MEETING OF THE WORKFORCE INVESTMENT BOARD

date Thursday, January 16, 2014

time 8:00 a.m. – 9:30 a.m.

place America’s Job Centers of California
        4389 Imperial Avenue
        San Diego, CA 92113

AGENDA

CALL TO ORDER AND NOTE OF ATTENDANCE

PUBLIC COMMENT: members of the public shall have the opportunity to address the Workforce Investment Board only on issues on this agenda. Time allotted to each speaker is determined by the Chairman; however, comments are generally limited to no more than three (3) minutes total per subject regardless of the number of those wishing to speak. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting.

ACTION ITEMS

Item #1: Minutes of the September 19, 2013 Workforce Investment Board Meeting..............1

Item #2: Approval of Providers/Programs for Eligible Training Provider List (ETPL)..............5

Item #3: County of San Diego Supportive Employment Technical Consulting Services
        Contract Action..............................................................................................................9

Item #4: America’s Job Centers Operators Contract Modification........................................11

Item #5: Revised Individual Training Account Cap .................................................................13

Item #6: America’s Job Centers Operators Contract Modification – Comprehensive
        Assessment...................................................................................................................16
Item #7: Approval of Providers/Programs for Eligible Training Provider List .........................18
Item #8: Youth Council Memberships .......................................................................................22
Item #9: Program Year 2013-2014 Workforce Investment Act Unobligated - Youth Funds ....24
Item #10: Rapid Response Services Contract Modification ....................................................25

INFORMATIONAL ITEMS

Item #11: Minutes of the November 14, 2013 Workforce Investment Board Meeting ..........27
Item #12: America’s Job Centers of California Branding ......................................................31
Item #13: America’s Job Centers of California Performance Summary for Period Ending September 30, 2013 .................................................................32
Item #14: Arc of San Diego Contract to Date Performance Update .........................................35
Item #15: Bridge to Employment Program Performance Summary .......................................37
Item #16: Workforce Investment Act (WIA) Youth Programs First Quarter Performance Update .................................................................................................................40
Item #17: Committee Reports ...............................................................................................44
Item #18: President & CEO Report ........................................................................................45
Item #19: Chairperson Report & Announcements ................................................................46

In compliance with the Americans with Disabilities Act (ADA), San Diego Workforce Partnership (SDWP) will provide accommodations to persons who require assistance in order to participate in meetings. If you require assistance or to request this document or back-up reports in an alternate format, please call Franklin Garrett (619) 228-2900.
**ABBREVIATIONS AND ACRONYMS**

Common abbreviations found throughout the packet are listed below.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJCC</td>
<td>America’s Job Centers of California (formerly One-Stop Career Centers)</td>
</tr>
<tr>
<td>APC</td>
<td>Adult Programs Committee</td>
</tr>
<tr>
<td>CCN</td>
<td>Career Center Network “One-Stop”</td>
</tr>
<tr>
<td>EDD</td>
<td>Employment Development Department</td>
</tr>
<tr>
<td>ETPL</td>
<td>Eligible Training Provider</td>
</tr>
<tr>
<td>ITA</td>
<td>Individual Training Account</td>
</tr>
<tr>
<td>SDWP</td>
<td>San Diego Workforce Partnership</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance for Needy Families</td>
</tr>
<tr>
<td>WIA</td>
<td>Workforce Investment Act</td>
</tr>
<tr>
<td>WIB</td>
<td>Workforce Investment Board</td>
</tr>
</tbody>
</table>
Item #1: Minutes of the September 19, 2013 Workforce Investment Board Meeting

Members Present
Jared Aaker
Rebecca Aguilera-Gardiner
Sunita Cooke
Krista Dupps
Judy Forrester
Ellen Greer
Norma Hernandez

Barbara Jimenez
Gary Knight
Kevin Landry
Judy Lawton
Tom Lemmon
Joe Mackey

Dora Mendivil
Stephanie Murphy
Omar Passons
Joe Powell
Marlene Taylor
Dante Vasquez

Members Absent
Richard Barrera
Bobby Brown
Michael Finch
Lucy Garcia-Roberts
Jeffrey Jackson
Mack Jenkins
Linda Klers

Alan Kneale
Robert Loeun
Peter MacCracken
Mary Ann Marcuzzi
Lydia Moreno
Steve Pinning

Becky Quinn
Steve Redding
Patrick Shoup
Louis Song

Legal Counsel
Daphne Skogen
David Smith

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Chair Rebecca Aguilera-Gardiner at 8:09 a.m., with a quorum present. Peter Callstrom, CEO, welcomed guests and prospective WIB members: Adam Shapiro, Karen Brailean, and Stormy Miller. WIB members introduced themselves. Marlene Taylor, WIB Vice President and President of Taylor Trim & Supply provided a ‘member profile’. Marlene described her work and how her company’s hiring of job seekers with barriers to employment, and involvement in CONNECT2Careers, has been good for business.

Public Comment

None.

Agenda items were not pulled for discussion.

The following items were approved on the consent agenda:

1-09/19/13 - Item 1 Minutes of the July 18, 2013 WIB Meeting
That the Board approve the minutes of the July 18, 2013 WIB meeting.
2-09/19/13 - Item 2  Approval of Providers/Programs for the Eligible Training Provider List (ETPL)
That the WIB concur with the APC and approve one new training provider and thirty two (32) new programs that meet the requirements of the EDD WIA Directive #WIAD06-15 for inclusion on the ETPL.

3-09/19/13 - Item 3  Contract Action- Management and Development of On-the-Job Training (OJT) Opportunities for In-Demand Industries
That the WIB concur with the APC and approve and authorize the CEO of the SDWP to negotiate and execute a 21-month contract beginning October 1, 2013 and ending June 30, 2015 for the management and development of OJT opportunities for in-demand industries with the following organization:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Adult</th>
<th>DW</th>
<th>Total Award</th>
<th>Industries Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Training Services (OTS)</td>
<td>$926,800</td>
<td>$1,073,200</td>
<td>$2,000,000</td>
<td>All</td>
</tr>
</tbody>
</table>

4-09/19/13 - Item 4  Contract Action - Bridge to Employment (BTE) Year Four
That the WIB concur with the APC and approve the following contract allocations for BTE contractors for Program Year 2013 – 2014. This contract action is pending final approval of the Year-Four Continued Funding Request from the Department of Health and Human Services (HHS) for the period of performance from September 30, 2013 to September 29, 2014.

5-09/19/13 - Item 5  Youth Council Memberships
That the WIB concur with the Youth Council and recommend the appointment of the following individuals to the Youth Council:

1. Erick Reyes, Student, San Pasqual Academy, representing in-school youth (Youth Council Bylaws Section 2.2.g.) for an initial one-year term through June 30, 2014.

2. Claudia Rodriguez, Parent Volunteer Coordinator, Reality Changers, as a Parent of eligible youth seeking assistance under subtitle B of title I of WIA (Youth Council Bylaws Section 2.2.d.) for an initial two-year term through June 30, 2015.

Motion, Seconded, Carried Unanimously (Mackey/Lawton)
Abstaining from Item 2: Lawton and Mendivil
Abstaining from Item 3: Lawton
Abstaining from Item 4: Jimenez
The following agenda item was presented:

6-09/19/13 - Item 17  CONNECT2Careers San Diego (C2C) Update
Diahna Leon, SDWP’s Youth Director, presented an update on C2C and summer youth employment programs:
- The program reached more than 1,000 employers.
- Fully 93 employers submitted job requests and 43 employers hired young adults.
- There were 202 participants placed in internships.
- Funding from the City of San Diego, Opportunity Youth Incentive Fund and Walmart Foundation helped make the program successful.

Reports

Adult Programs Committee (APC)
WIB members are encouraged to join the APC. This is a great opportunity to learn about Adult services and programs in more depth.

Youth Council – Jared Aaker
Mr. Aaker reported details regarding the Youth Program Performance Report. There was $5.6 million in youth funding for program year 2012-13 and 95 percent was expended. The Youth Program finished with 1,343 enrollments, which is 97 percent of its target level for all youth programs during the program year. Mr. Aaker encouraged members to review the report.

Chairperson Report – Rebecca Aguilera-Gardiner
Chair Aguilera-Gardiner stated that she would attend a business leadership conference in October of 2013. She reported that additional member profiles would be included in future WIB meetings and there would be opportunities to venture into the community for meetings and more. There was also a discussion regarding relevant workforce development events in the region.

President and CEO Report – Peter Callstrom
Mr. Callstrom’s update included the following:
- SDWP’s staff members are participating in an internal volunteer employee initiative to support breast cancer awareness and research.
- Social media has been an effective tool in spreading awareness about SDWP.
- The electronic newsletter is being distributed every month. WIB members are asked to forward it to colleagues and associates.
- SDWP is tracking federal WIA reauthorization legislation, as well as evaluating the impact this issue could have on the local workforce.
- Key organizations play a critical role in the workforce investment arena: National Association of Workforce Investment Boards, National Skills Coalition, California Workforce Association, California Workforce Investment Board, United States Conference of Mayors - Workforce Development Council.
Mr. Callstrom will join San Diego Regional Chamber of Commerce members as they travel to Washington, D.C. in October of 2013.

There were several events to preview the new Central Library. The library houses the Bank of America Merrill Lynch Career Center.

**Adjournment**

The meeting was adjourned at 9:21 a.m. by Chair Aguilera-Gardiner.

