

Adult Programs Committee (APC)

date Thursday, August 25, 2016
time 8:00a – 10:00a
place San Diego Workforce Partnership (SDWP), 3910 University Ave. San Diego, CA
Julie Benedict Community Room, 3rd Floor

AGENDA

Welcome

- **Marlene Taylor – Vice Chair | Andrew Picard – Director of Adult Programs**
 - Call the meeting to order
 - Non-agenda public comment

Action Items:

- **Marlene Taylor – Chair**
 - Item #1: Minutes of the May 26, 2016 Adult Programs Committee Meeting
- **Andrew Picard – Director of Adult Programs**
 - Item #2: Contract Action: The WorkPlace - Platform to Employment (P2E) Program

Information Items:

- **Andrew Picard – Director of Adult Programs**
 - Item #3: RFP Timeline Update for the Operations and Management of the America's Job Center of California (AJCC) Network
 - Item #4: America's Job Centers of California (AJCC) Network Q3 Performance Summary
 - Item #5: Expanded Subsidized Employment (ESE) Performance Summary for PY 2016
 - Item #6: Reentry Works San Diego Performance Summary – PY 2016
 - Item #7: Update on Request for Proposals (RFP) for Contracted Education in San Diego County's Priority Sectors
 - Item #8: Breaking Barriers San Diego Performance Summary – PY 2016

Group Discussion:

- Andrew Picard – Director of Adult Programs
 - System alignment, co-location, cost-sharing and infrastructure of the AJCC Network.

Adjournment:

- Next meeting – October 27, 2016 – Location: SDWP Office

PUBLIC COMMENT: Members of the public may address the Adult Programs Committee on issues on this agenda (three minutes per subject) and/or other items within the APC's scope. To speak, submit a "Request to Speak" form prior to the meeting. In compliance with the Americans with Disabilities Act, the SDWP will provide accommodations to persons who require assistance. If you require assistance, please call (619) 228-2900.

Item #1: Minutes of the May 26 Adult Programs Committee Meeting

Members Present

Chaz Compton
Gary Schwartzwald
Jose Cruz
Linda Kavanagh

Marlene Taylor
Michael Jones
Rebecca Aguilera-Gardiner
Stephanie Murphy

Steve Niemeyer
Trevor Blair
Vicki Brannock

Members Absent

Annie Taamilo
Cathy Scavone
Carmencita Trapese
Fernando Nunez

Joe Mackey
Judy Lawton
Lorraine Collins
Maurice Wilson

Petros Alemeselassie
Stormy Miller
Thomas Frost
Walter Lam

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 Linda Kavanagh, at 8:05a with out a quorum. All Committee members present agreed to recommend the agenda items for approval.

Location – SDWP office

Public Comment

None

Agenda items 2, 4 and 5 were pulled for discussion.

The following items were approved on the consent agenda:

1-05/26/2016 - Item 1 **Minutes of the March 24 APC meeting**
Approve the minutes.

2-05/26/2016 - Item 3 **Contract Action: Layoff Aversion Services**
That the APC recommend to the WDB to approve the Layoff Aversion Services (LAS) contract to California Manufacturing Technology Consulting

Consent Agenda Vote

Motion, Second, Carried Unanimously (Compton/Murphy)

The following items were approved

3-05/26/2016 - Item 2 **Contract Action: America’s Job Center of California (AJCC) Network for Program Year 2016-2017**

That the APC recommend to the WDB to approve the AJCC Network provider contracts for Program Year 2016-17.

Motion, Second, Carried Unanimously (Compton/Schwartzwald)

4-05/26/2016 - Item 4

Contract Action: Kitchens for Good Customized Training

That the APC recommend to the WDB to approve the \$46,000 Customized Training contract to Kitchens for Good.

Motion, Second, Carrier Unanimously (Gardiner/Murphy)

DISCUSSION

Overview provided of the Kitchens for Good (KFG) curriculum. Culinary world views KFG as a good commodity for vendors in the industry. What matters most to culinary employers is a good attitude, soft skills, passion and motivation to work in the culinary industry.

Committee suggested that KFG look into partnering with other entities (i.e. adult education or community colleges) that may have kitchens they could use for training purposes.

