

Workforce Development Board (WDB)

Date Thursday, December 07, 2017
Time 8:00a - 9:30a
Place San Diego Workforce Partnership, 3910 University Ave., San Diego, CA
Julie Benedict Community Room, 3rd Floor

AGENDA

WELCOME & INTRODUCTIONS

Phil Blair – Chair

- Call the meeting to order
- Non-agenda public comment
- Introductions and greetings

ACTION ITEMS

- Item #1: Minutes of the October 19, 2017 Workforce Development Board Meeting
- Item #2: Funding Award for Second Chance to Continue Operation of the Reentry Works Program
- Item #3: SDWP Budget Modification
- Item #4: Results of the America's Job Center of California (AJCC) Network RFP and Approval to Enter into Contract Negotiations

INFORMATION ITEMS

- Item #5: Contracts Performance Dashboard
- Item #6: CEO and Staff Report
- Item #7: Chair Update
 - Topic: 2018 Meeting Dates and Board Retreat

ADJOURNMENT

PUBLIC COMMENT: Members of the public may address the Board on issues on this agenda (three minutes per subject) and/or other items within the Board's scope. To speak, submit a "Request to Speak" form prior to the meeting. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

Item #1: Minutes of the October 19, 2017 WDB Meeting

Members Present

Althea Salas	Ky Lewis	Nick Macchione
Andy Berg	Mark Starr	Omar Passons
Annie Taamilo	Marlene Taylor	Phil Blair
Carmencita Trapse	Mary Burton	Shandon Harbour
Ed Hidalgo	Mitch Mitchell	Sandra Shuda
John Ohanian		

Members Absent

Carlos Turner Cortez	Jamie Latiano Jacobs	Susie Harborth
Dennis Dubard	Matt Kriz	Tom Lemmon
Erik Caldwell	Sunita Cooke	

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 P. Blair, at 8:05 am, at SDWP with a quorum.

President & CEO Update – Peter Callstrom

P. Callstrom participated in a convening in Boston that Google.org, MIT and NAWB coordinated to discuss Google's \$1 billion commitment to create more workforce opportunities. The group participated in listening sessions and interactive working sessions. Next steps for implementing the new philanthropic funds from Google will be shared with meeting attendees.

Non-Agenda Public Comment

None

Action Items

The following items were approved as one motion through a consent agenda:

1-10/19/2017 - Item 1 **Minutes of the August 17 Workforce Board Meeting**

Approve the August 17 Board minutes.

2-10/19/2017 - Item 2 **Lease Approval for North County Coastal Career Center**

WDB recommends approval of the lease for the North Coastal Career Center.

3-10/19/2017 - Item 3

Board Member Nominations

WDB approves adding the following new members, in concurrence with the Executive Committee's recommendation:

- Timothy West – Executive Director and Region Manager, Middle Market Banking
- Michael Zucchet – General Manager, San Diego Municipal Employees Association

Consent Agenda:

Moved, Seconded, Carried Unanimously (K. Lewis/A. Berg)

Reports

P. Blair welcomed and introduced the new Board members.

Wilda Wong, SDWP Communications Specialist, announced that the Workforce Conference is officially sold out, but a promo code is available to unlock the tickets for Board members to register. An agenda is available on the SDWP website.

Laura Kohn provided an update on the San Diego Chamber trip to Washington, D.C. The delegation was large (160+) and bi-national. She attended meetings focused on workforce issues, including meetings with Betsy DeVos, Secretary of Education and Kathleen Smith, Assistant Secretary of Higher Education. Workforce development was high on both of their agendas. Department of Education and the San Diego congressional delegation all see pending reauthorization of the Higher Education Act as an opportunity to promote workforce development. Kohn also summarized the threats to workforce development funding in federal budget negotiations.

Andrew Picard announced that Rebecca Bianconi would be leaving the SDWP. Kandi Milli is the Board's new point of contact.