Andrea Patrick, Meeting Secretary
Item #2: Approval of Providers/Programs for Eligible Training Provider List (ETPL)

DATE: December 30, 2013  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Judy Lawton, Chair
       Adult Programs Committee

RECOMMENDATION(S)
That the WIB concur with the Policy Board and approve four (4) new providers and twenty-eight (28) new programs that meet the requirements of the Employment Development Department (EDD) Workforce Investment Directive #WIAD06-15 for inclusion on the Eligible Training Provider List (ETPL).

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

Pursuant to the WIA legislation, the WIB and Policy Board approve training providers and programs for inclusion on the ETPL.

The requested additions to the ETPL are as follows:

New Provider- New Programs
1. Healthcare Academy - 2 new training programs
2. Mueller College – 4 new training programs
3. San Diego College (2 separate locations) - 6 new training programs
4. Sylvan Learning of Bonita – 2 new training programs

Existing Providers – New Programs
1. CadTeacher – 9 new training programs
2. California Medical College – 2 new training programs
3. UC San Diego – 1 new training program
4. Western Truck School – 2 new training programs

The recommended new programs and providers have met all of the selection criteria.

ATTACHMENTS
Attachment A: Supporting Occupational Labor Market Data
Attachment B: ETPL Report Card Data for Existing Providers
## Supporting Occupational Labor Market Data

<table>
<thead>
<tr>
<th>Training Provider</th>
<th>Training Program</th>
<th>Training Cost</th>
<th>Occupational Title</th>
<th>Average Annual Job Openings (1)</th>
<th>Median Hourly Earnings (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Academy</td>
<td>Certified Nurse Assistant (CNA)</td>
<td>$2,000.00</td>
<td>Nursing Assistants</td>
<td>437</td>
<td>$13.16</td>
</tr>
<tr>
<td></td>
<td>Home Health Aide (HHA)</td>
<td>$400.00</td>
<td>Home Health Aides</td>
<td>344</td>
<td>$10.91</td>
</tr>
<tr>
<td>Mueller College</td>
<td>Massage Therapist: Western Therapies</td>
<td>$12,837.00</td>
<td>Massage Therapists</td>
<td>66</td>
<td>$14.43</td>
</tr>
<tr>
<td></td>
<td>Holistic Health Practitioner in Integrated Bodywork</td>
<td>$20,487.00</td>
<td>Health Diagnosing and Treating Practitioners, All Other</td>
<td>17</td>
<td>$34.34</td>
</tr>
<tr>
<td></td>
<td>Personal Fitness Trainer</td>
<td>$19,814.00</td>
<td>Fitness Trainers and Aerobics Instructors</td>
<td>95</td>
<td>$20.50</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Counselor</td>
<td>$17,015.00</td>
<td>Substance Abuse and Behavioral Disorder Counselors</td>
<td>24</td>
<td>$16.28</td>
</tr>
<tr>
<td>San Diego College (Clairemont Location)</td>
<td>Medical Assistant</td>
<td>$15,900.00</td>
<td>Medical Office Assistants</td>
<td>342</td>
<td>$16.02</td>
</tr>
<tr>
<td></td>
<td>Office Assistant</td>
<td>$15,900.00</td>
<td>Office Clerks, General</td>
<td>851</td>
<td>$13.98</td>
</tr>
<tr>
<td></td>
<td>Medical Billing</td>
<td>$15,900.00</td>
<td>Medical Secretaries</td>
<td>336</td>
<td>$16.98</td>
</tr>
<tr>
<td>San Diego College (Market Street Location)</td>
<td>Medical Assistant</td>
<td>$15,900.00</td>
<td>Medical Office Assistants</td>
<td>342</td>
<td>$16.02</td>
</tr>
<tr>
<td></td>
<td>Office Assistant</td>
<td>$15,900.00</td>
<td>Office Clerks, General</td>
<td>851</td>
<td>$13.98</td>
</tr>
<tr>
<td></td>
<td>Medical Billing</td>
<td>$15,900.00</td>
<td>Medical Secretaries</td>
<td>336</td>
<td>$16.98</td>
</tr>
<tr>
<td>Sylvan Learning of Bonita</td>
<td>COMPTIA A+ Technical Support Training for Managed Service Providers</td>
<td>$5,000.00</td>
<td>Network and Computer Systems Administrators</td>
<td>155</td>
<td>$36.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Computer Network Architects</td>
<td></td>
<td>$50.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Computer Network Support Specialists</td>
<td></td>
<td>$28.94</td>
</tr>
<tr>
<td></td>
<td>COMPTIA State and Cloud Fundamentals for Managed Services Provider Sales and Service</td>
<td>$5,000.00</td>
<td>Computer and Information Systems Manager</td>
<td>101</td>
<td>$60.75</td>
</tr>
<tr>
<td>Training Provider</td>
<td>Training Program</td>
<td>Training Cost</td>
<td>Occupational Title</td>
<td>Average Annual Job Openings (1)</td>
<td>Median Hourly Earnings (2)</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------</td>
<td>---------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>California Medical College</td>
<td>Advanced EKG and Telemetry Technician</td>
<td>$3,700.00</td>
<td>Cardiovascular Technologists and Technicians</td>
<td>437</td>
<td>$13.16</td>
</tr>
<tr>
<td></td>
<td>Nursing Assistant, Home Health Aide and CAN Acute Care</td>
<td>$4,000.00</td>
<td>Nursing Assistants</td>
<td>344</td>
<td>$10.91</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home Health Aides</td>
<td>49</td>
<td>$43.73</td>
</tr>
<tr>
<td>CadTeacher</td>
<td>Architectural CAD/BIM Certificate program (online)</td>
<td>$5,340.00</td>
<td>Architects, Except Landscape and Naval</td>
<td>90</td>
<td>$64.07</td>
</tr>
<tr>
<td></td>
<td>Architectural CAD Certificate Program (online)</td>
<td>$3,020.00</td>
<td>Architectural and Engineering Managers</td>
<td>49</td>
<td>$43.73</td>
</tr>
<tr>
<td></td>
<td>3D CAD Certificate Program (online)</td>
<td>$2,970.00</td>
<td>Architects, Except Landscape and Naval</td>
<td>49</td>
<td>$43.73</td>
</tr>
<tr>
<td></td>
<td>Civil 3D Certificate Program (online)</td>
<td>$2,875.00</td>
<td>Architects, Except Landscape and Naval</td>
<td>29</td>
<td>$30.55</td>
</tr>
<tr>
<td></td>
<td>Architectural BIM Certificate Program (online)</td>
<td>$4,130.00</td>
<td>Civil Engineering Technicians</td>
<td>30</td>
<td>$40.29</td>
</tr>
<tr>
<td></td>
<td>BIM Project Management Professional Cert (online)</td>
<td>$4,130.00</td>
<td>Architects, Except Landscape and Naval</td>
<td>39</td>
<td>$29.67</td>
</tr>
<tr>
<td></td>
<td>MEP BIM Certificate Program (online)</td>
<td>$4,130.00</td>
<td>Engineering Technicians, Except Drafters, All Other</td>
<td>90</td>
<td>$64.07</td>
</tr>
<tr>
<td></td>
<td>Structural BIM Certificate Program (online)</td>
<td>$4,135.00</td>
<td>Architectural and Engineering Managers</td>
<td>39</td>
<td>$29.67</td>
</tr>
<tr>
<td></td>
<td>Digital Arts/ Visualization Cert Program (online)</td>
<td>$2,975.00</td>
<td>Graphic Designers</td>
<td>120</td>
<td>$21.91</td>
</tr>
<tr>
<td>UC San Diego Extended Studies</td>
<td>Biofuels</td>
<td>$5,400.00</td>
<td>Industrial Production Managers</td>
<td>30</td>
<td>$44.33</td>
</tr>
<tr>
<td>Western Truck School</td>
<td>Advance Tractor Trailer Operator Program</td>
<td>$5,995.00</td>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>201</td>
<td>$19.73</td>
</tr>
<tr>
<td></td>
<td>Commercial Vehicle Driver Operator Program</td>
<td>$7,995.00</td>
<td>Heavy and Tractor-Trailer Truck Drivers</td>
<td>201</td>
<td>$19.73</td>
</tr>
</tbody>
</table>

**Definitions**

(1) Average Annual Job Openings are the sum of new jobs and replacement needs between the years 2013 to 2018, Counties: San Diego, CA
(2) Median Hourly Earnings are the estimated 50th percentile of the distribution of wages; The wages do not include self-employed or unpaid family workers.