5-05/26/2016 - Item 5

Request for Proposal (RFP) Framework for America's Job Center of California (AJCC) Network

That the APC recommend to the WDB to approve of the Request for Proposal framework to procure service providers for the AJCC Network for WIOA, County of San Diego ESE and DOL WIF grant programs.

Motion, Second, Carried Unanimously (Schwartzwald/Brannock)

DISCUSSION

Committee had questions regarding contract performance and asked if this will be addressed in the RFP. Staff responded that the RFP will be tailored to address state and local performance standards. SDWP will set the minimum targets for performance; bidders will suggest their targets.

Reports

6-05/26/2016 - Item 8

Update on SDWP's Newly Awarded Grants

A Becker updated the Committee on SDWP's newly awarded grants.

Adjournment

Concluded formal part of the meeting – 9:15a

Linda Kavanagh, APC Chair

Item #2: Contract Action: The WorkPlace - Platform to Employment (P2E) Program

ACTION ITEM - RECOMMENDATION

That the APC recommend to the WDB to approve the de-obligation of funds in the amount of \$400,000 up to contract value due to underperformance. Performance summary through the period ending June 30, 2016 follows.

BACKGROUND

On April 29, 2015, the DOL announced the funding availability of the Sector Partnerships National Emergency Grant (SP NEG). The SP NEG funds are targeted at reemployment activities for Dislocated Workers through sector partnerships and strategies. The State of California was one of the states awarded the grant from DOL. The SDWP, in collaboration with the Imperial County Workforce Development Board (WDB), submitted an application proposing a program design around the WorkPlace’s P2E intervention, a unique national model that has proven successful in serving the long-term unemployed (LTU). P2E intervention plans to enroll 100 LTU individuals, three cohorts of 25 in San Diego County and one cohort in Imperial County.

PERFORMANCE SUMMARY

Below is The WorkPlace’s cumulative performance summary which includes data from the first and second cohorts of the P2E program. SDWP has been working closely with The WorkPlace to help increase their overall performance through assistance with recruitment efforts as well as CalJOBS training to ensure data entry is entered timely and accurately.

Performance through June 30, 2016		
Performance Measure	Target	Actual
# of Enrollments into Training	50	38
# of Training Completions	43	36
# Placed in Unsubsidized Employment	16	*7

*Please note that the placed in unsubsidized employment measure has not yet been captured in CalJOBS by The WorkPlace; totals are subject to change based on timeliness of CalJOBS data entry.

ANALYSIS

The WorkPlace, contractor for SP NEG, has been placed on corrective action as of May 19, 2016 for the following reasons:

- Performing under enrollment and entered employment targets.
- Failure to enter data in CalJOBS in a timely manner, and incorrect data entry resulting in inaccurate placement reporting.
- Performing under in expenditures through the end of July with cumulative expenditures at \$102,897.66 or (15%) of the total allocated budget which is below the projected expenditures of \$386,500 or (55%) through the end of July.

To address the gaps outlined above, the WorkPlace has committed to increase attention to CalJOBS data entry through dedicated staff time and enrolling a minimum of 40 participants in the two remaining cohorts. If at least 35 enrollments are not confirmed by early September, SDWP will move for further de-obligation of funds, up to unexpended contract value, may be necessary.

De-obligated funding will be used to provide on-the-job training to the LTU in Imperial and San Diego counties, in accordance with the requirements of the original grant.

NO ATTACHMENTS

Item #3: RFP Timeline Update for the Operations and Management of the America's Job Center of California (AJCC) Network

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item provides the background for the decision to update the timeline of the procurement process of the Operations and Management of the AJCC Network RFP. The new timing has yet to be determined and the final RFP will not be released until further notice. SDWP will inform the APC, Workforce Development Board (WDB) and community as soon as the updated timeline is finalized in the coming months.

BACKGROUND

SDWP issued a draft RFP on June 27, 2016 to procure interested bidders for the AJCC network in San Diego County. SDWP invited the community to submit feedback and received input related to a number of areas, including the need to finalize and clarify the collaboration with key required WIOA system partners, prior to procuring operators of the AJCC network.

In addition, all WDBs across the nation have been waiting for clarification as the regulations for WIOA were still being finalized. During our draft RFP process, the State of California released draft directive "**Regional and Local Planning Guidance for 2017-2020**" and the Department of Labor published the **WIOA final rules**, emphasizing the importance of linking local RFPs to local plans and cost-sharing agreements.

