

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
Santa Barbara County Workforce
Development Board**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request 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 request.

Santa Barbara County Workforce
Development Board

Name of Local Board

260 North San Antonio Road, Ste. C

Mailing Address

Santa Barbara, CA 93110

City, State Zip

Raymond L. McDonald, Executive Director

Contact Person

805-681-4446

Contact Person's Phone Number

March 24, 2016

Date of Submission

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Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

Local Board Membership

Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Kenneth Oplinger	Chairperson/ President	The Chamber of Commerce of the Santa Barbara Region	9/15/15	9/14/17
Ken Ostini	Small Business/ President	Lompoc Valley Chamber of Commerce & Visitors Bureau	3/1/16	2/28/18
Kristen Miller	President/CEO	Goleta Chamber of Commerce	9/15/15	9/14/17
Glenn Morris	President/CEO	Santa Maria Chamber of Commerce	9/15/15	9/14/17
Patrice Ryan	Vice President of Human Resources	Cottage Health	9/15/15	9/14/17
Laurel Shockley	Project Manager Economic Development	Southern California Edison	9/15/15	9/14/17
Zoe Taylor	Director	Economic Vitality Task Force	9/15/15	9/14/17
	Small Business/			

WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be 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, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) 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. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
Michael Lopez	Labor Organization/ Business Manager and Training Coordinator	U.A. Local 114 Plumbers, Pipe Fitters, and Welders	9/15/15	9/14/17
Joe Pierre	Labor Organization/ Field Representative	UFCW Local 770	9/15/15	9/14/17
Charles Huddleston	Labor Organization/ Business Manager	IBEW Local Union 413	9/15/15	9/14/17
Charles Huddleston*	Registered Apprenticeship/ Business Manager	IBEW Local Union 413	9/15/15	9/14/17

Michael Lopez*	Registered Apprenticeship/ Union Organizer and Training Coordinator	UA Local 114	9/15/15	9/14/17
Cynthia Burton	Community Based Organization/ CEO	PathPoint	9/15/15	9/14/17
Gabriel Morales	Community Based Organization/ Division Director	Center for Employment Training	9/15/15	9/14/17

EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Jack Friedlander	Adult Education & Literacy/ Executive Vice President	Santa Barbara City College	9/15/15	9/14/17
Jack Friedlander*	Institution Higher Education/ Executive Vice President	Santa Barbara City College	9/15/15	9/14/17
Kevin Walthers	Institution Higher Education/ President	Allan Hancock College	9/15/15	9/14/17

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
Zoe Taylor*	Economic & Community Dev/ Director	Santa Barbara County Economic Vitality Team	9/15/15	9/14/17
Grace Schoch- Manzano	Employment Service / Cluster Manager	Employment Development Dept.	9/15/15	9/14/17
Julie Holmes	Rehabilitation Act of 1973/ Staff Services Manager	Department of Rehabilitation	3/1/16	2/28/18

ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
Steve Lavagnino	County Supervisor, Fifth District	Santa Barbara County	3/8/16	3/7/18
Daniel Nielson	Director	Santa Barbara County Department of Social Services	9/15/15	9/14/17

CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

The County of Santa Barbara is actively recruiting seven additional Board members: six private sector members, including one small business representative, and one additional labor representative.

The County Executive Office (CEO) and WDB Executive Director are working with the Chamber of Commerce Presidents who are currently serving on the Board to identify and recruit business leaders and executives in the County's designated industry sectors. The WDB has also contacted the Tri County Labor Council to nominate one additional labor representative to serve on the Board.

All prospective members are expected to be identified by March 30, 2016 and will be appointed no later than June 30, 2016.