## ETPL Report Card Data for Existing Providers
### October 1, 2011 to June 30, 2013

<table>
<thead>
<tr>
<th>Training Providers</th>
<th>Enrolled (1)</th>
<th>Completed (2)</th>
<th>Training Related Employment (3)</th>
<th>Average Hourly Wage (4)</th>
<th>Employed (5)</th>
<th>Rate (6)</th>
<th>Credential (7)</th>
<th>Rate (8)</th>
<th>Active in WIA (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CadTeacher</td>
<td>50</td>
<td>36</td>
<td>25</td>
<td>$21.13</td>
<td>33</td>
<td>76%</td>
<td>29</td>
<td>81%</td>
<td>14</td>
</tr>
<tr>
<td>California Medical College</td>
<td>53</td>
<td>39</td>
<td>10</td>
<td>$11.84</td>
<td>29</td>
<td>74%</td>
<td>32</td>
<td>82%</td>
<td>14</td>
</tr>
<tr>
<td>UC San Diego Extended Studies</td>
<td>500</td>
<td>397</td>
<td>224</td>
<td>$24.71</td>
<td>273</td>
<td>84%</td>
<td>272</td>
<td>83%</td>
<td>174</td>
</tr>
<tr>
<td>Western Truck School</td>
<td>110</td>
<td>96</td>
<td>71</td>
<td>$14.82</td>
<td>83</td>
<td>87%</td>
<td>88</td>
<td>92%</td>
<td>14</td>
</tr>
</tbody>
</table>

**Definitions**

1. Enrolled - Number of customers enrolled in an Individual Training Account (ITA) with a school on the ETPL
2. Number of customers that complete WIA funded services. Note, customers can complete services without successfully completing training or without employment
3. Training Related Employment - Number of customers employed in the field in which they were trained
4. Average Hourly Wage - Sum of hourly wage of employed customers divided by the number employed
5. Employed - Number of customers employed
6. Rate - Number of employed divided by number of completed
7. Credential - Number of customers that received a national or state recognized degree or certificate
8. Rate - Number of Credential divided by number of completed
9. Active in WIA - Number of customers actively participating in a WIA funded services
Item #3:  County of San Diego Supportive Employment Technical Consulting Services Contract Action

DATE:  December 30, 2013  RE: January 16, 2014 Meeting

TO:  Workforce Investment Board (WIB)

FROM:  Judy Lawton, Chair
Adult Programs Committee

RECOMMENDATION(S)
That the WIB concur with the Policy Board and approve a contract award to Corporation for Supportive Housing (CSH) for the Supportive Employment Technical Consultant Services for Adults with Serious Mental Illness for the amounts below. This recommendation is pending the County of San Diego’s final approval of the contract award to the SDWP.

<table>
<thead>
<tr>
<th>Period of Performance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15/2013 – 6/30/2014</td>
<td>$63,650</td>
</tr>
<tr>
<td>7/01/2014 – 6/30/2015</td>
<td>$95,000</td>
</tr>
<tr>
<td>Total Award</td>
<td>$158,650</td>
</tr>
</tbody>
</table>

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

On April 24, 2013, the SDWP in partnership with CSH submitted a proposal to the County of San Diego (County) in response to their Request for Proposals for Supportive Employment Technical Consultant Services for Adults with Serious Mental Illness. On September 13, 2013, SDWP was notified by the County that it was the successful respondent. The period of performance for this contract is November 15, 2013 to June 30, 2015.

The objective of this project is to create a Technical Assistance (TA) team that will coordinate and build on the work of the County’s San Diego Employment Solutions (SDES) plan. Mental Health Systems (MHS) was awarded the contract for Supportive Employment Services for Adults with Serious Mental Illness and was the previous provider of the Technical Consultant Services TA contract. This team-based coordination will assist in securing a broad range of partnerships that result in employment opportunities for the target population. The team will conduct intensive outreach to a range of employers and stakeholders, with a focus on those who provide opportunities that align with vocational aspirations of clients served by MHS. The team will draft a strategic employment plan building on the existing work completed by MHS.

CSH is a subject matter expert for the provision of consultant services for supportive housing for individuals with serious mental illness. SDWP was awarded the contract based on the expertise...
and strength that SDWP and CSH collectively bring to this project. SDWP will enter into a sole source contract with CSH based on direction from the County that the award is based on the elements of SDWP’s proposal that describes the collaboration and subcontract with CSH.

**ATTACHMENTS**
None
Item #4: America’s Job Centers Operators Contract Modification

DATE: December 30, 2013  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Judy Lawton, Chair
       Adult Programs Committee

RECOMMENDATION(S)
That the WIB concur with the Policy Board and approve the following contract allocations to the America’s Job Centers of California (AJCC) operators (formerly known as One-Stop Career Centers). Effective date of funding is October 1, 2013, contingent upon approval of the SDWP budget by the Policy Board.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>WIA Adult</th>
<th>WIA Dislocated</th>
<th>Total WIA Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ResCare – North</td>
<td>$27,918</td>
<td>$35,616</td>
<td>$63,534</td>
</tr>
<tr>
<td>ResCare – South</td>
<td>$29,610</td>
<td>$28,302</td>
<td>$57,912</td>
</tr>
<tr>
<td>Grossmont - East</td>
<td>$20,727</td>
<td>$25,440</td>
<td>$46,167</td>
</tr>
<tr>
<td>KRA - Metro</td>
<td>$62,745</td>
<td>$69,640</td>
<td>$132,387</td>
</tr>
<tr>
<td>Total</td>
<td>$141,000</td>
<td>$159,000</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

On July 1, 2013 the State of California released 25 percent of the program year (PY) 2013-2014 total Workforce Investment Act (WIA) adult and dislocated worker funding, of which $450,000 was allocated to training. The remaining 75 percent, which included $6 million in training funds, was released October 1, 2013.

AJCC operators are required to expend these funds by June 30, 2014. Full expenditure of these funds will ensure compliance with Senate Bill 734. This bill requires local WIBs to spend at least 25 percent of the total adult and dislocated worker fund allocations on workforce training services.

During its annual budget modification process, SDWP identified an additional $300,000 that could be allocated to AJCC operators to support the management, distribution, and monitoring of the increased allocation of training funds. This funding recommendation would provide AJCC’s
with additional resources to ensure appropriate oversight of the $6 million in training funding allocated for the remaining three quarters of PY 2013-2014.

ATTACHMENTS
None
Item #5:  Revised Individual Training Account Cap

DATE:    December 30, 2013            RE: January 16, 2014 Meeting

TO:       Workforce Investment Board (WIB)

FROM:     Judy Lawton, Chair
          Adult Programs Committee

RECOMMENDATION(S)
That the WIB concur with the Policy Board and approve temporarily increasing the Individual Training Account (ITA) cap to $7,000 for higher in-demand occupations in San Diego’s priority industry sectors.

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

Up until 1999, under the Job Training Partnership Act (JTPA), the voucher-training program had a cap of $8,500 per client. When the Workforce Investment Act (WIA) was introduced, there was a reduction of formula funds, and the cap was decreased to $5,000. From 2008 to 2010, the ITA cap was revised three times in response to the America’s Job Centers integrated service delivery system, changes in the labor market, and the influx of American Recovery and Reinvestment Act (ARRA) funds. During this period of time, the SDWP implemented two caps. One was a lower cap for in-demand occupations and the second cap was set at a higher amount for certain occupations that were deemed “higher” in demand. Each year, SDWP would analyze the higher in-demand occupations and present the list to the Boards for approval. When the economy declined, all occupations were in decline resulting in the WIB setting the current ITA cap at $5,000 for all occupations.

In 2011, the State of California passed Senate Bill 734, which requires that local WIBs allocate and expend a minimum percentage of WIA funds to training programs. For program year 2013-2014, SDWP has allocated $6 million of WIA adult and dislocated worker funds to training. This amount represents an increase over prior years.

In June of 2013, SDWP submitted its Five-Year Strategic Plan to the State of California. Within that plan, SDWP identified San Diego’s priority industry sectors that are emerging, are predicted to have the largest growth, and are rapidly growing. SDWP plans to expand its work with employers in the priority industry sectors to ensure they have direct input on the specific educational and skills gaps they are experiencing with job seekers. Adult and dislocated worker participant training will be specific to the needs of employers in these sectors. Many of the higher in-demand occupations within these sectors require longer training that is also more expensive.
With the current cap of $5,000 per ITA, adult and dislocated worker participants who are seeking assistance with training enroll in very entry level training programs with lower costs or they apply for financial aide to cover the tuition that exceeds the $5,000 cost of higher skilled/higher in-demand training programs. This presents an undue hardship for participants, as they often graduate with a student loan debt.

Given the increase in the amount of training funds allocated to adult and dislocated worker training, the need to train individuals in career pathway programs in higher skilled occupations within the priority industry sectors, and the need to mitigate the amount of debt participants may incur, the APC is recommending a revision to the ITA cap. This revision will help meet the needs of the business community by allocating resources to develop a more competitive and skilled workforce. The APC is recommending retaining the ITA cap of $5,000 for in-demand occupations that do not have high training costs. For occupations that are higher in demand and require longer length and more expensive training, APC is recommending setting a cap of $7,000.

