



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Services Agency



DATE: September 1, 2011
BOARD MEETING DATE: September 13, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Beverly Beasley Johnson, J.D., Director, Human Services Agency

SUBJECT: Workforce Investment Act (WIA) Program Year (PY) 2011-12 Local Plan Modification

RECOMMENDATION:

Adopt a Resolution authorizing the President of the Board of Supervisors to approve and sign the WIA PY 2011-12 Local Plan Modification.

BACKGROUND:

The Local Plan Modification is a report that describes the local workforce system, programs and services for youth, adult and dislocated workers, local policy changes, labor market changes, vision and goals for the enterprise, and local one stop operations. The local plan modification process is completed annually per State requirements.

DISCUSSION:

The Local Plan Modification process changed this year. In previous years the narrative included only changes from what was on file from the prior year. The narrative covers the operations of the workforce system, programs and services, and local economic conditions. The WIB tentatively approved the Local Plan Modification at its May 19, 2011 meeting, pending comments. The local modification process included a 30-day public review and comment period which opened on May 13, 2011 and ended on June 13, 2011. There were no comments. Attached is the Local Plan Modification for PY 2011-12 for the Board's review and approval.

Approval of this Local Plan Modification contributes to the Shared Vision 2025 outcome of a Prosperous Community by outlining the programs and services and the operations of the workforce system that help County residents build skills, obtain and retain employment, be competitive and reach self sufficiency.

County Counsel has reviewed and approved this Plan as to form.

Performance Measure(s):

Measure	FY 2010-11* Actual	FY 2011-12 Target
Entered Employment Rate	60%	67%
Average Hourly at placement for WIA participants	\$14.19	\$16.75

*July 1, 2010 through March 30, 2011

FISCAL IMPACT:

The budget plan summaries, part of the Local Plan Modification, capture the WIA funding stream allocations for 2010 and 2011. Included are estimates of the expenditures that are planned in each quarter. There is no net county cost associated with this report.

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION AUTHORIZING THE PRESIDENT OF THE BOARD OF SUPERVISORS TO APPROVE AND SIGN THE WIA PY 2011-12 LOCAL PLAN MODIFICATION

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Local Plan Modification is a report that describes the local workforce system, programs and services for youth, adult and dislocated workers, local policy changes, labor market changes, vision and goals for the enterprise, and local one stop operations, and the local plan modification process is completed annually per State requirements; and

WHEREAS, the local modification process includes a 30-day public review and comment period which opened on May 13, 2011 and ended on June 13, 2011, there were no comments; and

WHEREAS, the SMCWIB tentatively approved the Local Plan Modification at its May 19, 2011 meeting, pending comments; and

WHEREAS, this Board has been presented with a form of such Local Plan Modification documents and has examined and approved it as to both form and content.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that:

The President of this Board of Supervisors is hereby authorized and directed to approve said Local Plan Modification for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto

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Date: May 19, 2011

To: Workforce Investment Board Members

From: Mike Curran, Interim Director

Subject: Workforce Investment Act (WIA) Local Plan Modification PY 2011-12

Summary:

The WIA local plan modification process is completed annually and updates the WIA Five Year Strategic Plan per State requirements. Attached is the Local Plan Modification for PY 2011-12 for your review. The Plan components are:

- Attachment 1 - Local Plan Modification Narrative
- Attachment 2 - Cover Page, Budget Plan Summaries for Adult and Dislocated Workers and Youth (recommended by WIB staff), Participant Plan Summaries, Negotiated Levels of Performance with the State and the Local Area Grant Recipient Listing

Staff recommends the WIB approve the local plan modification with the understanding that the WIB Chair will review any public comment received prior to June 13, 2011, and determine whether the material should cause reconsideration by the WIB of its endorsement, and authorize staff to submit the modified plan to the San Mateo County Board of Supervisors for its concurrence and/or modification and approval.