The following items were reviewed and discussed:

4-10/19/2017 - Item 4

RFP Update for the Operation and Management of the America's Job Center of California (AJCC) Network

A. Picard provided an update on the procurement process. SDWP received letters of interest from eight different organizations and received proposals from a total of four organizations: KRA Corporation, MAXIMUS, ResCare Workforce Services and Career Team.

Board members were reminded that they cannot discuss anything related to the procurement with these organizations.

Next Steps: Proposal evaluations happen in early October. A recommendation will be presented to the Board in December. The new provider will take over operation of all job centers on July 1, 2018. Oral interviews may be conducted for those who qualify.

DISCUSSION

N. Macchione strongly encouraged that in-person interviews or site visits be conducted for the potential providers to verify the information in the RFPs.

A. Berg suggested that the names of the proposers be removed from the proposals when evaluated.

5-10/19/2017 - Item 5

Workforce Development & Reentry Systems Update

A. Picard provided an update on the recent employer forum event with the California Prison Industry Authority (CALPIA) and on SDWP's initiatives aligning workforce development and the reentry system.

Christopher Johnson, New Beginnings Program graduate, shared the positive impact the New Beginnings Program and staff had with his transition from prison back to civilian life and into the workforce in the hotel service sector.

DISCUSSION

S. Shuda asked how mental health challenges are being addressed through the reentry programs. A. Picard responded that the service model includes a Multi-Disciplinary Team that provides wrap-around services for the participants to address issues such as drug abuse, mental health challenges, housing, and food.

P. Blair asked how it was determined which program participants would receive intensive post-release follow-up services. A. Picard responded that a risk/needs assessment is conducted by the Sheriff's Department, and the Multi-Disciplinary Team reviews the questionnaire results to determine what post-release follow-up is needed, if any, for each program participant. The questionnaire is part of the program design element that DOL put in place.

Board members requested to see a copy of the questionnaire/risk needs assessment.

N. Macchione and other board members shared support for this important focus for SDWP and that reentry support is a priority for the County.

8-10/19/2017 - Item 8

Chair Update

P. Blair launched a discussion about the role of the San Diego Workforce Partnership and the Workforce Development Board in supporting workforce development to reduce recidivism among the formerly incarcerated. The WDB had a robust discussion on this topic, which was joined by the guests from the New Beginnings Program. The WDB decided to continue the conversation by establishing a work group to explore avenues for expanding SDWP funding and services for reentry. Work Group Volunteers: N. Macchione, E. Hidalgo, M. Taylor, M. Starr, A. Berg, M. Burton, and A. Salas.

Adjournment

The meeting was adjourned at 9:34 am

Item #2: Funding Award for Second Chance to Continue Operation of the Reentry Works Program

RECOMMENDATION

Workforce Development Board approve the funding award, not to exceed \$150,000, with service provider Second Chance to continue the Reentry Works program at East Mesa Reentry Facility (EMRF) through June 30, 2018. This award is a co-funded initiative by the San Diego County Sheriff's and SDWP to operate the specialized jail-based America's Job Center of California (AJCC) at EMRF.

BACKGROUND

SDWP launched Reentry Works in June 2015 thanks to a grant award from the U.S. Department of Labor's (DOL) Linking Employment Activities Pre-Release 1 (LEAP1) initiative. The DOL grant expires at the end of this calendar year. Reentry Works serves participants with job center and career services at the EMRF pre-release and continues support for them post-release. The goals of this partnership among SDWP and the Sheriff's and Probation departments are to reduce recidivism, improve public safety and coordinate services to some of our community's most vulnerable citizens.

This FY18 funding award recommendation represents new funding from the Sheriff's Department. Additional WIOA funding contributed by SDWP and the Sheriff's Department for FY19 will allow for continued operations and successful performance of the AJCC at EMRF.

