appeals process available to entities that were not selected as the One-Stop operators. [Interim Final Rule § 667.600 (b)(1)]

*The UI Code Section 14206 describes local board functions, and Section 14206(d) specifically requires the board to “Select one-stop operators, with the agreement of the local chief elected official, annually review their operations, and terminate for cause the eligibility of such operators”. A description of this local policy must be included in the discussion in response to Box “B” of the narrative Section V entitled “Local One-Stop Service Delivery System”.*

**At inception of the Workforce Investment Act in Santa Barbara County, the local chief elected official (Board of Supervisors) and LWIB developed the model for operation of the One-Stops (Workforce Resource Centers). They are managed under MOU with the LWIB by the Workforce Resource Center Consortium, which is comprised of Executive/Management level representatives from EDD Job Services, the Department of Social Services, and Allan Hancock Community College. The Consortium operates the One-Stops through the WIA/WRC System Manager**

**The MOU includes a termination-for-cause clause, as well as an annual review of operations. Based upon its evaluation of the success or lack thereof by the Consortium in operating the Workforce Resource System, the LWIB shall recommend to the Board of Supervisors that Consortium be renewed as the Workforce Resource System Operator or that other Workforce Resource System Operator(s) be designated after a formal bidding procurement process has been undertaken.**

- F. What is your plan for administering Individual Training Accounts (ITAs) as defined in WIA, Section 134(d) (4)(G), including any limitations you plan to impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the Individual Training Account process, describe the process you used to procure and justify these exceptions. This process must include a 30-day public comment period for interested providers. [20 CFR Sections 661.350(a)(5) and (10) and 20 CFR Section 663.430(a)]

*The UI Code Section 14206(h) requires the Local Board to “Develop local policy on the amount and duration of individual training accounts based on market rate for local training programs.” The Local Board’s policy on the amount and duration of individual training accounts should be established in writing. In addition to explaining how local market rate is determined and used, the policy may describe any other factors that are taken into consideration and how those factors affect the final decision on individual training accounts. Examples of other factors are the labor pool needs of key industries and high-demand occupations and the labor pool need for health-care workers or workers with other specific skills. A description of this policy must be included in the discussion in response to Box “F” of the narrative Section V entitled “Local One-Stop Service Delivery System.*

**The maximum allowable cost of an Individual Training Account is currently set at \$5,000.00, with an additional maximum of \$1,000 in allowable Supportive Services, and all training is expected to be completed within a 2-year timeframe. This policy was voted on and adopted by the LWIB upon recommendation from WIA staff, based upon market rates and funding allocations. The LWIB has recently established a Program Sub-Committee who will be tasked, among other items, with a complete a review of current market rates and labor pool needs to determine if any modification to the allowable ITA amount and/or duration should be recommended to the full WIB.**

R. How will your local board ensure continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)] Describe and assess the adult and dislocated worker employment and training services that will be available in your local area. [WIA, Section 118 (b)(4)(5)]

*The UI Code Section 14230(a)(5) states that training services shall be made available to individuals who, among other criteria, “have selected a program of services directly linked to occupations in demand in the local or regional area.” This amendment to the UI Code does not contradict or supersede the intent of WIA Section 134 (d)(4)(A)(iii) or 20 CFR Section 663.310(c). Although Local Boards may focus on training and related services pertaining to demand occupations within that geographic area, WIA funds still may be used for training and related services for occupations located outside the Local Area but in an area to which the job seeker is willing to relocate. A description of this policy must be included in the discussion in response to Box “R” of the narrative Section V entitled Local Memorandum of Understandings.*

**It is the LWIB policy that individuals may select a program of services/training that will result in occupational readiness for jobs in demand in the regional area. The County of Santa Barbara is geographically situated in such a way that a significant number of its residents commute either south from Santa Barbara to Ventura County, or north from Santa Maria to San Luis Obispo County. This 3-county region is considered the “local” area. Additionally, however, local policy allows for individuals to select an area of services/training that will lead to occupational readiness for jobs in demand outside the geographic area. This determination is based on verification of such occupational demand and the clear statement of willingness and intent by the jobseeker to relocate to the area of demand.**