Background:

The WIA five year strategic plan is updated on an annual basis through the local modification process. The Workforce Investment Act five year strategic plan describes the local workforce system, programs and services for youth, adult and dislocated workers, local policy changes, labor market changes, vision and goals for the enterprise, and local one stop operations.

The local modification process includes a 30-day public review and comment period which opened on May 13, 2011 and will end on June 13, 2011.

Discussion:

This year the State issued a new local plan modification process. In previous years the narrative included only changes from what was on file from the prior year. The updated narrative covers the operations of the workforce system, programs and services, and local economic conditions. Some areas of particular interest are: local area economic

indicators and some of their impacts, new programs and services that meet client and employer needs, collaborations with other partners, and funding in the next fiscal year.

Recommendations:

Staff recommends the WIB approve the local plan modification with the understanding that the WIB Chair will review any public comment received prior to June 13th, and determine whether the material should cause reconsideration by the WIB of its endorsement, and authorize staff to submit the modified plan to the San Mateo County Board of Supervisors for its concurrence and/or modification and approval.

Prepared By:

Donna Tucker, Human Services Analyst

Approved By:

Mike Curran, Interim Director

Workforce Investment Act
Local Plan Modification
Program Year 2011-12

Local Workforce Investment Area (local area):

Name of Local Area: San Mateo County

Submitted on: May 19, 2011

Contact Person: Mike Curran

Contact Person's Phone Number: 650 802 - 5181
AREA CODE PHONE NUMBER

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

LOCAL PLAN MODIFICATION QUESTIONS

The Workforce Investment Act (WIA) gives states and Local Workforce Investment Areas (local areas) a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan should represent a collaborative process among the Chief Elected Official (CEO) and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. Additionally, the local plan should reflect the current and future strategies of the local area. Please respond to each question by describing and assessing your local area's current and future strategies and identifying steps to implement and improve your service level or actions as appropriate.

1. Identify the workforce investment needs of businesses and job seekers in your local area. [WIA Section 118(b)(1)(a)]

The San Mateo County workforce investment needs of businesses and jobseekers are different yet both are equally important to effectively manage the workforce system. Examples of jobseeker needs include but are not limited to: finding high-wage jobs that provide development and a path to self sufficiency; opportunities to build and upgrade their skills and gain experience through training programs, workshops, volunteering (T.O.O.L.S program); opportunities to meet and build relationships with people in businesses and in the community etc.

Businesses in San Mateo County have a variety of needs. Business needs include but are not limited to: a skilled and competitive workforce, finding and retaining skilled workers; opportunities to meet and talk with workforce investment board members and with community partners to pursue local area connections to resources, information, other services; building collaborations with the community partners; seek out opportunities for additional funding at the State and Federal level; a strong, supportive partner in the San Mateo County community.

2. What are the current and projected employment opportunities in your local area? [WIA Section 118(b)(1)(B) and California Unemployment Insurance Code (CUIC) Section 14221(a)]

In the San Mateo area, the current employment opportunities are in various industry sectors. Current employment opportunities exist in the Professional and Business Services, Trade and Education and Health Services industry sectors. There are job openings for Analysts, Managers, Installers, Education Assistants, Project Managers and Personal and Home Health Care Aides.

The projected growth in employment are identified in the same areas mentioned above with Professional and Business Services being the highest projected employment growth.

3. Describe any significant changes in your local area resulting from the current economic downturn and any differences in the way services are being delivered.

[Title 20 Code of Federal Regulations (Title 20 CFR) Part 661.355]

San Mateo County continues to experience changes due to the continued economic downturn. Home prices continue to decline, industries such as construction was severely impacted and almost all economic sectors were negatively impacted. The unemployment rate is relatively low compared to the State and the U.S., but the number of individuals that are unemployed in the County remains high.

