

SONOMA COUNTY
 **WORKFORCE
INVESTMENT BOARD**

**Notice of Meeting & Agenda
September 13, 2023
3:00 p.m. – 5:00 p.m.**

Note Location ⇨ ⇨

2227 Capricorn Way, Santa Rosa
Santa Rosa Room

This is an in-person meeting. If you meet the criteria for AB2449 “just cause” for virtual attendance please contact staff 24 hours before the meeting at 707-565-8500 to confirm and receive a zoom link.

***Vote Required**

- | | | |
|-------|--|-----------------------------|
| I. | Introductions and Public Comment (3:00) | <i>(Discussion)</i> |
| II. | Approve Minutes of July 12, 2022* (3:05) | <i>(Action*)</i> |
| III. | Announcements (3:10) | <i>(Discussion)</i> |
| IV. | WIB Operations (3:15) | <i>(Discussion)</i> |
| V. | SCYEC Program Report / Youth Panel (3:30) | <i>(Presentation)</i> |
| VI. | Diversity, Equity, Inclusion, Belonging [DEIB] (4:15) | <i>(Discussion)</i> |
| VII. | Job Link Operations (4:30) | <i>(Discussion)</i> |
| VIII. | ETPL Policy (4:45) | <i>(Discussion/Action*)</i> |
| IX. | Adjourn (5:00) | |

Open Meetings: *Except as expressly authorized under the Brown Act, all meetings are open to attendance by interested members of the public.*

*If WIB members are **unable to attend**, please **call (707)565-8500 prior to the meeting** to leave a message stating you are unavailable.*

Meeting Materials: *Materials related to an item on this Agenda submitted to the WIB after distribution of the agenda packet are available for public inspection in the WIB Administrative Office at 2227 Capricorn Way, Suite 100, Santa Rosa during normal business hours.*

Accommodation: *If you have a disability which requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please call (707) 565-8500 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

Sonoma County Workforce Investment Board

DRAFT Minutes of July 12, 2023

Members Present: Brandy Evans, Robin Bartholow, Ethan Brown, Erin Carlson, Keith Dias, Paul Duranczyk, Nancy Emanuele, Kristina Holloway, Judy James, Scott Kincaid, Chris Knerr, Michael Pickens, Ken Sprague George Steffensen, Thomas Stuebner, David Tam, Pedro Toledo (via teleconference), Alena Wall, and David Wayte

Absent: Judy Coffey, Susan Cooper, Brad Davis, Stephen Jackson, John McEntagart, Anita Maldonado, and Ananda Sweet

Staff: Katie Greaves, Fabiola Garcia Almonaci, Kate Fosburgh, Pedro Guevara, Sarah Lewis-Crow, John Paul, Pru Ratliff, Michelle Revecho, Katie Stohlmann, Ashley Taylor, Chris Willover, and Judy Oates

***Attendees with asterisks arrived late or departed early.**

I. Introductions and Public Comment

Transfer of Chair to Brandy Evans, thank you Stephen Jackson.

II. Approve Minutes of May 10, 2023

Reviewed the minutes and action items of May 10, 2023.

Motion to approve the May 10, 2023, minutes Brandy Evans /s/ Judy Coffey. (Stephen Jackson, Robin Bartholow, Ethan Brown, Erin Carlson, Judy Coffey, Susan Cooper, Brad Davis, Paul Duranczyk, Brandy Evans, Judy James, Scott Kincaid, Chris Knerr, Anita Maldonado, Michael Pickens, George Steffensen, Thomas Stuebner, Ananda Sweet, David Tam, David Wayte, and Alena Wall). There were no abstentions or “nay” votes. The motion carried.

III. Announcements

No announcements

IV. Diversity, Equity, Inclusion, Belonging [DEIB]

- GARE Conference Highlights

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Katie Greaves reported five Employment & Training staff attended the GARE Statewide Convening in Oakland in June. There were planning sessions, noteworthy items, and a range of emotions. The general theme of GARE is building a multiracial democracy, a "bigger we." It is important to keep an eye on the goal and envision a different future. What is that future, and how do we want to build it?

Katie heard from different jurisdictions about examples of radical collaborations. These collaborations are different from our traditional government partnerships because they involve ceding power and inviting the voices of those who are most affected by the issues.

One example is a program in Watts, Los Angeles, that is building on the internal strengths of the community to address issues such as poverty and violence. Another example is a program in East Oakland that is leveraging resources from the community to provide healthcare and culinary training.

These partnerships are still in the early stages, but they have the potential to be very powerful. We need to think about how we can adopt this model of radical collaboration in our own work. This means checking our own biases and assumptions and being willing to give up some control to build more equitable and inclusive partnerships.

Michelle discussed how to implement different approaches to equity into existing systems. Michelle spoke with staff from the CA Department of Public Health who had created an equity toolkit. There was a session on the infrastructure bill and how it could be used to achieve more equitable outcomes through community investments and workforce opportunities.

Michelle attended the California Economic Recovery Fund (CERF) session. Regional projects within the Bay Area will be identified during these early phases. Michelle also noted that 25% of the funding can be provided up front to get projects started. This is not the usual way that funding is allocated, but it allows for more flexibility at the start of a grant partnership.

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Lili mentioned concepts around the importance of being a *shareholder* of information, not a *gatekeeper*. She wants to work in partnership with neighbors and communities to bring solutions to the problems they face. Especially safety net programs that can work with committees to bring solutions to the community.

Michelle– Diversity Equity Inclusion Belonging (DEIB) ad hoc will be meeting again soon. Nothing new to report currently.

Brandy asked what the next steps are for the WIB? Katie responded that they are looking at the DEIB workgroups. The state is taking on diversity and inclusion as a goal. Sonoma County is at the forefront of this work under Michelle's leadership in the DEIB space. The goals they have are ambitious, and they are already ahead of other local areas within the state's workforce development boards. They are also working to decrease disparities in their program and outreach efforts. Michelle stated that the DEIB breakout questions from the WIB May created discussion around three main areas: membership, meetings, and outreach. The board can learn from GARE, the E&T division, and from the Office of Equity, to improve how meetings are run and structured. There are many goals and objectives to keep this work moving forward.

Stephen stated that they liked the idea of radical collaboration. He also said that there are a lot of organizations that already work together, but it would be great to engage more of the community to achieve a level of collaboration that could be called "radical." Stephen believes that immersion, training, and special needs are all important factors that could help to engage more people, especially those who are being served by these organizations. He is excited about the opportunity to make this happen.

Katie said that the next step for government is to have a more substantial collaboration with other agencies and the community. Katie asked, how do we get that voice? this is an ambitious goal for government, but it is one that is worth striving for.

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Brandy stated that this was an incredible opportunity. She suggested that, if funding becomes available, they could hold a convening to bring people together to discuss the work that the WIB does and has done. She said the WIB is leading on a lot of these conversations, and that the work they are doing is groundbreaking. She thanked the five people who attended the meeting for their feedback and participation.

- Review the May 10 DEIB questions from small breakouts, discuss noted themes.

Michelle discussed the some of the responses they received were about the new application question, how the meeting is ran, targeted populations, and elevating the voice of people from the community.

David asked what other types of groups the WIB could create. Michelle responded that they can have various convenings, councils, and they could create a lot of other groups around specific initiatives.

- Discussion of the membership was done by Michelle and Stephen.
 - Discuss goals. Items for review include board size, membership requirements, recruitment strategies, onboarding training, duration of terms, and any other items defined by the WIB Executive Committee. Get feedback from attendees.
 - Name the committee and set a time limit of 4-6 months (suggested). This will make it an ad hoc committee.
 - Call for members to volunteer for the committee.