S. MEMORANDUM OF UNDERSTANDING:

WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in concrete terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

1. The MOU must describe: [WIA, Section 121(c)(1)(2)(A)(B)]

- a. What services will be provided through the One-Stop system.
- b. How the costs of services and operating costs will be funded, including cost-sharing strategies or methodologies.
- c. What methods will be used for referral of individuals between the One-Stop operator and partners?
- d. How long the MOU will be in effect.
- e. What procedures have been developed for amending the MOU?
- f. Other provisions consistent or as deemed necessary by the local board.

*The UI Code Section 14230 describes the services that must be available through California’s One-Stop Career Centers. Among those services are training services which must be “made available to individuals who have met the requirements for intensive services and who are unable to obtain or retain employment through intensive services.” Additionally, “Each local board shall develop a policy for identifying individuals who, because*

*of their skills or experience, should be referred immediately to training services. This policy, along with the methods for referral of individuals between the one-stop operators and the one-stop partners for appropriate services and activities, shall be contained in the memorandum of understanding (MOU) between the local board and the one-stop partners” and be included in the discussion in response to Box “S” of the narrative Section V entitled “Local One-Stop Service Delivery System.*

**LWIA policy dictates that individuals who, based on skills, experience, or progressive services provided by partner agencies, are prepared to enter directly into training services may be referred immediately to those services. Identification of these individuals may be made in a number of ways. Recently dislocated workers with training and experience in one field may easily be retrained in a related, demand field; underemployed or unemployed individuals may have significant past education and/or training which may be built upon to complete a reasonable course of training. These individuals may be identified as a result of a Rapid Response presentation, or in the intake assessment process, and fast-tracked directly into training services. In many cases partner agencies make referrals of clients to the WIA program specifically for the purpose of immediate training services. Agencies such as the Department of Social Services, CalWORKS program and the State Department of Rehabilitation are two such agencies. Because of the high level of case management services provided by these agencies, many of their clients have progressed through intensive services and are prepared to enter training. In these referrals, individuals are co-enrolled in the WIA program for the purpose of providing those training services. In this way the two partner agencies can build upon each other’s strengths and services and leverage available funding. These referrals, as outlined in program MOUs, are made by a number of methods, including standardized One-Stop Partner Referral Form, email, telephone discussions, as well as face-to-face case-staffing conferences between partner staff. The One-Stop System in Santa Barbara County LWIA has only one Comprehensive Center and one Affiliate Center, and primary partners are co-located. This allows for personal contact and effective referral and follow-up processes.**

2. Identify those entities with who you are in the process of executing an MOU. Describe the status of these negotiations. [Interim Final Rule §662.310(b)]

**In the Santa Barbara County LWIA, programmatic and financial Memorandum of Understanding for One Stop Partnerships are executed and maintained as separate documents. MOU’s are entered into between partners and the County of Santa Barbara, Department of Social Services, who is charged with the financial administration for WIA funding, as well as administration of the WIA program locally. The Santa Maria Workforce Resource Center is the only comprehensive One Stop Center in the LWIA, hence the only Center for which there are financial agreements. The only other One Stop, an affiliate or satellite center in Santa Barbara, is located at the local EDD office. The only on-site collocated partner in that facility is the Department of Social Services, WIA Program, who leases dedicated and shared space from EDD. All other partners are itinerant in nature, therefore have no financial agreements.**

- **The following complete and up-to-date financial MOUs/leases are attached to this document:**
  - ❖ **Allan Hancock Joint Community College District**