Jobseekers have different needs today compared to two years ago. The County has significant numbers of older workers out of work and many jobseekers are facing periods of extended unemployment. One of the new strategies that the San Mateo County Workforce Investment Board (SMCWIB) implemented was the concept of the Transition, Opportunities, Options, Learning, Services (T.O.O.L.S) program. This program is hosted at a local community location, like a library or a church, that brings together designated County staff and trained Dislocated Worker volunteers to provide one-on-one resume and interviewing skills counseling; it brings employers together and provides direct access to information and resources in the County. The T.O.O.L.S program model can be customized. For the mature workers, specialized workshops and labor market information tailored to their needs were available and at least three T.O.O.L.S events were held in Spanish in Spanish speaking communities.

4. How is your local area serving Unemployment Insurance claimants? How is your local area supporting workers receiving benefits under the Trade Adjustment Assistance program? [WIA Section 121(b)(1)(B)(xii)]

The State has implemented a call center model for UI services, which means that it is not possible to interact directly with UI staff nor are they located at the One Stops. This creates many challenges in coordinating services, however, the Local Workforce Investment Area (LWIA) and staff have made every effort to create smooth linkages for our clients. LWIA Staff have made information regarding the One Stops and services available to our partner representatives with the California Employment Development Department (EDD) to be relayed to UI staff. UI staff are also able to access information about the One Stops through the PeninsulaWorks website and the One Stop locator website. LWIA staff also coordinates with our local EDD staffing to insure a coordinated service strategy between the One Stops and UI.

5. What programs and funding streams support service delivery through the One-Stop Career Center (One-Stop) system? If applicable, what are the anticipated changes to those programs or funding streams? [WIA Section 121(b)(1)(B)]

The LWIA has initiated several programs that support service delivery through the One Stop System. There are specific programs such as customized training programs, specialized grant funded programs and programs that are targeted for youth such as summer internships. All of these address the needs of the Youth, Dislocated Workers and Adults in the County.

The funding streams that support the local system are the Workforce Investment Act (WIA) Adult, Youth and Dislocated Worker funding sources. Typically, the funding source and the type of program are the same. As an example, programs that address

adult needs are typically paid for by WIA regular adult funding.

The LWIA anticipates and is planning for a smaller allocation across all funding streams in the next fiscal year. Unemployment remains high, jobseekers face extended periods of unemployment and our client numbers are increasing each year, so the need in the community will continue. SMCWIB will continue to develop strategies that are cost effective, continue to seek out grant opportunities and other ways to leverage funding.

6. Are each of the required WIA partners included in your One-Stop delivery system? If a required partner is not involved, explain the reason. [WIA Section 117(b)(2)(A)]

Yes, each of the required WIA partners are included in our One Stop Delivery System.

7. Describe how your local area's WIA funds are used to leverage other federal, state, local, and private resources. How do these coordinated resources lead to a more effective local system that expands the involvement of business, employers and individuals? [WIA Section 112(b)(10) and 121(c)(2)(A)(ii)]

WIA funds are used, where appropriate, to leverage other federal, state and local resources. Leveraging WIA funds allows additional resources, such as staff, funds, or facilities into our local system to expand and serve additional client and employer needs in the community. These coordinated services lead to a more effective local system by: expanding the services to clients and meeting more client needs, involving more community partners including businesses and local education institutions; and reaching out to new partners and groups to further expand our network and services to clients.

8. Describe and assess how the services provided by each of the One-Stop partners are coordinated and made available in your local One-Stop system. [WIA Section 118(b)(2) and Section 121 (c)(2) and CUI Section 14221 (a) and (b)]

San Mateo County works with several One Stop partners that deliver a variety of WIA programs and services that support the overall County One Stop system. Examples of local One Stop Partners are JobTrain, Jefferson Union High School District and other Youth Service Providers, Community College Partners, and Employment Development Department (EDD) to name a short list. At each location, staff collaborates with other partners and make referrals to other resources and services in the County. Through the One-stop offices and partner locations, WIA programs and services are available and delivered in South County (Menlo Park) to the Coastside (Pescadero) and in North County (Daly City).