The CEO and WDB Executive Director are tentatively scheduled to appear before the County Board of Supervisors to recommend the final seven appointments on May 17, 2016.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	18
Number of vacancies currently on local board =	7
Total local board membership =	<u>25</u>
Total number of Business Representatives currently sitting on local board =	7
Number of Business Representative vacancies currently on local board =	6
Total local board Business Representatives =	<u>13</u>
Divide total local board Business Representatives by total local board membership =	<u>52.00%</u>
	(Must be greater than 50%)

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	18
Number of vacancies currently on local board =	7
Total local board membership =	<u>25</u>
Total number of Workforce Representatives currently sitting on local board =	5
Number of Workforce Representatives vacancies currently on local board =	0
Total local board Workforce Representatives =	<u>5</u>
Divide total local board Workforce Representatives by total local board membership =	<u>20.00%</u>
	(Must not be less than 20%)
Total number of Labor Organization Representatives currently sitting on local board =	2
Total number of Apprenticeship Program Representatives currently sitting on local board =	1
Number of Labor Org/Apprenticeship Program Representatives vacancies =	1
Total local board Labor Representatives =	<u>4</u>
Divide total local board Labor Representatives by total local board membership =	<u>16.00%</u>
	(Must be at least 15%)

Local Board Performance Accountability Measures

Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>Santa Barbara County</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate	68%	80.5%	63.5%	74.4%
Employment Retention Rate	83.7%	85.3%	86.5%	86.0%
Average Earnings	\$12,000	\$11,954	\$11,650	\$12,236
Dislocated Worker				
Entered Employment Rate	76%	92.7%	82.0%	85.3%
Employment Retention Rate	94.1%	83.1%	89.5%	91.9%
Average Earnings	\$14,070	\$14,207	\$14,400	\$18,379
Youth (ages 14-21)				
Placement in Employment or Education	62%	88.6%	68.0%	81.7%
Attainment of a Degree or Certificate	55%	89.5%	64.0%	79.3%
Literacy and Numeracy Gains	52.5%	60.9%	53.5%	60.0%

Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **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 *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is 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.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

a. Developing new services

The WDB is in the process of developing a Summer Youth Program to supplement the activities of the WIOA-funded Youth Program. The new Summer Youth Program, which will launch in 2016, is a privately funded collaborative between the WDB, Chambers, private sector employers, and County department heads to provide paid summer employment opportunities to young adults.

b. Entering into collaborative partnerships

The WDB has entered into or expanded a number of collaborative partnerships. The WDB Executive Director and/or Staff sit on a number of Boards or Committees, including:

- Adult Education Block Grant
- Community College Regional Consortium
- Community Corrections Partnership, and the Re-Entry Sub-Committee
- Santa Barbara County Economic Vitality Task Force
- Regional Collaborative of Workforce Development Boards, which was just awarded a SlingShot Planning Grant
- Memorandum of Understanding will be developed with the mandated Workforce Development System Partners (including the Employment Development Department, Department of Rehabilitation, and Adult Literacy partners Santa Barbara City College and Allan Hancock College, among others).

c. Creating innovative workforce development strategies in alignment with WIOA

1. The One Stop Consortium successfully applied for the DOL "Veterans Financial Coach" program. We have successfully integrated this program into our One Stop partnership to better serve our Veteran job seekers, and other low income customers.
2. In partnership with the County Executive Office, the Workforce Development Board (WDB) will be issuing two Requests for Proposals to identify and competitively select program/system operators. Proposals will be scored competitively based on, among other criteria, their compliance with WIOA and the quality of strategies put forward to meet the needs of customers.

3. The WDB (which is comprised of many new individuals) will have its First Strategic Planning Retreat in the Fall of 2016, where long-term goals and strategies will be developed in line with the final implementation phase of WIOA in July 2017.

d. Redesigning service delivery

The One Stop system (Adult & Dislocated Worker Program, Allan Hancock College, ResCare, SB DSS – Welfare to Work and Wagner Peyser programs) collaborated in the USDOL Customer Centered Design Project. Each program identified how to better enhance the One Stop Employers' customer experience without competition or duplication of service. All partners participated in design of recruitment, job seeker referral, employer flow, mutual data gathering and ultimately the creation of an employer virtual mall with "shops" an employer can access, for employee training, recruitment, business lay-off aversion, assistance with governmental portals, or services. The Santa Barbara CCD team was one (1) of ten (10) final teams from hundreds of a nationwide competition. The team was invited to Washington D.C. to represent Santa Barbara Workforce Services and to present the projects process and implementation.