ATTACHMENTS
Attachment A: In-Demand Jobs – Fall 2013
## In-Demand Jobs
### Fall 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>2012 Jobs</th>
<th>2012 Nominal Growth (5 Year Total)</th>
<th>% Growth</th>
<th>% Growth Rating</th>
<th>Nominal Growth (Avg Annual)</th>
<th>Replacement Jobs</th>
<th>Percent of Employees Eligible for Retirement</th>
<th>Median Hourly Earnings</th>
<th>Educational Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygienists</td>
<td>1,456</td>
<td>162</td>
<td>11.1%</td>
<td>Strong</td>
<td>32</td>
<td>30</td>
<td>1%</td>
<td>$43.57</td>
<td>Associate's degree</td>
</tr>
<tr>
<td>Electricians</td>
<td>5,448</td>
<td>921</td>
<td>16.9%</td>
<td>Strong</td>
<td>184</td>
<td>160</td>
<td>2%</td>
<td>$23.98</td>
<td>Long-term on-the-job training</td>
</tr>
<tr>
<td>Financial Analysts</td>
<td>5,667</td>
<td>714</td>
<td>12.6%</td>
<td>Strong</td>
<td>143</td>
<td>122</td>
<td>9%</td>
<td>$34.84</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</td>
<td>2,079</td>
<td>285</td>
<td>13.7%</td>
<td>Strong</td>
<td>57</td>
<td>39</td>
<td>3%</td>
<td>$22.72</td>
<td>Postsecondary non-degree award</td>
</tr>
<tr>
<td>Insurance Sales Agents</td>
<td>8,634</td>
<td>1,105</td>
<td>12.8%</td>
<td>Strong</td>
<td>221</td>
<td>204</td>
<td>0%</td>
<td>$25.08</td>
<td>Moderate-term OJT</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>7,438</td>
<td>967</td>
<td>13.0%</td>
<td>Strong</td>
<td>195</td>
<td>119</td>
<td>2%</td>
<td>$15.26</td>
<td>Moderate-term OJT</td>
</tr>
<tr>
<td>Painters, Construction and Maintenance Workers</td>
<td>5,843</td>
<td>912</td>
<td>15.6%</td>
<td>Strong</td>
<td>183</td>
<td>133</td>
<td>3%</td>
<td>$16.70</td>
<td>Moderate-term OJT</td>
</tr>
<tr>
<td>Personal Financial Advisors</td>
<td>17,959</td>
<td>5,064</td>
<td>28.2%</td>
<td>Strong</td>
<td>1,012</td>
<td>216</td>
<td>13%</td>
<td>$29.84</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Physical Therapists</td>
<td>1,674</td>
<td>321</td>
<td>19.2%</td>
<td>Strong</td>
<td>64</td>
<td>21</td>
<td>2%</td>
<td>$39.06</td>
<td>First professional degree</td>
</tr>
<tr>
<td>Radiologic Technologists and Technicians</td>
<td>1,772</td>
<td>294</td>
<td>16.6%</td>
<td>Strong</td>
<td>59</td>
<td>28</td>
<td>4%</td>
<td>$31.85</td>
<td>Associate's degree</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>21,639</td>
<td>2,207</td>
<td>10.2%</td>
<td>Strong</td>
<td>440</td>
<td>400</td>
<td>4%</td>
<td>$40.02</td>
<td>Associate's degree</td>
</tr>
<tr>
<td>Securities, Commodities, and Financial Services Sales Agents</td>
<td>14,417</td>
<td>3,359</td>
<td>23.3%</td>
<td>Strong</td>
<td>671</td>
<td>347</td>
<td>8%</td>
<td>$23.86</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Software Developers, Applications</td>
<td>8,945</td>
<td>742</td>
<td>8.3%</td>
<td>Above Average</td>
<td>148</td>
<td>96</td>
<td>1%</td>
<td>$44.45</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td>Software Developers, Systems Software Supervisors of Food Preparation and Serving Workers</td>
<td>6,211</td>
<td>752</td>
<td>12.1%</td>
<td>Strong</td>
<td>150</td>
<td>67</td>
<td>1%</td>
<td>$47.33</td>
<td>Bachelor's degree</td>
</tr>
<tr>
<td></td>
<td>9,291</td>
<td>1,050</td>
<td>11.3%</td>
<td>Strong</td>
<td>210</td>
<td>203</td>
<td>3%</td>
<td>$13.66</td>
<td>Short-term OJT</td>
</tr>
</tbody>
</table>
Item #6: America’s Job Centers Operators Contract Modification – Comprehensive Assessment

DATE: December 30, 2013 RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Judy Lawton, Chair
Adult Programs Committee (APC)

RECOMMENDATION(S)
That the WIB concur with the Policy Board and approve the following contract allocations to the America’s Job Centers of California (AJCC) operators to provide comprehensive career assessment services. The effective date of funding is October 1, 2013, contingent upon approval of the budget by the Policy Board.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>WIA Adult</th>
<th>WIA Dislocated</th>
<th>Total WIA Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ResCare – North</td>
<td>$16,286</td>
<td>$20,776</td>
<td>$37,062</td>
</tr>
<tr>
<td>ResCare – South</td>
<td>$17,272</td>
<td>$16,509</td>
<td>$33,781</td>
</tr>
<tr>
<td>Grossmont - East</td>
<td>$12,091</td>
<td>$14,840</td>
<td>$26,931</td>
</tr>
<tr>
<td>KRA - Metro</td>
<td>$36,601</td>
<td>$40,625</td>
<td>$77,226</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$82,250</strong></td>
<td><strong>$92,750</strong></td>
<td><strong>$175,000</strong></td>
</tr>
</tbody>
</table>

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

In the past, each AJCC operator subcontracted with a regional community college to provide comprehensive career guidance and assessment services. With Workforce Investment Act (WIA) funding, the community colleges provided a certified career counselor to administer and interpret career assessments for job seekers. The counselor provided the workforce advisors with an assessment report that was used to develop an Individual Employment Plan with AJCC participants. Due to funding decreases, the ability to fund this level and quality of service was not sustained.

AJCC operators, along with SDWP, recognize the need for a comprehensive assessment system that assists participants with planning for skills training, career transitions and/or career management. Comprehensive assessment is a vital component in preparing participants for making informed choices that will lead to demand occupation skills training and long-term employment opportunities. Therefore, APC is recommending allocating $175,000 to the AJCC
operators for the provision of a career assessment system to assist enrolled participants in
developing their employment plan prior to accessing WIA-funded training.

SDWP staff will work with each AJCC operator to define required criteria. The assessment
process must include one-on-one counseling by a trained, certified vocational counselor, to
assess basic education, occupational skills, work history, interest aptitudes, attitudes towards
work, and support service needs. This will ensure consistency is provided to job seeker
customers across the region. Additionally, the assessment will better inform the selection of
training that matches the skills and abilities of the participant.

ATTACHMENTS
None
Item #7: Approval of Providers/Programs for Eligible Training Provider List

DATE: December 23, 2013  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Mark Nanzer, Director Adult Programs Team

RECOMMENDATION(S)
That the WIB recommend to the Policy Board approval of one new provider and of six new programs that meet the requirements of the EDD Workforce Investment Directive #WIAD06-15 for inclusion on the Eligible Training Provider List (ETPL).

BACKGROUND
Pursuant to the WIA legislation, the WIB and Policy Board approve training providers and programs for inclusion on the ETPL. The requested additions to the ETPL are as follows:

New Provider- New Programs
1. California Home Care Registry, Inc. – 2 new training programs

Existing Providers – New Programs
1. California State University San Marcos – 2 new training programs
2. San Diego State University – one new training program
3. UC San Diego – 1 new training program

The recommended new programs and providers have met all of the selection criteria.

ATTACHMENTS
Attachment A: Supporting Occupational Labor Market Data
Attachment B: ETPL Report Card Data for Existing Providers
### Supporting Occupational Labor Market Data

<table>
<thead>
<tr>
<th>Training Provider</th>
<th>Training Program</th>
<th>Training Cost</th>
<th>Occupational Title</th>
<th>Average Annual Job Openings (1)</th>
<th>Median Hourly Earnings (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Home Care Registry, Inc.</td>
<td>Home Care Worker</td>
<td>$545</td>
<td>Nursing Assistants</td>
<td>445</td>
<td>$13.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Personal Care Aides</td>
<td>621</td>
<td>$10.11</td>
</tr>
<tr>
<td></td>
<td>Sale Training Acceleration for Home Care Account Managers</td>
<td>$1,200</td>
<td>Customer Service Representor</td>
<td>725</td>
<td>$17.23</td>
</tr>
<tr>
<td>CSU San Marcos Extended Studies</td>
<td>Project Management</td>
<td>$2,100</td>
<td>General &amp; Operations Managers</td>
<td>410</td>
<td>$50.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Administrative Services Managers</td>
<td>127</td>
<td>$39.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Analysts</td>
<td>412</td>
<td>$33.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Computer &amp; Information Systems Managers</td>
<td>106</td>
<td>$59.80</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>$3,999</td>
<td>Paralegals and Legal Assistants</td>
<td>142</td>
<td>$26.06</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Legal Support Workers</td>
<td>13</td>
<td>$29.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Legal Secretary</td>
<td>79</td>
<td>$20.58</td>
</tr>
<tr>
<td>SDSU Extended Studies</td>
<td>Civil Sitework Construction</td>
<td>$2,473</td>
<td>Construction Manager</td>
<td>37</td>
<td>$33.97</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Surveyor</td>
<td>17</td>
<td>$35.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cost Estimators</td>
<td>76</td>
<td>$31.05</td>
</tr>
<tr>
<td>Training Provider</td>
<td>Training Program</td>
<td>Training Cost</td>
<td>Occupational Title</td>
<td>Average Annual Job Openings (1)</td>
<td>Median Hourly Earnings (2)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>UC San Diego Extended Studies</td>
<td>Reading &amp; Literacy Program Orientation</td>
<td>$2,890</td>
<td>Adult Basic &amp; Secondary Education &amp; Literacy Teachers &amp; Instructors</td>
<td>18</td>
<td>$30.21</td>
</tr>
</tbody>
</table>

**Definitions**

(1) Average Annual Job Openings are the sum of new jobs and replacement needs between the years 2013 to 2018, Counties: San Diego, CA

(2) Median Hourly Earnings are the estimated 50th percentile of the distribution of wages; The wages do not include self-employed or unpaid family workers.