PERFORMANCE MEASURES

This contract will serve at least 300 people with final performance currently under negotiation between SDWP, Second Chance and Sheriff's. The following performance measures represent the DOL's targets under LEAP funding that Second Chance has successfully continued to meet:

- **Enrollment Rate:** defined as the number of participants enrolled in the program divided by the enrollment goal. The goal for this measure is 100%.
- **Participation Rate:** the rate of continued participation in the program defined as the percentage of enrolled participants who received at least one LEAP service (excluding supportive services) each month pre-release. The goal for this measure is 90% by the end of the grant.
- **Work Readiness Indicator Rate:** defined as the percentage of participants who are deemed work-ready or demonstrate an increase in work-readiness after receiving pre-release services. To assess increases in work-readiness, grantees must administer work readiness pre- and post-tests (at the time of enrollment and program exit/release, respectively), which may include a risk assessment of criminogenic needs. The goal for this measure is 80%.
- **Post-release Enrollment Rate:** defined as the percentage of participants who report for and are enrolled into comprehensive career services within 30-days post-release. The goal for this measure is 80%.

- **Recidivism Reduction:** overall participants will not be re-arrested or re-incarcerated at no greater rate than 22%. (Average recidivism in San Diego county is approx. 50-60%)
- **Placement Rate:** participants will be placed into a career, job training program, education or apprenticeship program within first quarter of release. The goal for this measure is 50%.

Item #3: SDWP FY18 Budget Modification

RECOMMENDATION

WDB approve the FY18 December budget modification.

BACKGROUND

SDWP is proud to present a balanced, sound, and conservative budget for the remainder of FY18 (July 1, 2017 – June 30, 2018). This modification accounts for new revenue received between July 2018 and November 2018 and reallocates unspent funding from contractors in FY17 identified through the year-end contract close out process.

FY18 Revenue:

The December revised budget revenue is \$32.79M, which is approximately \$550K or 1.7% higher than the \$32.24M FY18 June budget approved by the WDB and Policy Board on June 15, 2017. WIOA formula funds increased by approximately \$370K and private grants by about \$280K from June. There was an approximate \$100K reduction in competitive public grants.

Figure 1: Three-year Revenue Trends by Funding Type

(\$000's)	FY18 Jun (approved)	FY18 Dec	FY18 Dec vs Jun (+/-)	FY18 Dec vs Jun (%)
WIOA Funds*	21,430	21,802	372	1.7%
Public Grants	9,090	8,992	(98)	(1.1%)
Private Grants	1,722	2,002	280	16.3%
Total	32,242	32,796	554	1.7%

*WIOA formula funds include Adult, Dislocated Worker, Youth, and Rapid Response federal job training funds SDWP receives each year because we serve as the local WDB for San Diego County.

FY18 Expenses:

SDWP categorizes expenses in three categories:

- 1. Central Operations:** executive, operations, procurement, compliance, accounting/finance, facilities, information services, and admin support. SDWP has planned an 1.0% increase in spending in this category, and accounts for a reorganization of finance and operations functions and the hiring of an HR Director.
- 2. Direct Program Support Costs:** SDWP staff and other related expenses that directly support specific grant programs and/or functions, including the Adult Programs Team, Youth Programs Team, Businesses Services team, Research team, Communications, and IT. SDWP anticipates a 0.3% decrease in this category driven primarily by savings on personnel costs, offset in part by increased expenses in IT consulting costs related to transforming our current IT infrastructure.

3. **Programs & Contracts:** Services provided to program participants through contracted providers, including training funds and supportive services, direct service staff (the America’s Job Centers of CA, and WIOA Youth Contracts, etc.). SDWP has budgeted for a 2.2% increase in funding for direct programs and contracts, primarily driven by an increase contracts and training funds for program participants.

Figure 2: Planned Expense Categories

(\$000's)	FY18 Dec	FY18 Jun	FY18 Dec vs Jun (+/-)	FY18 Dec vs Jun (%)
Central Ops	2,174	2,151	23	1.0%
Direct Program Support	5,295	5,313	(18)	(0.3%)
Programs & Contracts	25,327	24,778	549	2.2%
Total	32,796	32,242	554	1.7%

Looking Ahead

SDWP remains in a strong financial position. With an increasingly diversified portfolio, more private and foundation funding, and small but growing fee-for-service practice, we are well positioned to close out the remainder of the fiscal year strong.