Each partner office is staffed with case managers and other trained individuals to deliver services to clients at their respective locations. Some of the partners may provide a specific training program to a group of WIA clients that have been recruited, screened and selected for the program or at a youth provider location, where WIA clients are served by a broad array of services.

9. Local boards are required to review and assess the eligibility of One-Stop operations

annually. What criteria does your local board use to review One-Stop operator agreements in your local area? Include a copy of your local policy as an attachment to this document. [CUIC Section 14206(d)]

SMCWIB has historically conducted reviews and certifications of its One Stops every other year. During FY 2006-07, San Mateo temporarily suspended certifications in anticipation of a new set of certification guidelines being developed by the State. Those guidelines were expected to be completed by the State in 2006, however they remain incomplete as of this date. As a result, San Mateo has decided to move forward once again with its own local One Stop certification process and as of last year, completed the One Stop Certification for both One Stop locations.

Additionally, SMCWIB has an established practice of conducting quarterly performance reviews of One Stop performance data, with the results provided by location and summary results for the entire system. This performance data is reviewed by the Performance Standards Committee of the Workforce Investment Board (WIB) on a quarterly basis. The data is also reviewed and discussed at the publicly noticed meetings of the WIB on a quarterly basis.

10. Describe and assess how your local board ensures continuous improvement of eligible providers of services through the One-Stop system. How does your local board ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]

As mentioned in question #9, the SMCWIB ensures continuous improvement of eligible providers of services by conducting quarterly performance reviews of One Stop performance data, with the results provided by location and summary results for the entire system. Actual contract outcomes are also reviewed and compared to local and state performance goals to determine how well providers are meeting their established targets.

One way that SMCWIB evaluates how well participant needs are met is through review of the performance goals such as Job Placement Rate and Average Hourly Wage. Another method is through obtaining satisfaction survey data directly from clients that have been served at one of our One-Stop offices.

San Mateo County communicates with hundreds of employers to understand what their skill needs are for their workforce and how we can assist them. SMCWIB staff has partnered with businesses over the years to design innovative training programs that are responsive to industry needs. Additionally, SMCWIB has consistently maintained a private sector majority on the board, so that a broad voice of employer needs is heard.

11. The State has been granted eight waivers through June 30, 2011, which directly affect how local areas may serve adults, dislocated workers, and incumbent workers. List each of the waivers your local area is currently using and describe how each waiver used has impacted the services provided to these customer groups. Indicate which waivers will be used in your local area in the future and how each will be utilized. [WIA Section 189(i)(4)(B) and WSD10-10]

- Increase in Employer Reimbursement for On-the-Job-Training:
 - San Mateo County is pursuing efforts to work with employers for OTJ jobs. Employers are participating in this effort to hire WIA clients with the skills that match their hiring needs. This is a great opportunity to establish relationships with employers and businesses in the community and continues the ongoing discussions of how we can best serve their needs.

- Transfer of Adult and Dislocated Worker Formula Funds:
 - The transfer of Adult and Dislocated Worker formula funds has allowed San Mateo County the flexibility to deliver more services to Adults and Dislocated Workers across the County. It has also lifted restrictions for services to Adults that would have otherwise not been eligible.

- Common Measures:
 - Moving to common measures has allowed more flexibility in reporting capability, focuses the efforts and services to support the primary common measures, and provides consistency when comparing service provider data with other local workforce investment areas to review trends, patterns, changes in data, etc.

12. How does your local area administer Individual Training Accounts (ITA)? [WIA Section 134(d)(4)(G)] Include any limitations you impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the ITA process, describe the process you used to procure and justify these exceptions. In addition, include your local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]

It is San Mateo's local policy as established by the SMCWIB that Individual Training Accounts (ITA) may be issued for a maximum of \$3,500 per client and for no more than twelve months. After a client has received the maximum amount of ITA funding, one year must pass after the client exits WIA services before further ITA funding can be issued to that client. This policy is specified in writing in the local area WIA Handbook. The policies regarding ITA accounts were established based upon several publicly noticed meetings of the WIB and its committees and these policies have also been periodically reviewed by the WIB. The WIB remains confident that this is the most effective policy for serving our community and our historically strong performance supports the effectiveness of the policy.