Dataset Version: 2013-2014 class of worker
ETPL Report Card Data for Existing Providers
October 1, 2011 to June 30, 2013

<table>
<thead>
<tr>
<th>Training Providers</th>
<th>Enrolled (1)</th>
<th>Completed (2)</th>
<th>Training Related Employment (3)</th>
<th>Average Hourly Wage (4)</th>
<th>Employed (5)</th>
<th>Rate (6)</th>
<th>Credential (7)</th>
<th>Rate (8)</th>
<th>Active in WIA (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDSU Extended Studies</td>
<td>251</td>
<td>183</td>
<td>95</td>
<td>$20.56</td>
<td>143</td>
<td>78%</td>
<td>157</td>
<td>86%</td>
<td>68</td>
</tr>
<tr>
<td>CSU San Marcos Extended Study</td>
<td>121</td>
<td>101</td>
<td>46</td>
<td>$22.40</td>
<td>86</td>
<td>85%</td>
<td>87</td>
<td>86%</td>
<td>20</td>
</tr>
<tr>
<td>UC San Diego Extended Studies</td>
<td>500</td>
<td>397</td>
<td>224</td>
<td>$24.71</td>
<td>273</td>
<td>84%</td>
<td>272</td>
<td>83%</td>
<td>174</td>
</tr>
</tbody>
</table>

**Definitions**
(1) Enrolled - Number of customers enrolled in an Individual Training Account (ITA) with a school on the ETPL
(2) Number of customers that complete WIA funded services. Note, customers can complete services without successfully completing training or without employment
(3) Training Related Employment - Number of customers employed in the field in which they were trained
(4) Average Hourly Wage - Sum of hourly wage of employed customers divided by the number employed
(5) Employed - Number of customers employed
(6) Rate - Number of employed divided by number of completed
(7) Credential - Number of customers that received a national or state recognized degree or certificate
(8) Rate - Number of Credential divided by number of completed
(9) Active in WIA - Number of customers actively participating in a WIA funded services
Item #8: Youth Council Memberships

DATE: December 30, 2013  
RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Jared Aaker, Vice-Chair  
Youth Council

RECOMMENDATION(S)
That the WIB concur with the Youth Council and approve the following membership recommendations:

1. The appointment of Calen Johnson, Participant, San Diego Job Corps, representing out-of-school youth (Youth Council Bylaws Section 2.2.h.) for an initial two-year term through June 30, 2015.
2. The appointment of Katrina Beaven, Participant, San Diego Job Corps, representing out-of-school youth (Youth Council Bylaws Section 2.2.h.) for an initial two-year term through June 30, 2015.

CALEN JOHNSON BIO
Calen Johnson, 17, has been enrolled as a student at the San Diego Job Corps Center since July 2013. He demonstrates a genuine interest in his Hotel and Lodging trade program. Originally from North Carolina, Calen established himself in San Diego when his family decided to move recently. During his experience at Job Corps, Calen has discovered that he genuinely enjoys being in front of people and providing a top notch experience for customers and staff.

KATRINA BEAVEN BIO
Katrina Beaven, 17, has been enrolled as a student at the San Diego Job Corps Center since August 2013. She found her niche in the Hotel and Lodging trade program and takes her program very seriously. Katrina is a hard worker in her trade, enjoys being around people, and believes she can make an impact on the youth community in San Diego.

BACKGROUND
The WIA mandates the establishment of a Youth Council to serve as an advisory subgroup of the WIB. Section 2.2 of the Youth Council Bylaws requires the membership of the Youth Council to include:

(a) Members of the WIB such as educators, which may include special education personnel, employers, and representatives of human service agencies, who have special interest or expertise in youth policy;
(b) Members who represent service agencies, such as juvenile justice and local law enforcement agencies;
(c) Members who represent local public housing authorities;
(d) Parents of eligible youth seeking assistance under subtitle B of title I of WIA;

22
(e) Individuals, including former participants, and members who represent organizations, that have experience relating to youth activities;
(f) Members who represent the Job Corps, if a Job Corps Center is located in the local area represented by the council;
(g) Youth who are enrolled in school;
(h) Out-of-school youth;
(i) Members from the private sector;
(j) Members from local educational agencies serving youth;
(k) Members from private nonprofit agencies serving youth;
(l) Members from apprenticeship training programs serving youth; and
(m) Other individuals, who the chair of the WIB, in cooperation with the chief elected official, determines to be appropriate.

Approval of this recommendation would bring the Youth Council membership to 24 members.

ATTACHMENTS
None
Item #9: Program Year 2013-2014 Workforce Investment Act Unobligated - Youth Funds

DATE: December 30, 2013          RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Jared Aaker, Vice Chair
       Youth Council

RECOMMENDATION(S)
That the WIB concur with the Youth Council and approve allocating $550,000 in unobligated Program Year (PY) 2013-2014 Workforce Investment Act (WIA) Title I - Youth Formula funds to existing PY2013-2014 WIA contracted youth services providers to enhance their 2014 summer employment component.

BACKGROUND
WIA funds that are allocated to SDWP from the State Workforce Services Division must be obligated or spent within a two-year period. A minimum of 80% of obligation rate must be met annually. Through SDWP annual budget modification process, an additional $1,500,000 in WIA Title I Youth funds has been identified. These funds must be obligated by June 30, 2014 to meet the state’s required 80% obligation rate.

PY 2013-2014 FUNDING RECOMMENDATIONS
Current WIA youth contract service providers that meet satisfactory performance standards and have the capacity to spend additional funding, would receive a proportionate share of the $550,000 to enhance their summer employment component for currently enrolled youth. This would allow youth service providers to increase the number of youth who will participate in summer work experiences. A contract modification agenda item detailing increased funding for eligible youth providers to implement a summer jobs component will be presented at the February Youth Council and March WIB meetings, for review and approval.

A recommendation for allocating the remainder of the unobligated funding will be brought back to the February Youth Council and March WIB meetings.

ATTACHMENTS
None
Item #10:  Rapid Response Services Contract Modification

DATE: January 9, 2014  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Tina Ngo, Research Manager

RECOMMENDATION(S)
That the WIB concur with the Policy Board to approve the additional $50,000 to the Rapid Response services contractor, San Diego Regional Economic Development Corporation (SDREDC). Effective date of funding is October 1, 2013.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Current Allocation</th>
<th>Contract Modification</th>
<th>Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego Regional Economic Development Corporation</td>
<td>$150,000</td>
<td>$50,000</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

BACKGROUND
At the November 14, 2013 WIB meeting, quorum was not met and this action item was not approved. The item was forwarded to the November 22nd Policy Board meeting where it was approved on consent. The SDWP Joint Powers Agreement requires approval by both the Policy Board and the WIB. As a result, the action items from the November 14th WIB meeting are being brought back to the January WIB meeting for their review and approval.

The WIA mandates that Rapid Response services are offered to all businesses experiencing layoffs, closure and/or relocation. These services include follow-up on Workforce Adjustment and Retraining Notifications (WARN) that are received from businesses planning to lay off a significant portion of their workforce. Services also include support for information on programs and services aimed at the growth, retention, and/or transition of workers. To facilitate both on-site response activities and labor market research, the State of California provides formula grants annually to the local WIB based on layoffs, unemployment, poverty levels, and follow-up work performed by the WIB or its contractors.

On June 29, 2012, SDWP issued a request for proposals (RFP) to economic development council/corporations, chambers of commerce, businesses, non-profit organizations and/or any combination of organizations listed above to provide Rapid Response services to companies that are closing or laying off employees and to undertake activities to enhance the knowledge of broader workforce development efforts in San Diego County. SDREDC was awarded the contract on September 21, 2012.

Additional Rapid Response funding of $50,000 for Program Year 2013-14 will allow for Rapid Response activities to be broadened and strengthened throughout the County. In the past three years, SDWP has received over 150 WARN notices from employers. Over 11,000 positions have been laid off during this period. SDREDC has outreached to these employers to provide Rapid Response services and can strengthen their reach with additional resources.
It is recommended that the additional funding be awarded to the SDREDC in order to have the most significant impact across San Diego County.

ATTACHMENTS
None
Item #11: Minutes of the November 14, 2013 Workforce Investment Board Meeting

Members Present
Jared Aaker
Rebecca Aguilera-Gardiner
Sunita Cooke
Krista Dupps
Jeffrey Jackson
Norma Hernandez
Gary Knight
Linda Klers
Peter MacCracken
Mary Ann Marcuzzi
Lydia Moreno
Stephanie Murphy
Judy Lawton
Tom Lemmon
Steve Pinning
Joe Powell
Becky Quinn

Members Absent
Richard Barrera
Bobby Brown
Michael Finch
Judy Forrester
Lucy Garcia-Roberts
Ellen Greer
Mack Jenkins
Barbara Jimenez
Alan Kneale
Kevin Landry
Robert Loeun
Joe Mackey
Dora Mendivil
Steve Redding
Patrick Shoup
Louis Song
Omar Passons
Marlene Taylor
Dante Vazquez

Legal Counsel
Daphne Skogen

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Chair Aguilera-Gardiner at 8:08 a.m. A quorum was not present. Several prospective WIB members were in attendance as guests. After introductions, Judy Lawton, Owner and CEO of The Lawton Group, provided a ‘member profile’. Ms. Lawton described the impact quality job training programs have on the lives of so many and detailed how her career has intertwined with workforce investment activities in San Diego for nearly three decades.

Chair Aguilera-Gardiner stated that presentations about the Central Library and Linked Learning San Diego would be presented at future meetings. She also stated that information for Item 4 (Approval of Providers for the ETPL) had been updated. In addition, Item 6 (County of San Diego Supportive Employment Technical Consulting Services Contract Action) was updated, as Mental Health Systems was added. Hard copies of the updated agenda items were distributed during the meeting.