SDWP staff look forward to working with the board to expand the reach and effectiveness of our programs and services for the remainder of FY18 and into FY19.

Item #4: Results of the America’s Job Center of California (AJCC) Network RFP and Approval to Enter into Contract Negotiations

RECOMMENDATION

That the Workforce Development Board approve the results of the [Request for Proposals \(RFP\)](#) for the Operation and Management of the America’s Job Center of California (AJCC) Network and authorize SDWP to enter into contract negotiations with KRA Corporation, the winner of the RFP evaluation process.

An estimated total funding amount¹ of \$5,655,000 will be awarded to the AJCC network operator in FY19 through Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker, San Diego County Expanded Subsidized Employment (ESE) and Disability Employment Initiative Fund (DEI)/Ticket to Work grants.

Term of Procurement: one year with the option to extend the agreement for three additional one-year periods based on organizational need, sustained performance, and funding availability. The first period of performance for this agreement begins July 1, 2018 and ends June 30, 2019.

BACKGROUND

This represents an important milestone in the three-year process of procuring a subrecipient for the operation and management of the AJCCs.

RFP Planning and Development Process:

- 2015: SDWP hosted 12 community town halls and did customer satisfaction surveys
- 2016: SDWP’s WIOA local and regional plan approved by the State of CA WDB, including the framework for AJCC’s
- May 4th, 2017: WDB established AJCC Working Group to develop the RFP framework
- June 15th, 2017: WDB approved framework as recommended by AJCC Working Group

RFP Release and Competitive Process:

- July 13th, 2017: RFP Released to SDWP’s list of over 10,000 contacts
- July 26th, 2017: Respondents Orientation and Q & A
- October 5th, 2017: Proposals Due
- November 9th, 2017: Evaluation Panel reviews written proposals

¹ *These amounts may increase or decrease by July 1, 2018 based on availability of formula fund allocation from the State Employment Development Department (EDD) and other special grant program funds. SDWP anticipates that full funding allocations will be known on or about the time of the negotiations of contracts in Spring 2018.

- November 15th, 2017: Evaluation Panel conducts in-person interviews on site with qualified applicants
- December 7th, 2017: Evaluation Panel submits recommendation to the WDB

The Evaluation Panel and Scoring:

The Evaluation Panel was comprised of community experts from local government, State entities, AJCC partners and senior staff members from other local workforce development boards across the country. Evaluators were selected based on expertise in workforce development and the AJCC system, and individuals with any potential or actual conflict of interest were excluded from the panel.

The evaluators were responsible for reviewing, scoring, and ranking proposals based upon the criteria stated in the RFP. Respondents who received the highest score and within ten points of the highest rated proposal qualified for oral interviews.

The WDB approved scoring based on a total of 100 points according to the following points for each section of the proposal:

Proposal Section	Point Value
3.3.1 Innovations in Service Delivery	12
3.3.2 Strategies for Serving the Target Population	12
3.3.3 Business Engagement	9
3.3.4 Cost-Effective Access Points and Infrastructure	9
3.3.5 Partnership and Collaboration	8
3.3.6 Program Performance	8
3.3.7 Past Performance	10
3.3.8 Organizational Qualifications and Program Staffing	7
Written Proposal Narrative	75
Written Proposal Fiscal/Budget	10
Total Written Score	85
Oral Interview	15
Total Possible Points	100

Overview of Evaluator’s Scores:

After meeting as a group to review proposals and oral interviews the scores were as follows:

Respondent’s Org. Name	Avg. Written Score	Avg. Interview Score	Final Score
Career TEAM	46	N/A (did not qualify)	46
ResCare Workforce Services	66	8	74
MAXIMUS	65	11	76
KRA Corporation*	76	13	89

*The evaluation panel recommended KRA corporation as the winner of this evaluation process with a score of 89.