13. Sector strategies are state policies that promote regional partnerships of employers, educators, workforce developers, and other stakeholders that address the skills needs of critical industries in a region. The California Workforce Investment Board has adopted a sector strategies approach to assist local areas in developing their

workforce solutions. Describe and assess your efforts to plan/implement sector strategies, develop regional partnerships, or target industries that are important in the local area or region. Describe what changes may be necessary to improve these regional strategies and partnerships. [CUIC Section 15001(a)(6)]

San Mateo County has adopted a sector strategy approach in the Green industry. As an example, the California Green Job Corps Grant funded a large youth program that brought together youth service providers, employers in the Green industry, and County Departments. Youth clients participated in Green training programs, were provided paid internships, and they participated in large employer/community partner forums. Youth that received paid internships completed community service activities such as in County Parks.

In addition, San Mateo County received grant funding in the areas of Clean Energy and in the Home Energy Retrofit sectors that provided clients with new skills through customized training programs, links to employers in the industries and ultimately, jobs in these industries.

SMCWIB is currently reviewing recommendations for a Healthcare Sector strategy. Additionally, the WIB will seek out other opportunities to develop approaches that provide job opportunities to WIA clients, meet the hiring needs of businesses in that sector, and continue to pursue relationships with key partners and stakeholders to support these approaches.

14. Describe how your local board utilizes the principles of sector strategies to identify employer needs and guide training efforts to meet those needs. [CUIC Section 15001(a)(6)]

SMCWIB utilizes the principles of sector strategies to identify employer needs, job opportunities, guide training efforts to meet these needs and maintain a continual dialogue with partners and businesses to support the overall approach. SMCWIB is working regularly to review and assess job growth sectors, identify jobs in those sectors and develop strategies to address those training needs.

15. California's Green Collar Jobs Act of 2008 was passed to address the State's green economy and the increasing demand for a highly skilled and well-trained green collar workforce. How does your local area recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding? [CUIC Section 15000]

San Mateo County has done an outstanding job preparing workers for "green jobs" and finding opportunities to leverage other sources of funding. In 2009 and in 2010, San Mateo County was awarded two different grants. One was from the California Employment Development Department to launch a new youth focused Green Job Corps program and the second was from the Department of Labor for their Home Energy Retrofit proposal.

16. What rapid response assistance is available to dislocated workers and employers? Who provides this assistance? [WIA Section 118(b)(4) and (5)]

The County provides a variety of rapid response assistance to Dislocated Workers and Employers. A team of rapid response staff, part of the Workforce Development Department of the Human Services Agency of the County of San Mateo, executes and oversees the rapid response process. Examples of rapid response assistance offered to Dislocated Workers include: information and access to Unemployment Benefit information, Department of Labor staff that provides COBRA and Pension information, One-Stop services, and employment and training activities. If staff are unionized, Labor representatives are present to provide information, resources and support.

Employer rapid response assistance includes immediate, onsite contact with the employer, worker representatives and the community, guidance and/or financial assistance in establishing labor-management committees, emergency assistance and if need be, a coordinated response with the WIB and chief elected official.

17. Layoff aversion activities are a critical component of rapid response. Please describe the layoff aversion activities your local board provides to businesses. [WIA Section 118(b)(4) and (5)]

San Mateo County provides businesses with layoff aversion activities. Some examples are: outreach to City Chamber of Commerce Offices to raise awareness of Workforce Investment Act services and the One Stop Offices in the County, make contact with businesses to discuss alternatives to layoffs or identifying other resources in the community or in the County to possibly prevent a layoff.

Additionally, One stop staff facilitate connecting employers with current job openings with dislocated workers that may be a good skills match for their openings.