Public Comment

None.
The following item was discussed:

1-11/14/13- Item 4

Approval of Providers/Programs for Eligible Training Provider List (ETPL)

This was an action item. That the WIB concur with the Adult Programs Committee (APC) and approve three new providers and 26 new programs that meet the requirements of the EDD Workforce Investment Directive #WIAD06-15 for inclusion on the ETPL.

The item was discussed. However, as there was no quorum, the WIB did not vote on this item. Dr. Sunita Cooke asked a question regarding the Holistic Health Care Practitioner training. The cost of training was approximately $20,000 with an average annual job opening of 17. Dr. Cooke questioned why the APC had forwarded a program for approval with an average growth of only 17 jobs. Mark Nanzer, Director of Adult Programs, responded that while the number of job openings was smaller by comparison to other approved training programs, the CA EDD oversees the ETPL including the application process and initial eligibility criteria for all training providers and programs. The program in question had met all state application guidelines and the initial eligibility criteria for approval. Mr. Nanzer further stated that the State is in the process of revising the current ETPL policy. SDWP is awaiting the State’s revised policy to potentially pursue revisions to the local ETPL and Individual Training Account (ITA) policies. Revisions could include addressing criteria that ensures approved training programs meet the skills gap needs of the current labor market and are aligned with the industry sectors identified in the SDWP’s Five-Year Strategic Plan.

The following item was presented:

2-11/14/13 – Item 8

Research Update

Tina Ngo, Research Manager for SDWP, presented an overview of research activities. Reports that have been released by SDWP include: Sports and Active Lifestyle, Talent Pipeline and In-Demand Jobs. SDWP plans to release five reports by June 30, 2014. Topics include: information/communication technology, life sciences, manufacturing, green technology, and healthcare.

The reports are coordinated efforts, as SDWP works with community partners to develop them. SDWP has also implemented cost-saving efforts such as sharing resources with community partners and creating smaller, more succinct and graphically-rich summaries. Additionally, SDWP routinely coordinates launch events to bring awareness to the reports. Additional outreach efforts include social media posts, SDWP e-news articles, and presentations throughout the local community.
Research data is also available digitally, as SDWP has created a Dashboard (http://lmi.workforce.org/) on its website.

**Reports**

**Adult Programs Committee (APC) – Judy Lawton**
The APC held a retreat to discuss the SDWP’s Five-Year Strategic Plan and develop strategies relating to the APC’s role as the plan is implemented. Ms. Lawton also mentioned the South County Career Center’s Open House in December of 2013. Additionally, Ms. Lawton encouraged WIB members to join the APC.

**Youth Council – Jared Aaker**
Mr. Aaker stated that the C2C program has received great support from City officials. He also stated that Linked Learning is an exciting effort that is gaining momentum. The topic will be discussed at a future meeting.

**Chairperson Report – Rebecca Aguilera-Gardiner**
Ms. Aguilera-Gardiner stated that she attended a business leader’s conference during October of 2013. The conference allowed attendees to share information and learn about workforce activities throughout the nation. Chair Aguilera-Gardiner also stated that the WIB meetings will be held at different locations throughout the County. Additionally, WIB members should expect to receive a survey during 2014 in order to ascertain how members could be involved moving forward.

Mr. Callstrom updated the Board as follows:
- The electronic newsletter continues to gain momentum.
- Efforts are underway to re-brand the Career Center Network, as the new name is America’s Job Centers of California (AJCC).
- SDWP’s Facebook page is making headway and Twitter has nearly to 1,000 followers.
- Elected leaders such as Senator Marty Block, Councilmember Mark Kersey and Supervisor Greg Cox visited the Metro and South Metro AJCC and SDWP.
- Mr. Callstrom attended the delegation trip to Washington, D.C., hosted by the San Diego Regional Chamber of Commerce September 29 through October 3, 2013, as well as a portion of the U.S. Conference of Mayors meeting during the same week in D.C.
- Mr. Callstrom also attended the American Association of Community Colleges meeting in October of 2013, where attendees exchanged ideas about collaborative efforts between community colleges and workforce investment entities.
- In October, SDWP also held its end-of-the-year event to celebrate youth summer employment programs: C2C and Life Sciences Summer Institute (LSSI).

Mr. Callstrom also spoke to WIA authorization, as well as summarized 2013 efforts. He then briefly overviewed key focus areas for 2014.
**Adjournment**

The meeting was adjourned at 9:39 a.m. by Chair Aguilera-Gardiner.

Andrea Patrick, Meeting Secretary
Item #12: America’s Job Centers of California Branding

DATE: December 20, 2013  
RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Mark Nanzer  
Director, Adult Programs Team

INFORMATIONAL ITEM - NO ACTION REQUIRED
This informational item provides an update on the rollout of the universal branding of California’s one-stop career centers as America’s Job Center of California (AJCC) network.

BACKGROUND
As part of the federal WIA, a network of career centers was established throughout the country to enable individuals to find the help they need in the areas of job training, employment services, and other related support services, in one location. These centers have assisted San Diegans manage their careers, and San Diego employers in their search for skilled workers and in building their workforce.

To increase job seeker and employer awareness of workforce development resources available across the country, the U.S. Department of Labor Employment and Training Administration created a unifying brand to further define the system. Formerly named the One-Stop Career Center, the brand in California is now known as: America’s Job Center of California (AJCC).

Currently, names for centers vary from state to state, or even from town to town, and online Federal, state and local tools are spread across many websites with different names. Jobseekers may not realize that these resources are available to connect them to training and other workforce development supports.

Identifying these centers as AJCC, and improving partnerships with grantees and other workforce services, is designed to make it easier for workers and businesses to find and access the help and services the workforce system provides in their communities, whether it’s provided by states, by local areas, or by competitive grantees.

The AJCC is a collaboration of local, state, private, and public entities that provide comprehensive and innovative employment services and resources to meet the needs of the San Diego workforce.

ATTACHMENTS
None
Item #13: America’s Job Centers of California Performance Summary for Period Ending September 30, 2013

DATE: December 20, 2013 RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Mark Nanzer
Director, Adult Programs Team

INFORMATIONAL ITEM - NO ACTION REQUIRED
This informational item provides a performance summary for the first Quarter period ending September 30, 2013, for the America’s Job Centers of California (AJCC) formerly known as the One-Stop Career Centers.

BACKGROUND
The WIA requires a comprehensive accountability system to determine the effectiveness of services provided through the AJCC. Each year, the State of California establishes performance standards for the SDWP. SDWP then sets local contract performance measures that the AJCC operators are held accountable to achieve. The performance measures are monitored on a quarterly basis and all performance is cumulative throughout the program year.

SDWP performance policy identifies two types of performance measures:

1. Accountability: Contractors must meet targets per contractual obligations, or corrective action may be necessary if the contractor’s performance is at or below the corrective action level; and
2. Tracking: Additional information on key areas of performance.

PERFORMANCE SUMMARY
Each regional AJCC completed the first quarter performance that is at or above target level with the exception of the Credential Attainment Rate measure which has a target goal of 85% for both the Adult and Dislocated Worker population. Operators that fell below target goal for this measure are:

- KRA, operator of the Metro Region AJCC performed at 82% on the Dislocated Worker measure
- ResCare, operator of the North and South Regional AJCC performed at 83% and 81% respectively, on the Adult measure
- Grossmont Union High School District, operator of the East Region AJCC performed at 83% on the Adult measure.

While the above operators did not achieve target goal, they were all above the 80% corrective action level.
ANALYSIS

Enrollments: The AJCC network collectively enrolled 625 participants in the first quarter. Of those, 53% were Dislocated Workers and 47% were Adults.

Collectively, 71% of the Adults enrolled had two or more barriers to employment. This includes participants from low income households and barriers such as homelessness.

Entered Employment: The entered employment rate measure tracks the number of participants who have successfully entered into employment as a result of the services provided through the AJCC. All operators exceeded the target of 75%, however; Grossmont far exceeded the measure by placing 100% of participants who have exited services.

Overall, the AJCC performed well during the first quarter of the 2013/2014 Program Year.

ATTACHMENT
Attachment A: AJCC First Quarter Performance Summary
## AJCC First Quarter Summary Sheet
### July 1, 2013 thru September 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>Overall</th>
<th>KRA (Metro)</th>
<th>ResCare (North)</th>
<th>ResCare (South)</th>
<th>Grossmont (East)</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>#</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

### New Enrollments
The number of New Enrollments by the end of the quarter divided by Planned New Enrollments for the quarter (one measure each for Adult and Dislocated)

#### 1st Qtr Targets for New Enrollments

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td></td>
<td>294</td>
</tr>
<tr>
<td>Dislocated</td>
<td></td>
<td>331</td>
</tr>
<tr>
<td>Total</td>
<td>625</td>
<td>276</td>
</tr>
</tbody>
</table>

#### New Enrollments (since 07/01/13)

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td></td>
<td>328</td>
</tr>
<tr>
<td>Dislocated</td>
<td></td>
<td>364</td>
</tr>
<tr>
<td>Total</td>
<td>692</td>
<td>287</td>
</tr>
</tbody>
</table>

#### % of Enrollment Target

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>111%</td>
<td>328</td>
</tr>
<tr>
<td>Dislocated</td>
<td>109%</td>
<td>364</td>
</tr>
<tr>
<td>Total</td>
<td>110%</td>
<td>692</td>
</tr>
</tbody>
</table>

### Most In Need Served (Adult Only)
Ensures Adult programs are providing services addressing barriers. Of Adults newly enrolled, the percentage who have two or more of the following barriers:

- Low Income (Defined as 70% of the Lower Living Standard Income Level)
- Low Education (Defined as less than a high school diploma or equivalent)
- Limited English and/or significant cultural barriers
- Poor Work History (Defined as the client having not worked full-time in unsubsidized employment for more than 13 consecutive weeks in the last 12 calendar months)
- Homeless
- Disabled
- Previously incarcerated
- TANF Recipient (current or former)
- Older Worker (age 55+)

#### Target: 40%

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>105%</td>
<td>328</td>
</tr>
<tr>
<td>Dislocated</td>
<td>103%</td>
<td>364</td>
</tr>
<tr>
<td>Total</td>
<td>104%</td>
<td>692</td>
</tr>
</tbody>
</table>

### Exits and Placement
Employed at Exit (All Exiters). Determines the success of obtaining a job for all clients who have left the WIA program. Number of individuals employed at Exit divided by Number of individuals who Exit (minus those exclusions* at Exit) multiplied by 100.