Brandy said that the DEIB has sent a recommendation for a membership ad hoc. The group will review board size, recruitment strategy, duration of terms, and other items. Brandy would like to leave the nomination process with the Executive Committee. The committee will serve 4-6 months, but can be extended if needed. Brandy will join and encourages others to consider joining too, and it would be ideal to get some members from the DEIB committee to serve on both groups. The committee will bring

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recommendations to the executive committee, and then the WIB Executive Committee will take action.

Stephen stated that one thing that the DEIB can do to address diversity on the board and get input from everyone is to create a formal process. He also wants to encourage more training and evaluation of the WIB's work, including the impact of the DEIB. It was also noted that the WIB application has the new DEIB question. Stephen also volunteered to be on the Membership ad hoc.

Ananda Sweet thanked the staff and the people for all the work they have done and all the work they are still going to do.

V. Job Link Operations

Overview/regional update was rendered by Katie Greaves

- A. WIB Dashboard - Since the fourth quarter just recently ended and data entry is still in progress, the 2022-23 Q4 dashboard has not yet been updated. Data for Q4 will be available at the September meeting.
- B. Grant Updates (P2E, RERP, Dislocated Worker (Quest), Healthcare Career Pathways w/ Opportunity Junction, Fox Home Health & WIB
 - Katie Greaves – CERF – We are the Bay Area representative for the California Economic Recovery Fund (CERF), Good Jobs for Equity. We are part of the Sonoma Marin subregional group, led by Jack Buckhorn, under the High Road Transition Collaborative.
 - Good Jobs for Equity is planning a convening in early November. The aims of the summit are to raise awareness of the TCH Hospital AI programs, showcase how the different parts work together, and encourage people to partner with workforce boards. The target audience for the Summit includes business leaders, labor leaders, public officials, philanthropies, and economic development professionals. The date of the summit is tentative, but it is likely to be from 9:00

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am to 3:00 pm. Governor Newsom is a potential speaker. This summit is key to advancing good jobs and equity in California. There will be breakout sessions on a variety of topics.

- The subregional kick-off meeting discussed how to get community feedback into the planning process. The meeting organizers wanted the participants to go back to their organizations and figure out how to get community voices into the CERF planning. (John) said that there is no plan to bring the group back together. Katie Greaves asked if anyone else from the WIB attended the meeting and suggested that they stay in contact with Jack Buckhorn to stay updated on the process.
- Pru Ratliff said they met with Maleese Warner from Santa Rosa Junior College regarding the RERP grant, which focuses on Early Childhood Education, and Advanced Manufacturing. We are developing a partnership with these organizations to add to the ETPL partnership. Maricruz. Brad stated there are 11 students so far for this, great response.
- Michelle reported on the Healthcare Career Pathways (HCP) program expanding into Sonoma County from the East Bay to help people with addressable barriers to enter allied healthcare through the CNA program. They have been meeting since November 2022 to secure an educational institution and have finally been able to partner with Fox Home Health and a local CBO to provide wraparound services to address barriers for participants. These services will include stipends, groceries, and meals. Sonoma Family Meal will be a partner to provide prepared meals. Adding the program to the ETPL will help to ensure training fund options.
- The WIB is working with North Bay Employment Connection (NBEC) counties to provide a CNA Upskilling Program. The first cohort of 10 students has just started in Marin, and the WIB is meeting with Ridgway Post Acute in Petaluma on the 26th to discuss training options. Micro-credentials can be earned in the following areas: preceptorship, RNA, and dementia care. The trainings are self-paced, and

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facilities can work with employers to increase pay once the training is complete. This is good for businesses because it will help them keep workers engaged and encourage them to stay and grow with the company.

C. Other

- John is moving to the CalWORKs program as a Section Manager for eligibility for SonomaWORKS and General Assistance program. John will help to create strong connections between CalWORKs clients and Job Link going forward.

- Designation and Local Board Recertification

The Subsequent Designation and Local Board Recertification application was submitted as of May 15th and High Performing Board certification as of April 27th. Michelle Revecho stated that the WIB submitted a request to the state for approval to operate as its own, independent local workforce board.

D. Job Link Overview

John Paul – As the number of people coming to Job Link has increased, we need to find ways to provide good service while maintaining a good ratio of staff to clients. We have started drop-in resume days, which allow us to provide group services instead of one-on-one. We are also engaging partners and creating services with the One Stop Operator. We are glad that the word is spreading about Job Link, and we are working to be more efficient in our operations.

Brandy– How much technology do we have for the shortfall of hours and people or do we do much of that?

John Paul- Metrix Learning is the company. Skill up Sonoma. People can take the classes online that are helpful for customers. A lot of appointments on zoom to prevent people having to travel. Building our virtual connection with partners. John Paul said that if you have ideas we would love to hear them.

E. Quarterly Updates

- Justice Involved

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George Garcia, Employment & Training Program Coordinator working with Justice Involved individuals added that he is no longer stationed at the Justice Center, but he is still working with the counselor stationed there. Last quarter, they were able to help 40 people with referrals and enroll 10 of them into services. Some of the people are in training, while others are in the pipeline or in programs like On the Job Training (OJT) and Transitional Work Experience (TWEX).

Two people who participated in the TWEX program at the Repair Center are now working at Mary's Pizza Shack. One of them had not been employed in 10 years, but the TWEX program helped them build their confidence and apply for the job.

Brandy asked what happened to the other 30 people who came to Job Link. John Paul said that they often report the number of people who are enrolled in services, but there are also people who come in for one-time or short-term services. The on-site person is available to help people with a variety of needs, and sometimes they only need a short amount of assistance.

Katie explained the process being like a funnel where people come in for a one-touch service, but fewer enroll in services. Enrolling means that they may be placed in a job, receive tuition support, or other services. However, only a smaller number of people receive frequent services or case management.

David Wayte thanked them for their work and asked if they knew how many people had disabilities or received support from the Department of Rehabilitation.

- Homeless

Rotary Club Guest Speaker Regarding Mock Interviews was Antonio Vigil

Job Link Mock Interviews, a unique way to support individual job seekers. Penny and Tom are guests today from the local Rotary.

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Eric said that this project is for people experiencing homelessness. Interviews are often the scariest part of the job search, especially for those who have been out of the workforce for a while. We can help with resumes, effective job search, and mock interviews.

All mock interviews have been online so far due to COVID-19. People are matched with interviewers in similar career fields. They have conducted 12 interview days so far, with 13 interviewees and 98 candidates interviewed. Eight agencies have referred clients, and 75% of the clients are experiencing homelessness.

Tom shared that the interviews are sometimes different because he acts more as a mentor. He helps the interviewees understand what to expect and how to answer common interview questions. He also encourages them to stay positive and use buzzwords.

Penny said that she often asks interview questions, but then the conversation evolves into a discussion about the interviewee's insecurities, needs, and what is holding them back. She encourages them to stay positive and focus on the skills they have learned in life that can be applied to a new job. She also tells them to research the company they are interviewing with and how they can be an asset.

Eric said that it is important to touch on transferable skills, which people often do not know how to articulate.

Antonio Vigil shared some testimonials from people who have benefited from the mock interview program.

Eric Rittenhouse shared a success story about a woman who was given a second interview after participating in the mock interview program. She was able successful in the second interview and was hired.

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WIB can help by for mock interviews. Two previous members of the board have done this.

Judy Coffey helped someone who was interested in a healthcare job by teaching them how to make eye contact and avoid looking down. After meeting with Judy and practicing these visual cues, the person was able to get the job. If you are interested in participating in the mock interview program, please reach out to Eric. John Paul said that they are working on a way to provide feedback to participants so that they know if they were successful in the interview and what they can work on if they were not.

- Business Services Update given by Chris Willover

Chris from Business Services gave an update on the data for the past few months. In June, employers reached out to him in three ways: by calling him, visiting the One Stop Shop, or emailing Business Services. There was a total of 34 contacts, 26 of which were unique. This means that an average of one employer reached out to the WIB every day seeking services such as posting jobs, labor marketing, etc.