Service delivery will continue to be redesigned and improved once the One Stop and Program operators are selected through the competitive selection process.

Cross-training will be provided by Core Partners to improve coordination and enhance programmatic access.

e. Other WIOA transitional activities to design a better system for customers

The local workforce system is in the process of being overhauled and revamped to modernize, improve, and comply with WIOA.

The Workforce Investment Board was replaced by the Workforce Development Board. The first 17 members were seated in September 2015, 3 subsequent members were seated in March 2016, and the final members will be appointed in May 2016. The new Board is made up of senior level decision makers in the private sector and across the workforce system. When the full Board is seated in May, there will be 25 members and the Board will be fully compliant with the requirements set forth in WIOA.

As stated previously, the County Executive Office has created two Requests for Proposals to assist the WDB with the identification and selection of One Stop and Program Operator(s). The RFPs will be released in the coming weeks, and Contractors will be approved by the WDB in July 2016.

In addition, as the new Santa Barbara system takes shape, better collaborations with existing partners, such as EDD, DOR and Allan Hancock College and Santa Barbara City College, are envisioned

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

These requirements have been explicitly outlined in the forthcoming RFP for the Youth Program Operator. Once an operator is in place, program activity and expenditures will be closely monitored to ensure that they are on track to meet these goals. Significant deviation from the targets will necessitate corrective action plans and technical assistance from WDB staff.

In the interim, current Youth Program staff has been focused on enrolling out-of-school youth. They have been informing key partners and CBOs of the new emphasis on out-of-school youth to facilitate quality referrals from partners that understand the eligibility criteria and vision of the program.

An MOU is being developed with Workforce System Partners which will further delineate roles and responsibilities to serve youth in the Workforce System.

3. Describe your efforts to comply with the Uniform Guidance requirements.

The Santa Barbara County WDB staff, as well as staff from our umbrella Department of Social Services (DSS) have availed themselves of online and in-person training on the new Uniform Guidance. As DSS is the Fiscal Agent for the WDB, our requirements are incorporated into their post-training procedures.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

The WDB contracted with BW Research to conduct an in-depth analysis of the Santa Barbara County economy and to identify industry sectors that are growing or particularly important to our area. Nine industry clusters were identified in the research report. This represents a change from 2011 when similar research was conducted and six sectors were identified.

The clusters offer a framework to understand employment opportunities in the County, to engage employers, and to develop career pathways and training opportunities that are consistent with the needs of Santa Barbara County.

The research has been shared with community colleges, economic development agencies, chambers of commerce, and the local workforce delivery system for feedback and coordination.

The research was presented to the full WDB on March 18th and they voted to approve the nine industry clusters:

1. Aerospace and Defense

2. Agriculture, Food, and Beverage
3. Biotechnology and Related Devices
4. Building and Design
5. Business Services
6. Energy and Environment
7. Healthcare
8. Information and Communication Technologies
9. Tourism and Hospitality

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

Santa Barbara County has adopted the AJCC brand. It is displayed on the signage in the two County One Stops, on the customer-facing website, and in presentations to partners and customers. The forthcoming RFPs mention the AJCC brand and require the contractors to comply with all Federal, State, and Local branding requirements.

The WDB will work with Core Partners to move toward adoption of the AJCC brand where appropriate.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

The WDB Executive Director, Key Staff, and System Partners attended the MOU training in San Jose on February 23.

WDB staff has drafted a proposed implementation timeline that will be presented to the WDB at the March 2016 meeting:

3/21-25/2016	Initial Meeting of All Partners
4/4-6/2016	First Draft of Phase I MOUS
4/18-22/2016	Second Meeting of All Partners
4/25-29/2016	Develop Second Draft of Phase I MOU
5/2-6/2016	Third Meeting of All Partners

Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- 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. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

**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. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC 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. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board 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.
- H. Give priority of service 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 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Kenneth Oplinger
Name

Peter Adam
Name

President/CEO, Chamber of Commerce of
the Santa Barbara Region
Title

Chair, Santa Barbara County Board of
Supervisors
Title

Date

Date