- * Family, care, health and medical, deceased, institutionalized, reservist recalled.

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>86%</td>
<td>184/202</td>
</tr>
<tr>
<td>Dislocated</td>
<td>93%</td>
<td>264/282</td>
</tr>
<tr>
<td>Total - Target: 75%</td>
<td>90%</td>
<td>448/484</td>
</tr>
</tbody>
</table>

### Credential Attainment (After ITA Training)
Determines how many clients successfully completed training and obtained a credential. Number of Individuals who receive ITA-funded Training AND receive a Credential, divided by Number of individuals who received ITA-funded training multiplied by 100 (applies to those who have Exitd, minus exclusions* at Exit).

- * Family, care, health and medical, deceased, institutionalized, reservist recalled.

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>83%</td>
<td>83/96</td>
</tr>
<tr>
<td>Dislocated</td>
<td>89%</td>
<td>52/59</td>
</tr>
<tr>
<td>Total - Target: 85%</td>
<td>88%</td>
<td>88/103</td>
</tr>
</tbody>
</table>

### Core A to Core B Advancement
Ensures self-service clients receive assisted services as necessary. Number of Tier 2 Participants (those enrolled, receiving intensive services) divided by Number of Tier 1 Participants (self-service participants, universal access services) multiplied by 100.

<table>
<thead>
<tr>
<th></th>
<th>%</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Total - Target: 25%</td>
<td>27%</td>
<td>27%</td>
</tr>
<tr>
<td>32%</td>
<td>32%</td>
<td></td>
</tr>
<tr>
<td>29%</td>
<td>29%</td>
<td></td>
</tr>
<tr>
<td>57%</td>
<td>57%</td>
<td></td>
</tr>
<tr>
<td>35%</td>
<td>35%</td>
<td></td>
</tr>
</tbody>
</table>
Item #14:  Arc of San Diego Contract to Date Performance Update

DATE: December 23, 2013  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Mark Nanzer, Director
       Adult Programs Team

INFORMATIONAL ITEM - NO ACTION REQUIRED
This informational item provides a performance summary for period ending September 30, 2013 on the Arc of San Diego (Arc) Customized Training contract.

BACKGROUND
The Arc has been providing training and employment services to persons with disabilities since 1951. The agency has a rich history of creating and implementing innovative programs that meet the needs of children and adults with a wide range of disabilities.

The Arc’s training program at the Marine Corps Recruit Depot (MCRD) consists of training in a fast paced food service environment. Participants are responsible for serving meals and maintaining the facility to meet military sanitation requirements, as well as maintaining the grounds around the Mess Hall. Duties performed include, but are not limited to: replacing glassware, dishes, silverware and refilling condiment containers, cleaning work areas, utensils and equipment, operating dish washing machinery, making coffee, preparing food, mopping floors, removing garbage and manual tasks in the kitchen or dining area.

These trainees include people with developmental disabilities, physical disabilities, mental illness, substance abuse related disabilities, and even those with multiple disabling conditions, many of whom have little to no job experience. The skills attained by participants contribute considerably to their independence, dignity, and quality of life and create opportunities for self-reliance that otherwise would not be available to them.

PERFORMANCE
The following chart provides information on participant enrollment goals, number in training, and the entered employment rate as of September 30, 2013:

<table>
<thead>
<tr>
<th>Arc Performance Measures</th>
<th>Number of Planned Participants for Entire Contract Period (April 15, 2013 – April 14, 2014)</th>
<th>Number of Planned Participants to Date (April 15, 2013 – September 30, 2013)</th>
<th>Number of Actual Participants to Date (April 15, 2013 – September 30, 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Enrolled and in Training</td>
<td>35</td>
<td>11</td>
<td>42</td>
</tr>
<tr>
<td>Number Placed in Employment</td>
<td>32</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>
ANALYSIS
Of the 42 enrolled participants, 10 withdrew from the program, 22 are participating in the training, and 10 have completed training and are employed as Mess Hall Attendants at MCRD.

ATTACHMENTS
None
Item #15: Bridge to Employment Program Performance Summary

DATE: December 23, 2013
RE: January 16, 2013 Meeting

TO: Workforce Investment Board (WIB)

FROM: Mark Nanzer, Director
       Adult Programs Team

INFORMATIONAL ITEM - NO ACTION REQUIRED
This informational item provides fourth quarter performance through September 29, 2013 on the Bridge to Employment in the Healthcare Industry Program (BTE).

BACKGROUND
The BTE program is designed to advance the economic well being of San Diego’s Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals by developing a regional strategy that addresses the workforce development needs of the healthcare industry.

At the end of the third quarter, staff presented a performance item to the Boards that reflected challenges impacting the performance of the navigation contractors. One challenge in particular was participation in the Innovative Strategies for Increasing Self-Sufficiency (ISIS) research project. The process of randomly assigning over 1,000 individuals required contractors to direct far more time to outreach and intake activities than had been necessary in prior years of the grant.

During the first half of October, contractors exceeded the random assignment target with 1,009 participants enrolled in the study. The completion of random assignment will alleviate the burden of outreach and intake activities and allow contractors to focus on the provision of program services.

Additionally, in the last quarter, SDWP and navigation contractors reported difficulties with the Performance Reporting System (PRS) that the department of Health and Human Services requires all grantees to use. The data system lacks edit checks or other mechanisms for data validation, which has raised data integrity concerns. To address this deficiency and the data discrepancy issues, SDWP has hired a Performance Management Analyst who is providing technical assistance to all contractors and performing quality assurance reviews of monthly reports to alleviate data integrity issues.

ANALYSIS
At the end of third year of the grant, the Navigation Contractors remained below target for one or more key outcome measures. However, performance has improved, as detailed below:

Enrollment
Enrollment goals for year three were surpassed, with 539 new participants enrolled. Each contractor achieved over 95% of their enrollment targets for the year and all have identified new
participants to exceed their year three enrollment targets. However, the attached report does not yet reflect this increase, as a participant must receive a substantive service to trigger their enrollment in PRS.

**Training Completion**
At the end of year three, over 1200 participants had enrolled in training and more than 800 of these have completed one or more trainings. SDWP staff reports achieving 90% of the target for cumulative training completion across all navigator sites, a substantial improvement attributable to improving data accuracy in the PRS. MAAC Project (East) has exceeded target goal, and Comprehensive Training Systems (CTS) has reached 95% of its target goal.

Over 40 participants are scheduled to complete training during the first quarter of year four. SDWP staff and contractors will continue to reconcile the training enrollment and completion data in the PRS, a process expected to yield further progress towards this performance outcome during year four.

**Entered Employment**
The attached report indicates that all contractors failed to meet their employment goals for year three. Only one contractor, MAAC Project (South), achieved over 95% of their cumulative employment goal. North County Lifeline ended the year over 90% of their cumulative goal, and the remaining two contractors failed to reach 90% of their respective targets.

Employment is the performance metric that has proven most difficult throughout the BTE program. Many healthcare employers seek individuals with work experience that can be challenging for our participants to obtain. Staff anticipates performance on this measure to improve in years four and five, as participants who enrolled in longer training programs are beginning to complete those trainings. Additionally, the conclusion of the ISIS research project will allow contractors to increase attention on participants who are nearing training completion and entering the job search phase. Lastly, SDWP has allocated funds for each contractor to hire a full time job developer to work with participants and build relationships with employers in their communities. These job developers will be supported by an SDWP business services representative assigned full time to the BTE program. Staff anticipates the job development team will have a positive impact on employment outcomes in subsequent reporting periods.

**Looking ahead**
Moving into the fourth program year, SDWP is working with contractors to mitigate the challenges described above. Given the extenuating circumstances that have impacted performance, we recognize that achieving 95% of target may be too stringent a threshold for corrective action level. Therefore, the threshold for corrective action level has been modified to 90% of target goals in year four.

**ATTACHMENTS**
Attachment A: Bridge to Employment Performance
# Performance Measures Summary

## For the period:
- **Year Three - 09/30/2012 to 09/29/2013**
- **Cumulative - 09/30/2010 to 09/29/2013**

### YEAR THREE TOTAL   | MAAC East | MAAC South | Metro CTS | North County Lifetime
---|---|---|---|---
Actual: 539 | 78 | 107 | 229 | 125 | 1576 | 229 | 319 | 688 | 340
Target: 533 | 75 | 108 | 230 | 120 | 1595 | 225 | 124 | 686 | 360
Corrective Action: 506 | 71 | 103 | 210 | 114 | 1515 | 214 | 108 | 652 | 342

### CUMULATIVE TOTAL
- **Total: 3881**
- **Cumulative: 161**

### Accountability Measures
- Contractor must meet targets to meet contractual obligations. Corrective action may be necessary if performance is at or below 75% of target.