- ❖ Arbor Employment and Training
  - ❖ Center for Employment Training
  - ❖ Santa Barbara County Department of Alcohol, Drug & Mental Health Services
  - ❖ In Home Supportive Services Public Authority
  - ❖ Santa Barbara County Education Office, Curriculum and Instruction (R-TAC)
- The following complete and up-to-date programmatic MOUs/Agreements are attached to this document:
    - ❖ Allan Hancock Joint Community College District
    - ❖ Arbor Employment and Training (formerly ACS)
    - ❖ Candelaria American Indian Council
    - ❖ Center for Employment Training
    - ❖ Community Action Commission
    - ❖ Department of Social Services, CalWORKs
    - ❖ Employment Development Department
    - ❖ Work Training Program

There is currently one financial agreement for which the term has technically expired and is operating and payment being made on a month-to-month basis pending the renegotiation of the lease (Employment Development Department). There has been a strong and long-term partnership between the Workforce Resource Center and EDD, Job Services in Santa Barbara County. While EDD has a current financial agreement in place for Telephone and Communication costs, their financial MOU for lease space has been expired for over 3 years, during which time every effort has been made to renegotiate and renew the MOU. On-site meetings, telephone conferences, email and other written correspondence have ensued over that period of time, with no satisfactory conclusion. In February 2007 the State EDD re-initiated the negotiation process. Agreement has been reached on all terms and appropriately signed off. We expected a lease to be issued by the State Department of General Services by April 1, 2007, although it has not been received to date. We have made several follow-up contacts to ascertain the status of the lease, and are cautiously optimistic that there may soon be a satisfactory resolution to this outstanding MOU.

There is currently one programmatic MOU for which the term has technically lapsed and which needs to be renewed (State Department of Rehabilitation). This MOU has not been difficult or challenging in the past, but rather seems to have been lower priority than other operational issues. We believe we will be able to have this program MOU renewed during the current fiscal year.

3. What process will the local board use to document negotiations with One-Stop partners who fail to participate or sign an MOU? How will you inform the state board when negotiations have failed? [Interim Final Rule §662.310(b)]

There is a documentation trail of written requests for approval and signature of both program and financial MOUs for all partners. The negotiation process has not stalled on the Program MOU with the State Department of Rehabilitation and the Fiscal MOU with the State Department of Employment Development, but merely has not been brought to completion. The One-Stop Consortium continues to monitor the status of these MOUs. The Director of the Department of Social Services, administrator of the WIA program and Fiscal Agent for Santa Barbara County, has made a written notification to the State



**concerning the status of the EDD Financial MOU, asking for assistance in moving that process forward. There continues to be positive intent and the appearance of cooperation on EDDs part, however if there is no substantial movement toward resolution of that MOU during the current fiscal year, the Department will be required to notify the State Board of an impasse in negotiations.**

**Budget, Participation, and Performance Forms**  
**STATE of CALIFORNIA**  
**LOCAL AREA GRANT RECIPIENT LISTING**  
[WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

**Santa Barbara County**

(Name of Local Workforce Investment Area)

<b>ENTITY</b>	<b>ORGANIZATION</b>	<b>CONTACT (NAME/TITLE)</b>	<b>MAILING ADDRESS (STREET, CITY, ZIP)</b>	<b>TELEPHONE, FAX, E-MAIL</b>
Grant Recipient (or Sub-recipient if applicable)	County of Santa Barbara Department of Social Services	Kathy Gallagher, Director	234 Camino Del Remedio Santa Barbara, CA 93110	805-681-4451 805-681-4403 k.gallagher@sbcsocialserv.org
Fiscal Agent	County of Santa Barbara Department of Social Services	Terrie Concellos, Chief Financial Officer	234 Camino Del Remedio Santa Barbara, CA 93110	805-681-4620 805-681-4403 t.concellos@sbcsocialserv.org
Local Area Administrator	County of Santa Barbara Department of Social Services	Michele Fitzpatrick, Deputy Director	234 Camino Del Remedio Santa Barbara, CA 93110	805-681-4455 805-681-4403 m.fitzpatrick@sbcsocialserv.org
Local Area Administrator Alternate				

Signature: \_\_\_\_\_  
Chief Elected Official
Date

If a Local Grant Sub-recipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Sub-recipient. The agreement should delineate roles and responsibilities of each, including signature authority.