18. Describe your area's eligible youth population and needs in general. Describe the partnerships and collaborations that provide services to the youth in your local area. What youth activities are available in your local area? Identify successful providers of such activities. [WIA Section 118(b)(6) and CUI Section 14221(g)]

Youth in San Mateo County have a variety of diverse needs. In general, some of the youth needs are: continuing education; to assist them to graduate, obtain their GED, transition to college or take and complete vocational training; build life skills and professional skills; find and retain employment through internships, training and/or certificate programs. Several youth activities are available throughout the County. Here is a list of the youth service providers in the area and a short list of their activities:

- JobTrain (South County) – internships, specific training programs and courses are provided
- Puente de la Costa Sur (Coastside) – internships, secondary skills courses and volunteer opportunities are provided
- Jefferson Union High School District (North County) – a wide array of internships, mentoring and customized courses are offered

19. Describe and assess your local area's delivery of services to people with disabilities. What partnerships and collaborations exist to provide services to this population? What training services and employment opportunities are available to this population in your local area? [WIA Section 112(b)(17)(A)(iv) and Section 409]

The San Mateo County LWIA partners with California Vocational Rehabilitation program and Employment Development Department to deliver services to people with disabilities. If determined eligible, a wide array of training programs exist for this population, provided they are interested in and qualify for. Additionally, their staff is trained to work with this population and establish and build relationships with local businesses to hire them.

20. If your local area received funds to operate Project New Start to provide parolees support in seeking, securing and maintaining employment as they transition from prison to their home communities, describe and assess your service delivery and partnerships in serving this population group. Describe what changes in your local area may be necessary to improve the level of service. [WIA Section 134(d)(4)(G)(iv)(II, and IV) and Section 188(a)(5)]

San Mateo County WIB received funds to operate Project New Start and our community partner, JobTrain, was selected to deliver services to the parolee population. Some of the services that were delivered included: job development workshops, job readiness counseling, vocational training and referral services.

21. Local areas must incorporate priority of service for veterans and eligible spouses in accordance with the provisions of Training and Employment Notice 15-10 (11/10/10). This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income individuals. Describe what programs and processes your local area is using to achieve these goals. [WIA Section 112(b)(17)(B), WIA Section 121(b)(1)(B)(1)]

Priority of service for certain populations is local policy. Local policy in this area is referenced in the WIA Handbook, Section 2, pp. 35-37A. LWIA staff share an office space with the Office of Veteran Services staff and share information and resources to assist veterans.

22. What role do Veterans Workforce Specialists and Veteran Employment Service Specialists have in the local One-Stop system? How do you ensure adherence to the legislative requirements for veterans' staff? [Title 38 United States Code Part III, Chapter 41 and Title 20 CFR Part 1001.120]

The San Mateo County Workforce System is integrated, where appropriate, with the Veterans Services system. Veterans are referred to and from the One-Stop offices. Staff oversees process, procedure, and legislative requirements and manages key partners that support the veteran service system, including but not limited to EDD and the Human Services Agency. Additionally, Workforce staff have applied and received, in partnership with other WIBs and community partners, State grants that fund Veteran Service Training Programs.

23. Describe and assess how you provide Wagner-Peyser Act services to the agricultural community. Specifically, how do you provide outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How do you provide appropriate services to this population in the One-Stop system? [Title 20 CFR 662.200(b)(1)(vi)]

Wagner Peyser Act services are provided through our partner California Employment Development Department. Specifically, our One Stop partners coordinate services to that population.