Job Link also placed 11 people in sub-employment programs, on-the-job training, or earn-while-you-learn programs in 2023. This is a solid number, with 6 active placements including Goodwill, Sonoma Family Meal, My Cell Phone Repair, and Mary's Pizza Shack. Two of the placements ended in June, and two new ones are in the pipeline. One new placement is with Goodwill, and one is with Mary's Pizza Shack.

Job Link also hosted an employer spotlight event on the third Thursday of each month. This event is a "job fair" where Job Link showcases its services to employers. The most recent employer spotlight event was for a care-giving agency that signed a contract with to use the One Stop Shop as a sit center. The agency does not have a physical office yet, so the WIB is providing space for

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interviews, hiring orientation, and onboarding. The agency has hired 30 people so far.

Chris Willover also met with Lili, the founder of Emerald Cities Academy. Job Link and Emerald Cities Academy will be hosting an e-contractor academy at the One Stop Shop. This academy will help employers learn how to hire and manage e-contractors. Chris is also working on getting more employers and businesses involved in the WIB's services and space.

In June, Chris Willover presented about Job Link services to the Rotary Chamber of Commerce lunch. In August, he will be presenting Job Link's services to the Healdsburg Chamber of Commerce lunch.

There will be more information at the next meeting. We will be putting on a lunch and learn event for employers to learn about our free services for homeless and inclusive hiring programs.

- SCYEC Update given by Pedro Guevarra

Pedro reported that the SCYEC program is halfway done and will end on August 3rd. There are 4 crews, and the intern is helping with the program activities. The program is working with more foster youth. He reviewed a list of project hosts. The work includes fire abatement, flood trail maintenance, learning about enforcement, and learning skills. The work is also beneficial to the participants.

The first SCYEC event was held at the Sonoma County Water Agency Education Center. The youth were very engaged and did some weed whacking work before the luncheon began. They also participated in the Bite of Reality, which is a financial literacy program that left participants feeling like they had learned a lot.

The final event, the Opportunity Fair, will be held at Job Link at the end of the month. There will be a mock interview workshop from 10:15am to 11am and from 11am to 12pm. These interviews help build confidence and are a great way for participants to practice their skills. There will also be a resource and job fair

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for participants at the event. The exhibitor list includes education partners such as Sonoma State University and Petaluma Adult School, as well as employers with open positions. There were not any healthcare employers at the last event, but Santa Rosa Community Health will be involved this year.

- One Stop Report Out given by Lili Roman Aguilar

The One Stop has been very active in the past 6 months. One highlight was the in-person JLSC event in May. This was a great opportunity to meet people in person, showcase the physical space, and discuss how to make the one-stop shop more robust in the new normal.

Job Link has also aligned its partnerships more closely along with increasing its co-located partners on-site. Treasure Island will be at Job Link once a month as well as SAY. Goodwill has agreed to do weekly resume clinics for the community on Wednesdays from 2-3pm. These clinics will start in a few weeks.

Job Link is also planning a youth job and resource fair on the last Friday of September from 2-6pm. This fair will target priority populations, such as BIPOC youth and LGBTQ+ youth. The WIB is working with Voices Images and the NAACP to make the fair inviting and to ensure that agencies are excited to help youth. This is a timely event, as there have been two recent incidents involving youth. The division's youth intern is also helping with the fair.

Job Link will be attending an event at Moorland Community on July 29th to establish rapport with the residents and support the community.

John Paul said that the WIB's partnership with Goodwill is beneficial because it allows WIB staff to see what services Goodwill provides and how they can weave their services together. He also said that Job Link has noticed an uptick in people requesting quick resume reviews. Job Link has been providing weekly resume reviews, but they were unable to keep up with the demand. Goodwill has

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volunteered to provide additional resume reviews, which will help meet the needs of the community.

VI. WIB Operations

Item is held until the next meeting due to low attendance.

VII. Adjourn 5:00 pm

Next meeting: September 13, 2023 in the Santa Rosa Room

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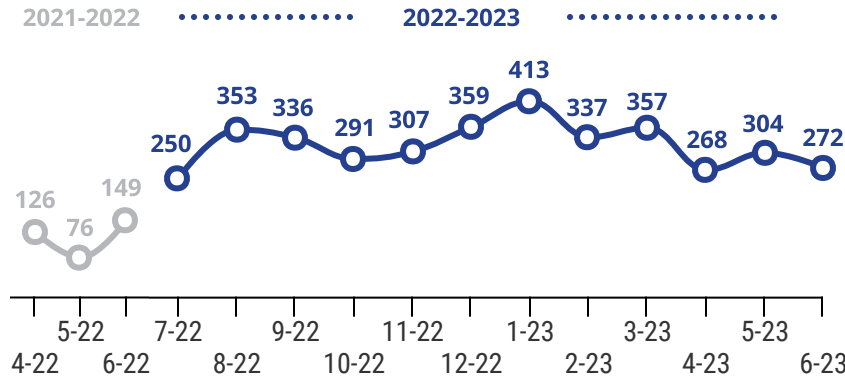
Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