Thanking our evaluators: SDWP staff would like to thank the community leaders and experts who scored the proposals, spent three weeks reading proposals, up to two days discussing scores with fellow panel members, and conducted hours of oral interviews for finalists.

Item #5: Contracts Performance Dashboard

INFORMATION ITEM – NO ACTION REQUIRED

The following information provides a high-level overview of contractors, programs, and performance year to date. Each program may have varying performance metrics, goals and scope of work. The indicators below represent the status of overall contract performance.

“Performance” is an indicator of whether the subrecipient is meeting their target outcomes as well as compliance with contractual obligations.

Green	Yellow	Red
In compliance and on track to meet all contract goals.	Slightly below contract goals and may include minor corrective action.	Out of compliance or unable to meet contractual goals and significant corrective action required.

Adult			
Contractor	Program Name	Funding Stream	Contract Total
ResCare (South)	Adult/Dislocated Workers	Department of Labor (DOL)	\$1,149,448
	Expanded Subsidized Employment (ESE)	County of San Diego	\$172,699
	Breaking Barriers San Diego	DOL- Workforce Innovation Fund (WIF)	\$212,256
ResCare (North)	Adult/Dislocated Workers	WIOA	\$1262,922
	Expanded Subsidized Employment (ESE)	County of San Diego	\$85,572
	Breaking Barriers San Diego	DOL –WIF	\$200,127
KRA (Metro)	Adult/ Dislocated Workers	DOL	\$2,629,684
	Breaking Barriers San Diego	DOL – WIF	\$449,780
	Expanded Subsidized Employment (ESE)	County of San Diego	\$222,847
Grossmont Unified (East)	Adult/ Dislocated Workers	WIOA	\$958,146
	Expanded Subsidized Employment (ESE)	County of San Diego	\$177,367
	Breaking Barriers San Diego	DOL –WIF	\$148,579
	English Language Learner Grant (ELL)	Employment Development Department (EDD)	\$88,141
MDRC-Evaluation Study	Breaking Barriers San Diego	DOL –WIF	\$854,869
Second Chance	Reentry Works 1	DOL	\$403,862
	Reentry Works 2	DOL	\$387,481
International Rescue Committee	English Language Learner Grant (ELL)	EDD	\$168,677
Youth			
Able Disabled Advocacy	(Metro) Out of School Youth (OSY)	WIOA	\$489,600
Access, Inc.	(Metro) OSY	WIOA	\$441,600
	(East) OSY	WIOA	\$440,736
	(North) OSY	WIOA	\$441,600
	(South) OSY	WIOA	\$713,318
	(County-Wide) Foster Youth SPA	WIOA	\$517,165
Interfaith Community Services	(North) OSY	WIOA	\$437,972
International Rescue Committee	(East) OSY	WIOA	\$228,000
San Diego Continuing Education	(Metro) OSY	WIOA	\$420,096
Second Chance	(Metro) OSY	WIOA	\$432,000
South Bay Community Services	(County-Wide) Foster Youth ILS	WIOA	\$528,000
YMCA	(North) OSY	WIOA	\$413,317

Item #6: CEO & STAFF REPORT

INFORMATION ITEM – NO ACTION REQUIRED

The CEO and staff members will provide an update on recent and upcoming SDWP activities.

Item #7: Chair Update

INFORMATION ITEM – NO ACTION REQUIRED

Chair updates and discussion related to 2018 priorities and the 2018 WDB calendar, including the preferred time and location for an extended February board meeting / board retreat and planning session to cover key 2018 board priorities.

The Workforce Development Board meeting schedule will be from 8:00am to 9:30am the third Thursday of every other month, beginning in February:

- Thursday, February 15, 2018 (proposed retreat date, time TBD)
- Thursday, April 19, 2018
- Thursday, June 14, 2018
- Thursday, August 16, 2018
- Thursday, October 18, 2018
- Thursday, December 06, 2018