After analyzing the directive, final rules and public comments, SDWP submitted a request to extend to the California Employment Development Department (EDD), the state agency that provides administrative and fiscal oversight and support of our WIOA funded work. The EDD approved our request, citing the importance of aligning our AJCC procurement with local planning and infrastructure negotiations that have yet to be finalized.

The additional time benefits the workforce system and future AJCC network design. It is SDWP's goal to ensure that the design and procurement process is as innovative, industry-aligned and customer-friendly as possible. This will enable better collaboration of the AJCC system with key partners, compliance with local planning directives and the **WIOA final rules** and create a stronger workforce system that results in reduced infrastructure costs and more funded services and training available to AJCC customers.

NO ATTACHMENTS

Item #4: America’s Job Centers of California (AJCC) Network
Q3 Performance Summary

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item provides a performance summary for the third quarter period ending March 31, 2016 for the AJCC network.

BACKGROUND

SDWP holds each subrecipient to an agreed set of performance measures that align with the goals and objectives of the local, state, and national public workforce system. SDWP AJCC subrecipients are responsible for each of the four regions:

- 1. Metro: KRA Corporation
- 2. North: ResCare Workforce Services (ResCare)
- 3. South: ResCare
- 4. East: Grossmont Union High School District

PERFORMANCE SUMMARY

Enrollments: The AJCC Network collectively enrolled 2,133 new participants through the third quarter of PY '15/16. Each AJCC subrecipient has exceeded 100% of their enrollment target for the third quarter.

Entered Employment Rate: The entered employment rate measures the number of participants who have successfully gained employment as a result of the services provided through the AJCC network. The target entered employment rate (EER) is 75% for both Adults and Dislocated Workers (DW). Each region performed above target level for the EER measure for the third quarter. Below are system wide results showing that overall, the AJCC network exceeded the target EER:

- Adult: 87.8%
- DW: 90.7%

Credential Attainment: The Credential Attainment Rate measures the number of participants who successfully completed training and attained a credential by the time of exit. The target for credential attainment is 85%. North, South and East AJCCs performed at or above target level; Metro was slightly below at 83.5%.

ATTACHMENTS

Attachment A: Third Quarter AJCC Network Performance

Program Year 2015 - 2016: Quarter 3

July 1, 2015 - March 31, 2016

Data as of July 12, 2016

New Enrollments (07/01/2015 - 03/31/2016)						
Operator/Region	New Enrollments		Performance Levels New Enrollment Targets			
	Adult	DW	Adult	DW	Adult Rate	DW Rate
KRA Corporation (Metro Region)	439	461	390	438	112.6%	105.3%
ResCare (North Region)	238	274	189	213	125.9%	128.6%
ResCare (South Region)	224	197	168	189	133.3%	104.2%
Grossmont Union High School District (East Region)	143	157	135	153	105.9%	102.6%
AJCC Network	1044	1089	882	993	118.4%	109.7%

Entered Employment Rate (EER) - (Exits 07/01/2015 - 03/31/2016)								
Operator/Region	Adult			Dislocated Worker			Performance Levels	
	# Placed In Employment	Total Included	Rate	# Placed	Total Included	Rate	Corrective Action Level	Target
KRA Corporation (Metro Region)	224	243	92.2%	302	322	93.8%	65%	75%
ResCare (North Region)	130	156	83.3%	189	210	90.0%		
ResCare (South Region)	135	159	84.9%	105	122	86.1%		
Grossmont Union High School District (East Region)	100	113	88.5%	107	121	88.4%		
AJCC Network	589	671	87.8%	703	775	90.7%		

Credential Attainment - (Exits 07/01/2015 - 03/31/2016)								
Operator/Region	Adult and Dislocation Worker			Dislocated Worker			Performance Levels	
	Obtained Credential	Total Included	Rate	Obtained Credential	Total Included	Rate	Corrective Action Level	Target
KRA Corporation (Metro Region)	96	111	86.5%	132	158	83.5%	80%	85%
ResCare (North Region)	30	32	93.8%	67	73	91.8%		
ResCare (South Region)	46	49	93.9%	50	58	86.2%		
Grossmont Union High School District (East Region)	51	56	91.1%	52	59	88.1%		
AJCC Network	223	248	89.9%	301	348	86.5%		

Item #5: Expanded Subsidized Employment (ESE) Performance Summary for PY 2016

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item provides a performance summary for the Expanded Subsidized Employment (ESE) program from July 1, 2015 through June 30, 2016.