AJCC Services in Q1-Q4

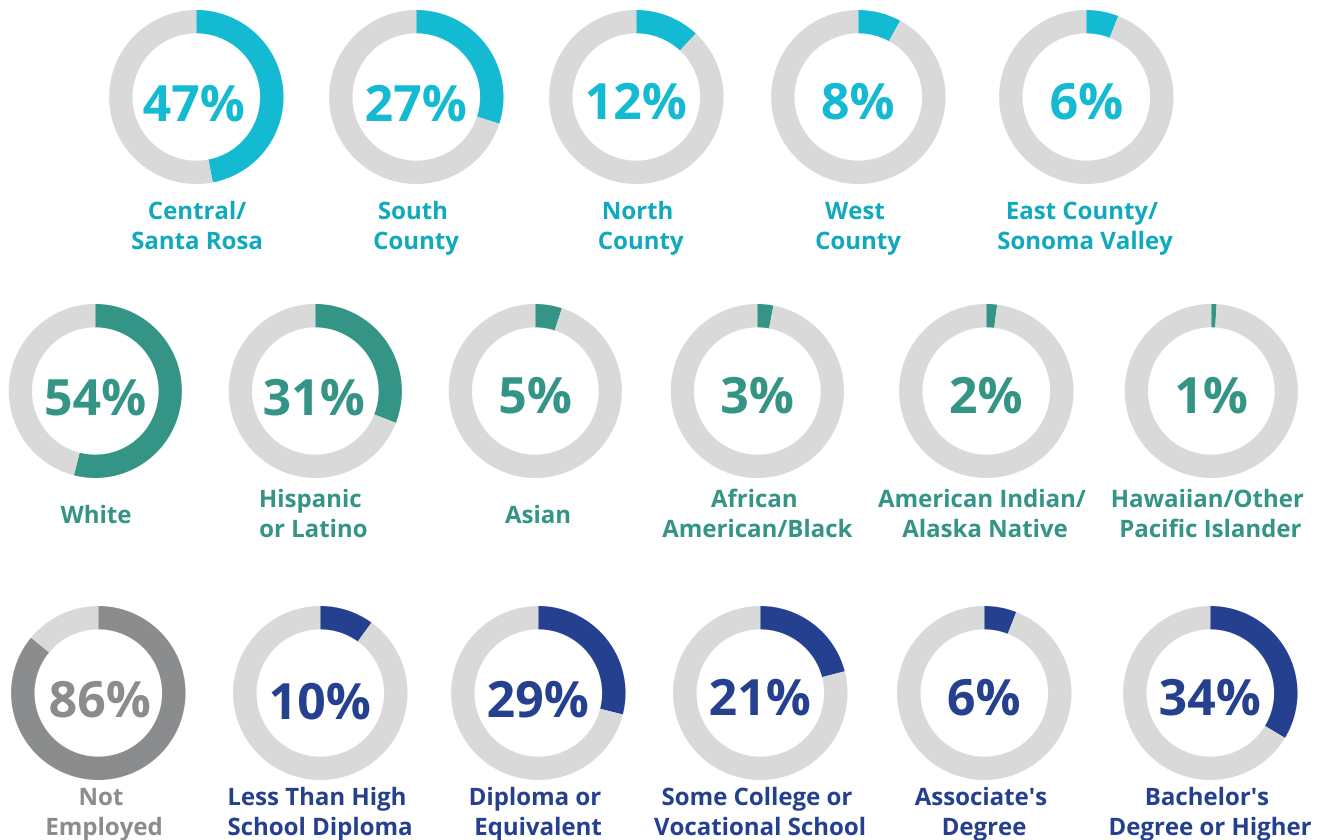
Job Link Traffic

Walk-In Visits per Month



Demographics of CalJOBS Registrants in Q1-Q4

Region, Race,* Ethnicity, Employment Status, & Education Level at Registration



*34% responded "I do not wish to answer."

Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

Occupations by Forecasted Demand & Customer Interest

Top Occupations in Sonoma County

By JobsEQ Forecasted Demand Over the Next 5 Years*

Food Preparation & Serving



\$40,600

Annual Wages

Sales & Related



\$55,900

Annual Wages

Office & Admin Support



\$55,100

Annual Wages

Transportation & Material Moving



\$49,800

Annual Wages

Healthcare Support



\$42,100

Annual Wages

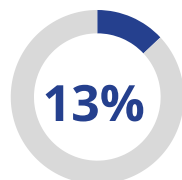
CalJOBS Registrants in Q1-Q4

Intended Occupations

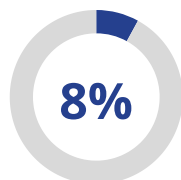
■ Indicates alignment with top five in-demand occupations



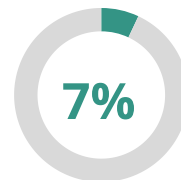
Management



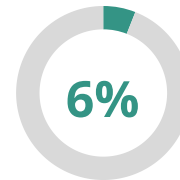
Office & Admin Support



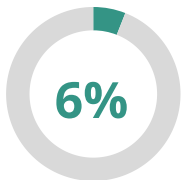
Sales & Related



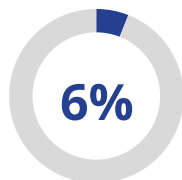
Production



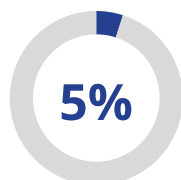
Business & Financial Operations



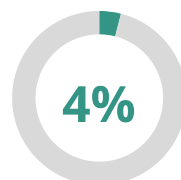
Construction & Extraction



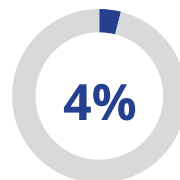
Food Preparation & Serving



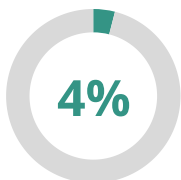
Transportation & Material Moving



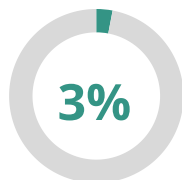
Computer & Mathematical



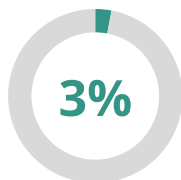
Healthcare Support



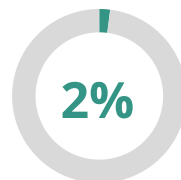
Arts, Design, etc.



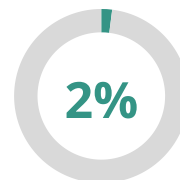
Cleaning & Maintenance



Installation, Maintenance, Repair



Personal Care & Service



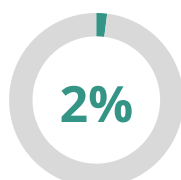
Healthcare Practitioner/Tech



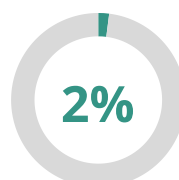
Community & Social Service



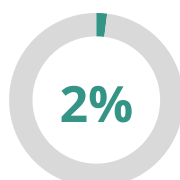
Educational Instruction/Library



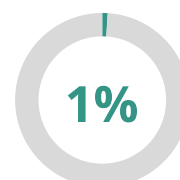
Life, Physical, & Social Science



Architecture & Engineering



Farming, Fishing, & Forestry



Protective Service

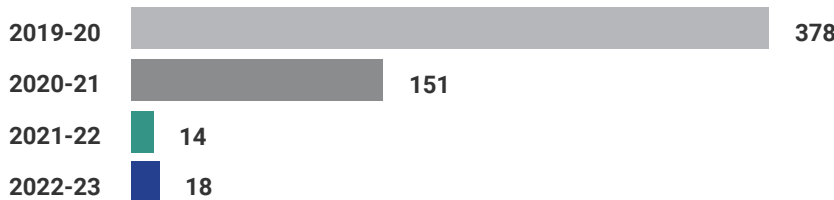
Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

Job Link Business Services

Layoff Aversion

Number of Layoff Response Events Hosted



73

Incoming Business Services Inquiries in 2022-23 Q4

Youth Education & Employment Services

Youth Work Experience

Number of Youth & Young Adults Participating



2023 SCYEC Crew Members' Favorite Part:

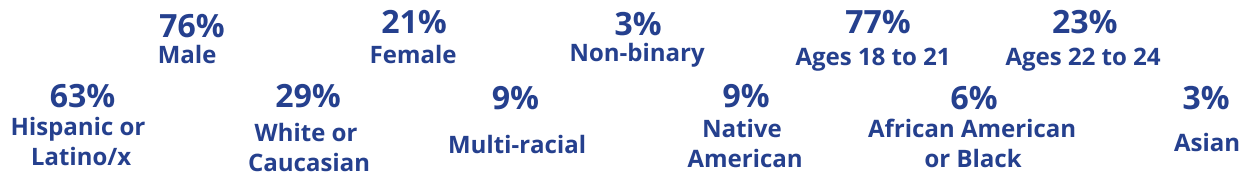
"Working together as a team, and also helping the environment."

"Learning to use new tools."

"Growth, opportunities."

Sonoma County Youth Ecology Corps (SCYEC)

Demographics of Participants in the 2022 SCYEC Program



Total does not equal 100%; youth could select all that apply. Multi-racial indicates that youth selected more than one category.