24. Local areas may decide locally, based on their prior years' experiences that they will need to change their strategies in order to meet their performance goals. Discuss any strategic changes in your local area to meet performance goals. [Title 20 CFR Part 661.355]

San Mateo County developed innovative programs as a new strategy to serve various client needs and to meet performance goals. One program that was implemented in 2009 and is still being delivered is the Transition, Opportunities, Options, Learning, Services (T.O.O.L.S) program. This program is hosted at a local community location, like a library or a church, that brings together designated County staff and trained dislocated worker volunteers to provide one-on-one resume and interviewing skills counseling; it brings employers together and provides direct access to information and resources in the County. Over the past year, the T.O.O.L.S program model was customized to further meet client needs. As an example, for the mature workers, specialized workshops and labor market information tailored to their needs were available and at least three T.O.O.L.S events were held in Spanish in Spanish speaking communities.

This past year another concept, the Job Hunters Boot Camp event, was created. This event is hosted by Congresswoman Jackie Speier's office staff and the SMCWIB staff. The event brings together Community Partners, Employers, County staff and other entities to deliver individual resume and interview counseling to clients, workshops to assist clients with job search tools, labor market information, communication, social media and networking. The last two Job Hunters Boot Camp events served over 1,600 clients.

25. Discuss any applicable changes to the local board structure (do not include changes to specific individuals on the board). Please attach a copy of your local bylaws that reflect these changes. [Title 20 CFR Part 661.355 and CUI Section 14202]

No applicable changes have been made to the San Mateo County WIB structure.

MEMORANDUM OF UNDERSTANDING

The 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 specific terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

The MOU must describe: [WIA Section 121(c)(1) and (2) and CUIIC Section 14230(d)]

- What services will be provided through the One-Stop system.
- How the costs of services and operating costs will be funded, including cost-sharing strategies. Please include any Resource Sharing Agreements.
- What methods will be used for referral of individuals between the One-Stop operator and partners.
- How long the MOU will be in effect.
- What procedures have been developed for amending the MOU.
- Other provisions consistent or as deemed necessary by the local board.
- The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.

ASSURANCES

- A. The Local Workforce Investment Board assures that it will comply with the uniform administrative requirements referred to in WIA Section 184(a)(3).
- B. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA Section 189(c).

- F. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- G. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- H. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law or policy, including the Workforce Investment Act or State legislation.
- I. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and CUI Section 14230(a)(6)]
- J. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code, and CUI Section 14233]
- K. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- L. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- M. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:

1. Through a consortium of at least three or more required One-Stop partners; or
2. Through competitive process such as a Request for Proposal; or
3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the San Mateo County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of July 1, 2011 through June 30, 2012 in accordance with the provisions of the WIA.

Local Workforce Investment Board Chair

Chief Elected Official

Signature

Signature

Kristin Cornuelle
Name

Carole Groom
Name

Chair, San Mateo County Workforce
Investment Board
Title

President, San Mateo County Board
of Supervisors
Title

Date

Date

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12 <input checked="" type="checkbox"/> Modification # 11	Local Area <u>San Mateo County</u> Date: <u>07/01/11</u>
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TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

- Grant Code 201/202/203/204 WIA IB-**Adult**
- Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K074175 Subgrant	K178694 Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	973,898	1,131,374
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	973,898	1,131,374
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	876,508	1,018,237
A. Core Self Services	17,329	20,131
B. Core Registered Services	289,060	335,800
C. Intensive Services	307,634	357,377
D. Training Services	262,485	304,928
E. Other		
7. Administration (Line 5 minus 6)	97,390	113,137
8. TOTAL (Line 6 plus 7)	973,898	1,131,374
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010	789,700	
10. December 2010	831,362	7,495
11. March 2011	973,898	55,451
12. June 2011		324,432
13. September 2011		593,413
14. December 2011		862,393
15. March 2012		1,131,374
16. June 2012		
17. September 2012		
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Contact Person, Title	Telephone Number	Date Prepared
Mark Skubik, Management Analyst	650-802-5189	1-May-11
Comments:		

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011–12	Local Area: <u>San Mateo County</u>	
<input checked="" type="checkbox"/> Modification # 11	Date: <u>07/01/11</u>	

TITLE IB BUDGET PLAN SUMMARY¹ (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 04/01/11 through 06/30/12