#### 1. Enrollments
- Number of new enrollees by the end of the month
- **Actual:** 539
- **Target:** 533
- **Corrective Action:** 506

#### 2. Training Completion
- Number of individuals who complete occupational skills training
- **Actual:** 305
- **Target:** 477
- **Corrective Action:** 453

#### 3. Entered Employment
- Number of individuals engaged in active employment
- **Actual:** 239
- **Target:** 332
- **Corrective Action:** 315

#### 4. Credential Attainment
- Number of individuals to obtain a credential after completing Bridge funded training
- **Actual:** 297

## Tracking Measures
- Additional measures tracked and monitored throughout the project used to provide more information on key areas of performance.

#### 5. Entered Training
- Number of individuals to enroll in occupational skills training
- **Actual:** 413

#### 6. Training Related Employment
- Number of individuals employed in the Healthcare Industry
- **Actual:** 183

#### 7. Average Wage at Employment
- **Actual:** $13.69

## Demographics

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Participants that are enrolled and reported having TANF only</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Participants that are enrolled and reported having SNAP only</td>
<td>140</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td>Participants that are enrolled and reported having both TANF and SNAP</td>
<td>71</td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td>Participants that are enrolled and reported not having TANF or SNAP</td>
<td>328</td>
<td>37</td>
<td>70</td>
</tr>
</tbody>
</table>

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* - Asterisk denotes a single person count
[1] TANF - Temporary Assistance for Needy Families
[2] SNAP - Supplemental Nutrition Assistance Program
Item #16: Workforce Investment Act (WIA) Youth Programs First Quarter Performance Update

DATE: December 30, 2013  RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Jared Aaker, Vice-Chair
Youth Council

INFORMATIONAL ITEM - NO ACTION REQUIRED
The SDWP monitors performance of contracted youth service providers throughout the program year using the Customer Information Services Reporting System (CISRS) data collection and reporting system. To provide support of performance management, reports are produced and distributed to youth service providers on a quarterly basis by SDWP. In addition, youth service providers have been trained to produce on demand real-time data reports for assistance with managing their performance.

WIA Youth contractors are in their second year of career pathway model implementation. This model focuses on engaging youth by connecting classroom learning to real life work activities. All youth are required to complete a program in their industry of choice that will result in completion of an industry-recognized certificate, diploma and/or postsecondary degree that is a part of exposure to long-term career goals. Contracted service providers are required to deliver services in any one of the categories described below:

- **In-School Youth Programs** – targets youth ages 14-18 who are currently enrolled in secondary school and are at-risk of dropping out of school. In partnership with secondary education, these programs provide career exploration, work-based learning, career technical skills training and a career pathway leading to high school graduation and links to an array of postsecondary options.

- **Out-of-School Youth Programs** – targets youth ages 17-21, and provides access and entry into postsecondary education and/or occupational/technical skills training and career pathways. These programs work in partnership with community colleges, advanced skills training entities, and/or four-year colleges and universities that lead to postsecondary degrees and/or industry recognized certifications.

- **Recovery and Reengagement Programs** – targets youth ages 16-21 that have dropped out of secondary school, or have been previously involved in the juvenile or adult court systems, and lack basic education to enter the labor market and reconnects them to education and career pathway opportunities.

- **Independent Living Skills/WIA Program (ILS/WIA)** – targets current and former foster care youth ages 14-21. Programs are intended to equip targeted youth with specific knowledge and skills needed to make informed decisions in key life areas. These include education, employment, financial literacy, self-care and social development, and any other skills needed to successfully transition to independent adulthood and a career pathway.
Out-of-School Youth with Disabilities Pilot Program - targets youth ages 18-21 with disabilities, to provide access and entry into postsecondary education and/or occupational/technical skills training, in partnership with community colleges, local businesses and business organizations, advanced skills training entities, apprenticeship training, employment opportunities, and/or four-year colleges and universities, that lead to postsecondary degrees and/or industry-recognized certifications; as well as unsubsidized paid employment.

PERFORMANCE SUMMARY
Based on first quarter performance ending September 30, 2013, the youth service provider network exceeded all performance measure target goals. A few youth service providers fell slightly below their contract goals for the quarter and are working to ensure they meet their semi-annual target goals.

The following table displays the overall cumulative performance measures and target goals for which youth service providers are held accountable:

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Target Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrollments</td>
<td>986</td>
<td>1123</td>
</tr>
<tr>
<td>2. Real Time Common Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Placement in Employment or Education</td>
<td>72%</td>
<td>83%</td>
</tr>
<tr>
<td>b. Attainment of Degree or Certificate</td>
<td>60%</td>
<td>81%</td>
</tr>
<tr>
<td>c. Literacy/Numeracy Gains for In-School Youth</td>
<td>55%</td>
<td>58%</td>
</tr>
<tr>
<td>d. Literacy/Numeracy Gains for Out-of-School Youth</td>
<td>55%</td>
<td>66%</td>
</tr>
</tbody>
</table>

WIA Youth Performance Measures are defined as follows:
1. **Enrollments** – are measured based on the total actual number of youth enrolled compared to the total planned enrollments, as stated in the service provider’s negotiated project operating plan. The number of WIA enrolled youth includes:

   206 Newly enrolled youth *(enrolled on or after July 1, 2013)*  
   + 917 Carry-in youth from prior program year *(enrolled prior to July 1, 2013)*  
   1,123 Total enrolled WIA Youth for PY2013-2014 Quarter 1

   Youth enrolled in the prior year continue to receive services until their Individual Service Plan goals are completed.

2. **Real Time Common Measures** – are the target goal percentages the Workforce Partnership must achieve to ensure state standards are met. The actual percentages are based on the total number of youth exited from the program that achieved the desired outcome, divided by the total number of youth that exited during that same quarter.
a. **Placement in Employment or Education** – youth included in the measure are those in unsubsidized employment, (including the military), post-secondary education, advanced training/occupational skills training, and/or qualified apprenticeship at exit.

b. **Attainment of Degree or Certificate** – youth included in the measure are those who attain a diploma, GED, or certificate from: state educational or vocational and technical educational agency; Institutions of Higher Education; professional industry or employer organization; registered apprenticeship program; public regulatory agency; programs approved by Department of Veterans Affairs; Office of Job Corps; and Tribal Colleges.

c. & d. **Literacy/Numeracy Gains** – youth included in the measure are those who are basic skills deficient and have increased one or more educational functioning level (approximately 2 grade levels).

**Expenditures**
As of September 30, 2013, the WIA network of youth service providers is on target with their expenditures for the first quarter. Youth service providers expended a cumulative total of $1,309,831 (97%) from the $1,347,456 total projected expenditures. Generally, it is recommended that contractors expend a minimum of 80% of their projected expenditures each quarter to ensure maximum contract spend-out by the fourth quarter.

**ATTACHMENTS**
Attachment A: WIA Youth Program Performance Report
WORKFORCE INVESTMENT ACT (WIA)

YOUTH PROGRAMS

PERFORMANCE REPORT
FIRST QUARTER
JULY 2013-SEPTEMBER 2013

REAL-TIME COMMON MEASURES

These are the state-mandated target goals. The actual percentages are based on the number of youth exited from the program that achieved the desired outcome, divided by the total youth that exited during that same quarter.

Placement in Employment or Education
ACTUAL: 83%
TARGET: 72%

83%

Attainment of Degree or Certificate
ACTUAL: 80%
TARGET: 90%

80%

Literacy and Numeracy Gains
In-School Youth
ACTUAL: 58%
TARGET: 55%

58%

Out-of-School Youth
ACTUAL: 66%
TARGET: 55%

66%

ENROLLMENTS

WIA Youth Programs are above target level for all youth contracts throughout San Diego County.

Network: ACTUAL: 1,123
TARGET: 986

EXPENDITURES

As a network, Youth Funded Partners are exceeding all WIA measures.

Of the $6.5 million in Youth funding for PY 2013-2014, these are the first quarter expenditures for all youth contracts in San Diego County.

ACTUAL: $1,309,831
TARGET: $1,347,456

97%

YOUTH COUNCIL
SAN DIEGO WORKFORCE PARTNERSHIP

Facebook: /sdworkforce
Twitter: @PeterACallstrom
workforce.org
Item #17: Committee Reports

DATE: January 9, 2014

RE: January 16, 2014 Meeting

TO: Workforce Investment Board (WIB)

FROM: Rebecca Aguilera-Gardiner, Chair
       Workforce Investment Board

INFORMATIONAL ITEM - NO ACTION REQUIRED
This will include reports and updates from committees of the WIB:
   1. Adult Programs Committee
   2. Youth Council

ATTACHMENTS
None
Item #18: President & CEO Report

DATE: January 9, 2014                    RE: January 16, 2014 Meeting
TO: Workforce Investment Board (WIB)
FROM: Peter Callstrom, President and CEO

INFORMATIONAL ITEM - NO ACTION REQUIRED
Peter Callstrom will provide an update to the WIB on various activities.

ATTACHMENTS
None
Item #19: Chairperson Report & Announcements

DATE: January 9, 2014          RE: January 16, 2014 Meeting
TO: Workforce Investment Board (WIB)
FROM: Rebecca Aguilera-Gardiner, Chair
       Workforce Investment Board

INFORMATIONAL ITEM - NO ACTION REQUIRED
Rebecca Aguilera-Gardiner will provide an update to the WIB regarding activities and events related to the San Diego Workforce Partnership (SDWP).

ATTACHMENTS
None