WIOA Levels of Service

Levels of Service Accessed in Q1-Q4 of the 2022-2023 Program Year



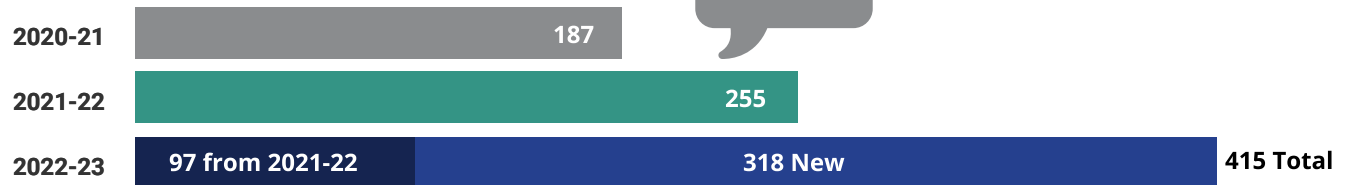
Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

WIOA Individualized Career Services

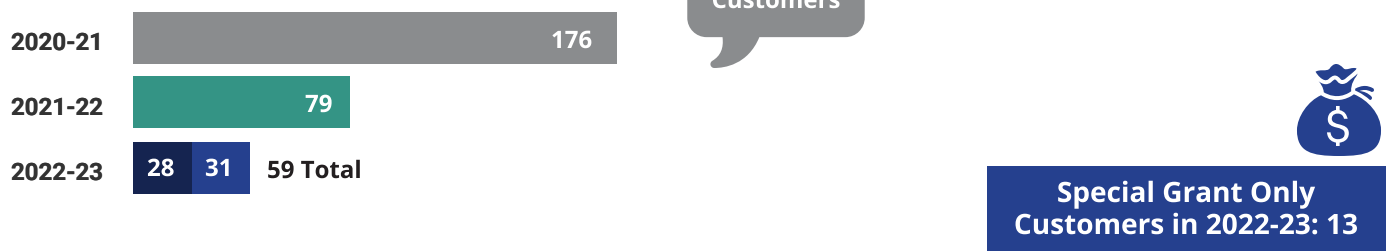
WIOA Adult Customers

Number of Individuals Enrolled



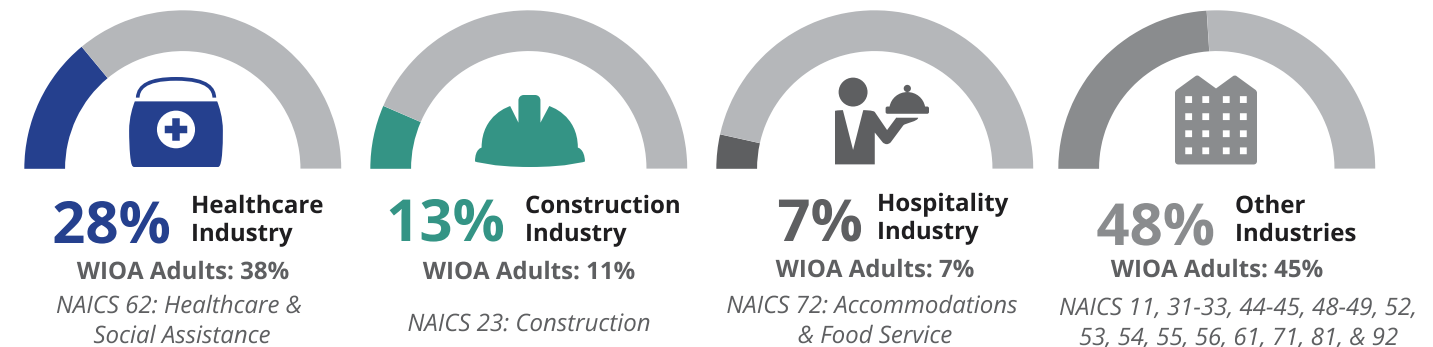
WIOA Dislocated Worker Customers

Number of Individuals Enrolled



Training & Supportive Services

Priority Industries for Training & Supportive Services in 2022-23 Q1-Q4



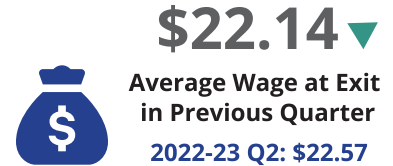
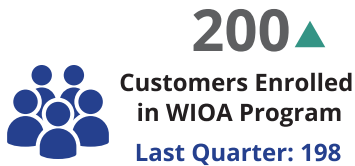
Total Customers Receiving Training or Supportive Services Payments in 2022-23 Q1-Q4



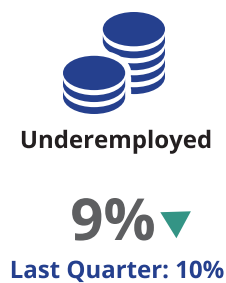
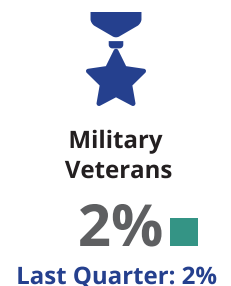
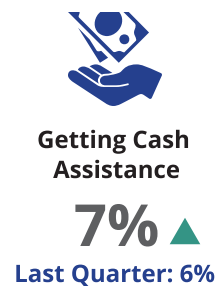
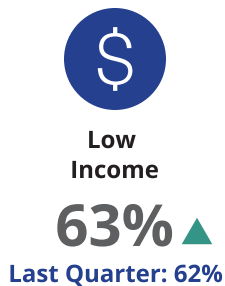
Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

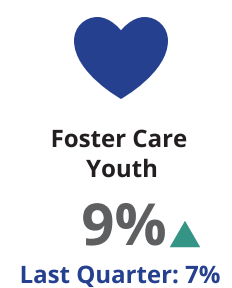
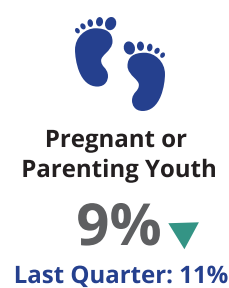
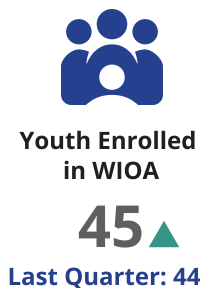
WIOA Adults & Dislocated Workers - Enrollment & Wages



WIOA Adults & Dislocated Workers



WIOA Youth



Compared to Previous Period: ▲ Increase ▼ Decrease ■ No Change

Note: Number of unique cash aid customers includes those receiving Temporary Assistance for Needy Families (TANF)/CalWORKS/SonomaWORKS, Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), or General Assistance (GA).

Workforce Investment Board

Quarterly Dashboard: Fourth Quarter 2022-2023

Living Wage in Sonoma County

Hourly Living Wage Rate

Adults Working Full Time in Sonoma County*

One Working Adult, No Children



\$21.14/hr

Two Working Adults, One Child



\$24.15/hr

Two Working Adults, Two Children



\$30.52/hr

One Working Adult, One Child



\$44.18/hr

One Working Adult, Two Children



\$57.50/hr

*Source: MIT Living Wage Calculator.

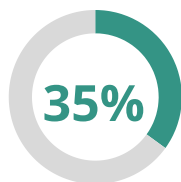
WIOA Customer Race & Ethnicity & Wage at Exit (2016-2023)

Race & Ethnicity

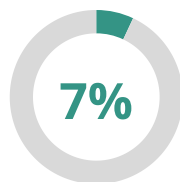
Active WIOA Enrolled Customers' Race** & Ethnicity