Grant Code 301/302/303/304 WIA IB-**Youth**

FUNDING IDENTIFICATION	K074175 Subgrant	K178694 Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	949,412	1,111,110
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	949,412	1,111,110
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)	854,471	999,999
A. In School	435,780	509,999
B. Out-of-School (30%)	418,691	490,000
6. Administration (Line 4 minus 5)	94,941	111,111
7. TOTAL (Line 5 plus 6)	949,412	1,111,110
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2010 and April 1, 2011 respectively)		
8. June 2010	861,965	
9. September 2010	949,412	102,490
10. December 2010		278,078
11. March 2011		312,624
12. June 2011		1,091,836
13. September 2011		1,111,110
14. December 2011		
15. March 2012		
16. June 2012		
17. September 2012		
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)	10%	10%

M. Skubik, Management Analyst	650-802-5189	2-May-11
Contact Person, Title	Telephone Number	Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Modification PY 2011-12
 Modification # 11

Local Area: San Mateo County
Date: 07/01/11

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2010 (07/01/11 through 06/30/12)	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2010	82	164	214
2. New Registered Participants for PY 2011	113	125	114
3. Total Registered Participants for PY 2011 (Line 1 plus 2)	195	289	328
4. Exiters for PY 2011	71	83	111
5. Registered Participants Carried Out to PY 2012 (Line 3 minus 4)	124	206	217

PROGRAM SERVICES			
6. Core Self Services	195	289	
7. Core Registered Services	195	289	
8. Intensive Services	190	285	
9. Training Services	44	137	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			44
11. Attainment of a High School Diploma, GED, or Certificate			67

EXIT STATUS			
12. Entered Employment	54	61	72
12A. Training-related	43	50	67
13. Remained with Layoff Employer			
14. Entered Military Service			3
15. Entered Advanced Training			6
16. Entered Postsecondary Education			8
17. Entered Apprenticeship Program			2
18. Returned to Secondary School			3
19. Exited for Other Reasons	7	19	12

Mike Curran, Interim, Workforce Development Director, 650-802-5181 5/16/11
 Contact Person, Title Telephone Number Date Prepared

Comments:

WIA Local Plan Modification PY 2011–12 Local Area: San Mateo County

Modification # 11 Date: 07/01/2011

WORKFORCE INVESTMENT ACT TITLE IB

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2009-10	PY 2010–11	PY 2011–12
Adults			
Entered Employment Rate	56%	56%	
Employment Retention Rate	81%	81%	
Average Earnings	\$13,000	\$13,000	
Dislocated Workers			
Entered Employment Rate	68%	70%	
Employment Retention Rate	83%	83%	
Average Earnings	\$15,900	\$15,900	
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	
Attainment of a Degree or Certificate	65%	61%	
Literacy and Numeracy Gains	40%	40%	

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2009-10	PY 2010–11	PY 2011–12
Adults			
Entered Employment Rate	67%	67%	TBD
Employment Retention Rate	80%	80%	TBD
Average Earnings	\$13,500	\$13,500	TBD
Dislocated Workers			
Entered Employment Rate	74%	74%	TBD
Employment Retention Rate	84%	84%	TBD
Average Earnings	\$15,900	\$15,900	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-6 and WSD10-11.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and was extended for PYs 2008-09, 2009-10, and 2010-11.

STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING
 [WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

San Mateo County

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	San Mateo County Human Services Agency	Mike Curran, Interim, Workforce Investment Board Director	400 Harbor Blvd., Belmont, Ca., 94002	650-802-5181 650-802-5173 MCurran@co.sanmateo.ca.us
Fiscal Agent	Same as above	Same as above	Same as above	Same as above
Local Area Administrator	Same as above	Same as above	Same as above	Same as above
Local Area Administrator Alternate	Same as above	Maria Martinez-Torres	Same as above	Same as above

Signature: Carole Groom

 Chief Elected Official

 Date

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