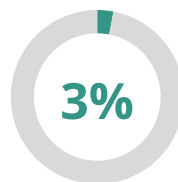
White



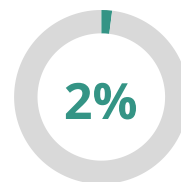
Hispanic or Latino



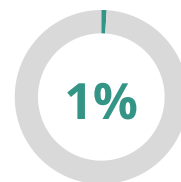
African American/Black



Asian



American Indian/Alaska Native

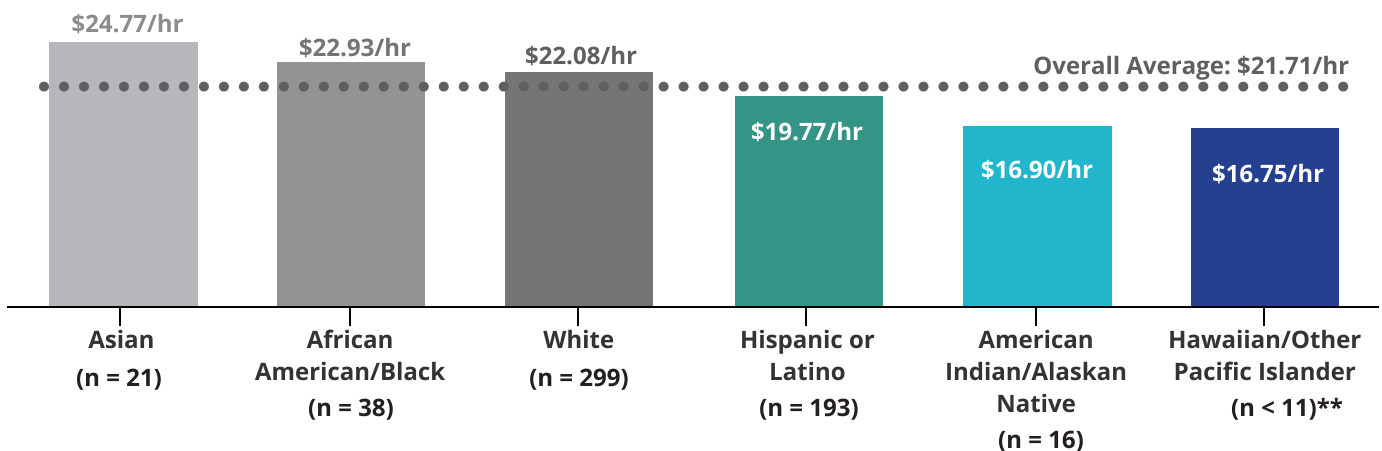


Hawaiian/Other Pacific Islander

**33% responded "I do not wish to answer."

Average Wage at Program Exit

Hourly Wages of Customers Who Reported a Job at Exit



**Note: Interpret data with caution; due to the small number of customers (n), outcomes may not be representative.

Any questions? Please email slewiscrow@schsd.org | Page 6

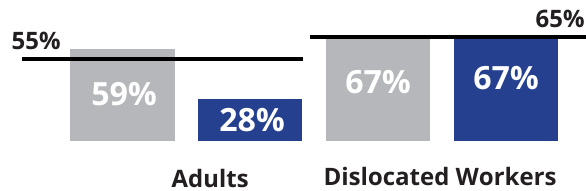
WIOA Adult Performance Goals

Fourth Quarter 2022-2023

WIOA Adult & Dislocated Worker Performance

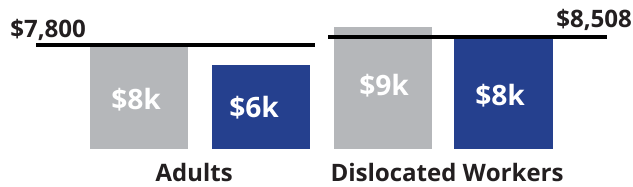
— Performance Goal ■ Rolling Four Quarters ■ Fourth Quarter 2022-2023

Measurable Skill Gains



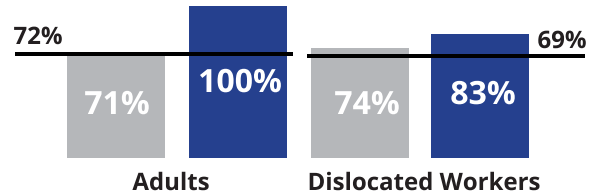
Enrolled WIOA Adults & Dislocated Workers Making Measurable Progress (I.e. Exam, Transcript, Report Card, etc.)

Median Quarterly Earnings



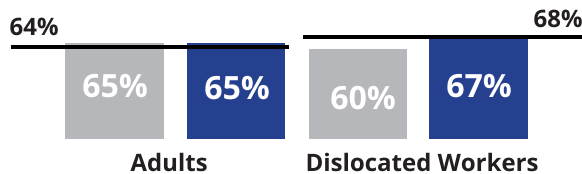
Median Quarterly Earnings for WIOA Adults & Dislocated Workers 2nd Quarter After Exit

Credential Attainment



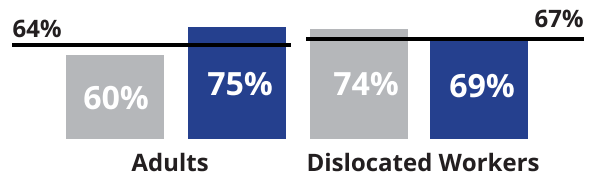
WIOA Adults & Dislocated Workers Who Attain a Credential Within a Year of Exit

Employment Rate (2nd Quarter)



WIOA Adults & Dislocated Workers Employed During the 2nd Quarter After Exit

Employment Rate (4th Quarter)



WIOA Adults & Dislocated Workers Employed During the 4th Quarter After Exit

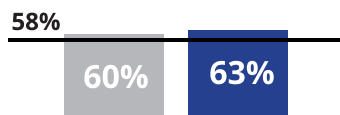
WIOA Youth Performance Goals

Fourth Quarter 2022-2023

WIOA Youth Performance

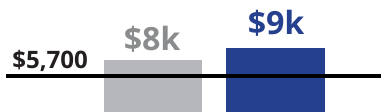
— Performance Goal ■ Rolling Four Quarters ■ Fourth Quarter 2022-2023

Measurable Skill Gains



Enrolled WIOA Youth Making Measurable Progress (I.e. Exam, Transcript, Report Card, etc.)

Median Quarterly Earnings



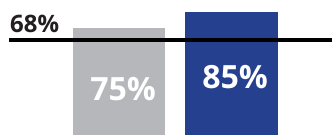
Median Quarterly Earnings for WIOA Youth 2nd Quarter After Exit

Credential Attainment



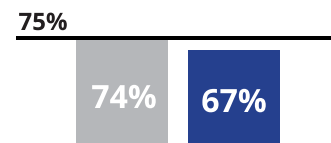
WIOA Youth Who Successfully Completed a Training Program with a Credential Within a Year of Exit

Employment, Education, or Training Placement (2nd Quarter)



WIOA Youth Employed or Enrolled in Education or Training During the 2nd Quarter After Exit

Employment, Education, or Training Placement (4th Quarter)



WIOA Youth Employed or Enrolled in Education or Training During the 4th Quarter After Exit

Eligible Training Provider List Policy

Purpose

The purpose of this policy is to provide guidance applicable to the training providers and programs listed on the state and Sonoma County Eligible Training Provider List (ETPL) under the Workforce Innovation and Opportunity Act (WIOA).

Background

The Workforce and Innovation Act (WIOA) programs fund career technical education and training services to eligible individuals. The ETPL is a list of training providers and programs that meet the requirements to provide WIOA funded training services. The ETPL exists to provide customer focused employment training resources for WIOA enrolled participants. The ETPL is California's statewide list of qualified training providers and offers a wide range of educational programs, including classroom, correspondence, online, and apprenticeship programs. Training providers apply to be on the ETPL through the local workforce development board where they are headquartered AND where instruction occurs. In Sonoma County training providers should follow the policies and procedures outlined by the Sonoma County Workforce Investment Board (WIB).

ETPL Eligibility:

Training Provider Eligibility

Training Providers must be accredited by their accrediting bodies. The eligibility criteria for training providers is based on the type of provider and reviewed annually. The Provider must sign and submit the Assurances form stating they will comply with the obligations as outlined in the previous section.

Public or Private Postsecondary Schools (for profit or non-profit):

Training providers must have current Approval to Operate or Verification of Exemption from the Bureau for Private Postsecondary Education (BPPE); the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC); or the WASC Senior College and University Commission (SCUC).

Adult Education Secondary Schools:

Training provider must be an eligible provider of adult education and literacy activities under Title II of WIOA. Adult education and/or literacy activities must be offered concurrently, or in combination with occupational skills training.

Registered Apprenticeships:

Department of Labor registered apprenticeships and DIR DAS approved apprenticeships and their programs are automatically eligible to be listed on the CA ETPL and are the responsibility of the CA ETPL coordinator.

Pre-Apprenticeships:

Training providers must have a letter of commitment from a DOL registered or CA Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS) approved apprenticeship program. To be listed on the CA ETPL, the pre-apprenticeship program must award an industry-recognized credential or certificate.

Distance Education:

Online distance education training and education providers should contact the CA ETPL coordinator.

Training Program Eligibility

Training Providers, once verified and approved by Sonoma WIB staff and the Sonoma County WIB, enter Program information into CalJOBS. These programs must also be approved by the accrediting body. Additionally, all Providers must record student outcomes (sometimes referred to as “performance”) in CalJOBS such as credential rate and employment placement. The Sonoma WIB staff reviews each individual training program annually for continued eligibility.

Public Postsecondary Community Colleges, CSUs, UCs, and Adult Education Secondary Schools are required to provide performance information for consideration of placement on the CA ETPL, but due to heavy state oversight, investment, and the inability to capture true program outcome data, these institution types are not required to meet a specific performance threshold to be listed on the CA ETPL.

Private post-secondary training providers’ outcomes (performance) must meet certain levels as well.

All new programs are required to meet the performance metrics based on aggregate data for all students in the program. New and continuing programs are reviewed and approved by the Sonoma County WIB and referred to the CA EDD for approval. The CA EDD has up to 30 days to approve the program. Additionally, the CA EDD performs routine reviews of existing ETPL Programs for eligibility.

Programs must meet the following requirements:

- Training programs must be for occupations in in-demand industry sectors identified by the State, Region or Sonoma County WIB.
- The training program must be valuable to employers, as evidenced by partnerships with business within in-demand industry sectors.
 - Support of the training program from at least three separate employers are required to be eligible, and documentation of this support should be uploaded into the provider profile.
- The program leads to at least one of the following:
 - Industry-recognized credential, national or state certificate, or degree, AND/OR
 - Training-related employment *as a result of gaining measurable technical skills for a specific occupation.*
 - An eligible ETPL program must prepare graduates for a specific occupation related to the training that was provided. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

- The program and location must be approved by the accrediting body (BPPE, WASC, SCUC. Etc.)

Allowable ETPL Types of Training Services

The following are the allowable types of ETPL training for the WIOA Title I program:

- Occupational skills training, including nontraditional employment.
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Job readiness training provided in combination with the training services described in (a) through (e) above.
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (a) through (e) above.

Performance Standards

All Training Providers must record outcomes (performance) in CalJOBS. Non-compliance can lead to the Provider and/or its Programs being delisted from the ETPL.

While all Providers are required to enter the above data in CalJOBS for each program annually, Public Postsecondary Community Colleges, CSUs, UCs, and Adult Education Secondary Schools are not required to meet any specific outcome (performance) levels.

Private Post-Secondary Education programs must meet outcomes (performance) standards. Though outcomes (performance) entered into CalJOBS are not verified by any agency, Private-Post Secondary Education Programs should make every effort to enter data to the best of their knowledge.

The initial performance standards for programs not previously on the ETPL are:

- **Program Completers:** Percent of individuals who exited the program (Program Exiters), 50% successfully completed the training program (did not withdraw or transfer out of the program).
- **Employment Rate 6 months after exit:** Of individuals who successfully completed the training program (Program Completers), 50% are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes the program.

While Providers are required to enter performance data in CalJOBS for each program, they are not required to submit supporting documentation. Further, data is a total overall and not by individual student records.

Denial of Training Provider/Program

After review, if the Sonoma County WIB determines the training provider/program does not meet the requirements to be listed on the CA ETPL, the training provider will be informed in writing with the reason(s) for the denial, and provided information on the appeal process within 30 days of receipt of the application.

If the provider/program is nominated to the state for review, but upon review, the State ETPL Coordinator denies the training provider/program listing on the CA ETPL, the EDD must inform the Sonoma County WIB of the denial and the reason(s) for the denial within 30 days of receipt of the nomination. The training provider will be informed by the Sonoma County WIB in writing with the reason(s) for the denial, and information on the appeal process within 30 days of receipt of the EDD's decision.

If the training provider is able to rectify the issue that caused the denial, the Sonoma County WIB can review the information and resubmit to the State ETPL Coordinator for review. For example, if a provider is denied solely because the *CA ETP Assurances Form* was not uploaded to CalJOBS, the State ETPL Coordinator would notify the Sonoma County WIB, which would notify the provider. The provider/program can then be nominated again once the form is uploaded to CalJOBS.

The training provider's request to be on the CA ETPL must be denied if the training provider fails to provide complete information, intentionally provides inaccurate information, or has substantially violated any WIOA requirement(s). If the EDD, in consultation with the Sonoma County WIB, determines a training provider intentionally supplied inaccurate information or violated any WIOA requirement(s), the EDD or the Board shall deny the training provider's application for the CA ETPL, and the training provider is not allowed to be reconsidered for inclusion on the CA ETPL for at least two years.

If approved for inclusion on the CA ETPL, but the Sonoma County WIB determines the training provider/program does not meet their ETPL requirements, the training provider must be informed in writing with the reason(s) for the denial, and information on the appeal process within 30 days of receipt of the application.

Annual Compliance Review

As part of the WIOA, the Sonoma County WIB reviews training providers to ensure compliance with Equal Opportunity and Non-Discrimination requirements as well as to prevent fraud, waste, and abuse. This is done through an annual compliance review (sometimes referred to as "Compliance Review") which includes a physical site visit by Sonoma County WIB staff. The training provider must maintain sufficient records and make these records available for monitoring or audit by either the Sonoma County WIB and/or the state. It is important to note that Compliance Review and Continued Eligibility, the annual review of the Provider's accreditation and programs are two distinct components of the ETPL, and they may or may not occur simultaneously.

Overview: Scope of annual Compliance Review

Sonoma County WIB conducts the following annual Compliance Reviews of the Provider including:

1. On-site inspection of the Provider's physical location – the Training Provider's facilities – to ensure physical premises and business practices conform to expectations set in their description on the ETPL and their informational resources (including the business's policy and procedure).
2. Compliance with WIOA Section 188 Equal Opportunity and Nondiscrimination requirements – The Sonoma Job Link WIB will verify that training providers comply with the Nondiscrimination and Equal Opportunity Procedures set forth by the State of California.

Delisting Training Providers/Programs

To ensure the integrity of the CA ETPL, the Sonoma County WIB or the EDD will remove a training provider or program from the CA ETPL at any time for the items below:

1. The training provider will be immediately removed from the CA ETPL for any of the following reasons until such time as they meet continued eligibility. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
 - a. The training provider has lost its accreditation or its approval to operate from its regulating agency.
 - b. A private postsecondary training provider no longer meets the exempt criteria per CEC Section 94874, or the provider's Verification of Exemption by BPPE (if required by the EDD) expired or is revoked, and the provider does not have a new Verification of Exemption, or BPPE Approval to Operate.
 - c. The nonprofit Community Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code.
 - d. The apprenticeship program is no longer registered with the DOL under the National Apprenticeship Act, or is no longer approved by DIR DAS. The State ETPL Coordinator is responsible for removing apprenticeship programs.
 - e. The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered or DIR DAS approved apprenticeship program, or no longer leads to an industry-recognized postsecondary credential.
 - f. It is determined the provider sub-contracted instruction of the program to another entity without approval from WASC or BPPE.
 - g. The provider is not in compliance with WIOA Section 188.
2. A training provider will be immediately removed from the CA ETPL for a period of no less than two years for any of the reasons listed in this section. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
 - a. The state identifies the Sonoma County WIB and the training provider are participating in pay-to-play activities (commonly known as kickbacks) that include, but are not limited to: The Board receiving monetary or gift exchanges for (or in the hope for) referrals to a specific training provider, and/or exchanges of money or gifts to have the training provider listed on ETPL. As part of the annual on-site monitoring of Local Boards, if it is determined the Sonoma County WIB is engaging in pay-to-play activities, a corrective action is required, and failure to take timely action to comply may result in decertification of the Local Board involved.

- b. It is determined the training provider falsely reported information.
 - c. The training provider substantially violated a provision of Title I of WIOA, or its implementing regulations.
 - d. The training provider's top-level leadership (e.g., owner, CEO, Director, etc.) is convicted of violating any federal or state law associated with the operation of the institution.
3. The EDD, in coordination with the Sonoma County WIB, can remove a provider for any of the following reasons. Reactivation to the list is at the discretion of the State ETPL Coordinator and the Sonoma County WIB:
- a. It is determined the provider is not serving or providing value to WIOA participants, and is listed on the CA ETPL solely for other purposes, such as the utilization of Workers' Compensation Supplemental Job Displacement Benefit vouchers.
 - b. The provider has not served at least one Title I, subtitle B enrollment during the previous two program years.
 - c. The provider's CalJOBS profile and/or program information is inaccurate or incomplete.
 - d. The training provider has not demonstrated a good faith effort in providing the ETP Report data to the EDD.
 - e. The provider no longer wishes to be listed on the CA ETPL.
4. In an effort to safeguard WIOA funds, the training provider will be suspended from the CA ETPL if the training provider is under any federal, state, or local investigation. During the period of suspension, no new enrollments may occur, but the training provider can continue to serve existing WIOA-funded enrollments. Once the investigation is complete, a review of the findings by the state will determine if the provider can be reinstated to the CA ETPL.

If a training provider/program is removed from the CA ETPL, the EDD must inform the Sonoma County WIB of the denial and the reason(s) for the delisting within 30 days of the removal. In turn the training provider must be informed in writing with the reason(s) for the delisting, and provided information on the appeal process within 30 days of receipt of the EDD's decision.

All training provider/programs removed from the CA ETPL must be removed from the local ETPL immediately upon notification from the EDD, as any new enrollments into a training program not eligible to be on the CA ETPL will result in disallowed costs. It is the responsibility of the EDD and the Sonoma County WIB to work together to ensure any participants currently enrolled in a training program removed under items 1 and 2 experience minimal disruption. If the training provider or program is removed due to items 1, 3, or 4, any participants already enrolled (attended at least one day of instruction) can continue participation in the program until the training is complete, but no new enrollments may occur.

Placing Delisted Training Providers/Programs Back on the ETPL

Requests to be placed back on the CA ETPL must be submitted through the Sonoma County WIB (unless the provider is a Distance Education or apprenticeship program). The training provider and program(s) must meet all criteria outlined in the ETPL. If the training provider is removed for item 2 of the *Delisting Training Providers/Programs* section, two years must have passed from the time of their removal before they can be

placed back onto the CA ETPL. If the training provider is removed for item 3(b) of the *Delisting Training Providers/Programs* section, the provider must wait 6 months from the date of removal before submitting an ETPL application for reinstatement.

Definitions

Apprenticeship Program – All apprenticeship programs that are registered with the U.S. Department of Labor (DOL), Office of Apprenticeship, or approved by California (CA) Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS), are automatically eligible to be included on the CA Eligible Training Provider List (ETPL). Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. The apprenticeship program is sponsored by an employer, and upon completing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, which is an industry-issued, nationally-recognized credential.

Pre-apprenticeship Program – A program designed to prepare individuals to enter and succeed in an apprenticeship program, and includes the following elements:

- Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
- Access to educational and career counseling and other supportive services, directly or indirectly.
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.
- A partnership with one or more apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in an apprenticeship program.
- Opportunities to attain at least one industry-recognized credential through an apprenticeship program.
- For Building and Construction trades the Multi Craft Core Curriculum (MC3) standards implemented by CDE must be followed.
 - A plan to help increase the representation of women in this trade must also be developed.

Customized Training – Training that meets the following criteria:

1. Designed to meet the specific requirements of an employer (including a group of employers).
2. Conducted with a commitment by the employer to employ an individual upon successful completion of the training.
3. The employer pays a significant portion of the cost of training, as determined by the Local Workforce Development Board (Local Board) involved, taking into account the size of the employer and such other factors as the Local Board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities.

Distance Education – Education that uses only one or more of the technologies listed below to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor, whether offered concurrently or not. The technologies include the following:

- The internet.
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
- Audio conferencing.

In-demand Industry Sector or Occupation – The determination of whether an industry sector or occupation is in-demand shall be made by the California Workforce Development Board (CWDB) or Local Board, as appropriate, using state and regional business and labor market projections. An industry sector is considered in demand if it has a substantial current, or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors. An occupation that currently has, or is projected to have, a number of positions in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.

Occupational Skills Training – An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Industry Recognized/Valued Credentials:

- ETPL Programs must provide training services that lead to:
 - an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements AND/OR
 - Employment in a specific occupation after receiving measurable technical skills.
- Postsecondary Credential – An industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state or federal government, or an Associate or Bachelor’s degree. A recognized postsecondary credential is based on the attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are generally based on standards developed or endorsed by employers or industry associations. The following are types of recognized postsecondary credentials:
 - Associate degree.
 - Bachelor’s degree.
 - Occupational licensure (e.g. Certified Nursing Assistant license).
 - Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates.
 - Occupational certification (e.g. Automotive Service Excellence certification).
 - Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

- Certificates awarded by workforce development boards are not included in this definition, nor are work readiness certificates, because neither type of certificate is recognized industry-wide, nor do they document measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation.
- Recognized postsecondary credentials reflect technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment. The following are examples of credentials/certificates that are not recognized postsecondary credentials:
 - Occupational Safety and Health Administration 10-hour course on job-related common safety and health hazards (OSHA 10).
 - National Career Readiness Certification.
 - National Retail Federation Credentials.
 - ServSafe Food Handler’s Certification.
 - Cardio Pulmonary Resuscitation (CPR) Certification.
 - Certificates for General Computer Skills (Microsoft Word, Excel, Outlook, etc.).
- While there is no comprehensive list of approved credentials, more information on how to determine what may be considered a credential can be found in TEN 25-19.
- Please note the training program does not have to issue the credential, but the training program should prepare the individual to obtain the credential. For example, a Class A Truck Driving program does not issue the Class A driver’s license, but it should prepare the individual to pass the state-issued exam to obtain the license.
- Further, to be eligible, a program that does not lead to a credential may instead lead to training related employment as long as the program provides a measurable occupational skill gain.

Training Related Employment:

An eligible ETPL program must prepare graduates for a specific occupation related to the training that was provided. This means that programs must award:

- Measurable technical skills, rather than general skills that are broadly required for employment.
- These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Median and Average Income:

Median Income is the income amount that divides a population into two equal groups, half having an income above that amount, and half having an income below that amount.

Average Income represents what the “typical employee” earns and can be pulled higher or lower by high salaries or low salaries at the extreme ends of the distribution.

References:

WIOA (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134, and 404
 Title 20 CFR (CFR) Part 677

Title I of the WIOA, Sections 677.150 and 677.230

Title 20 CFR Part 680: WIOA Sections 680.200, 680.210, 680.230, 680.300, 680.310, 680.320, 680.330, 680.340, 680.350, 680.410, 680.420, 680.430, 680.450, 680.460, 680.470, 680.480, 680.490, 680.500, 680.520, and 680.530

Title 34 CFR Part 600: Definitions (Department of Education), Section 600.2
TEGL 8-19, 3-18, 19-16, TEGL 13-16

California Code of Regulations Division 7.5

California Education Code Sections 94801.5, 94850.5, and 94874

California Unemployment Insurance Code (CUIC) Sections 14005, & 14230

WSD22-08, 22-01, 17-01, 18-05