BACKGROUND

Live Well San Diego (LWSD) is an initiative of the County of San Diego to improve health and wellness for all residents. The CalWORKs Welfare to Work (WTW) ESE Program is an example of how SDWP and the County are working together to build a better, more integrated service delivery system. The goal of the program is to move WTW participants from subsidized employment to unsubsidized employment in occupations that will improve the household earnings and move families off public assistance to self-sufficiency. ESE funds can subsidize wages for up to six months for WTW participants.

County WTW participants are referred to the AJCC network for job placement once they are deemed job ready.

PERFORMANCE SUMMARY

Performance			
Region	Entered Employment	Average Wage*	Subsidy Expended
Metro	129	\$11.55	\$489,710.70
North	22	\$12.35	\$85,719.41
South	78	\$10.99	\$269,186.00
East	82	\$10.90	\$260,024.33
Overall	311	\$11.45	\$1,104,640.00

*As reflected on ESE agreement

NO ATTACHMENTS

Item #6: Reentry Works San Diego Performance Summary – PY 2016

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item provides a performance summary for the Reentry Works San Diego program from April 30, 2016 through June 30, 2016.

BACKGROUND

The Reentry Works San Diego program creates a specialized jail-based AJCC in the East Mesa Reentry Facility (EMRF) as a result of the DOL June 2015 grant award for the Linking Employment Activities Pre-Release (LEAP) Initiative. The subrecipient, Second Chance, will serve a total of 600 participants who are justice-involved individuals at EMRF over a two-year period. This includes a target of 500 participants with universal career services and 100 participants with intensive one-on-one case management pre- and post-release.

PERFORMANCE SUMMARY

The DOL performance goals for LEAP grantees are as follows:

- **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%.**
- **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%.**

Performance through June 30, 2016		
Performance Measure	Actual	Target*
Enrollment Rate	149	205
Participation Rate	147	155
Work Readiness Indicator Rate	149	100
Post-release Enrollment Rate	19	20

*Target is based on subrecipient Project Operating Plan (POP). Program remains on target overall with DOL performance.

Second Chance began enrolling participants into program activities in February of 2016. Enrollments were originally projected to begin in November of 2016. Due to the unique nature of the Reentry Works pilot program, the initial planning phase took more time than originally projected. Second Chance has been successful in implementing a two-track cohort model to meet participant demand for services and performance targets and is trending to meet POP enrollment targets by the next reporting period.

NO ATTACHMENTS

Item #7: Update on Request for Proposals (RFP) for Contracted Education in San Diego County’s Priority Sectors

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item is intended to update SDWP’s boards and committees on the results of the Request for Proposals (RFP) for Contracted Education in San Diego County’s Priority Sectors.

BACKGROUND

With Contracted Education, SDWP contracts directly with institutions of higher education to fund training programs that result in industry-recognized credentials and in-demand jobs. This flexibility in programming allows SDWP to add quality training programs to the region and offer more training choices to the AJCC network customers. Additionally, Contracted Education programs are cost-effective, funding multiple seats in a classroom instead of paying for individual seats, which can cost up to five times more than a spot in a Contracted Education cohort.

On April 11, 2016, SDWP released a RFP to institutions of higher education to provide training that leads to industry-recognized certifications, certificates or credentials in San Diego County’s five Priority Sectors. The purpose of the RFP was to procure five Contracted Education programs for the period of performance starting June 27, 2016 and ending June 30, 2017. SDWP had a budget of \$45,000 per Contracted Education program:

Priority Sector	Budget	Number of Contracts
Advanced Manufacturing	\$45,000	1
Life Sciences (LS)	\$45,000	1
ICT	\$45,000	1
Health Care (HC)	\$45,000	1
Clean Energy (CE)	\$45,000	1
Total	\$225,000	5

In response to the RFP, SDWP received seven proposals for four out of the five Priority Sectors. In order to be considered for a contract, respondents must have an average score of 80 points or higher to be recommended for funding.

An evaluation committee made up of five community leaders, board members and outside experts reviewed, scored and ranked the proposals using the criteria described within the RFP. The evaluation committee finalized their scores and determined that Grossmont-Cuyamaca Community College District (GCCCD) and Escondido Adult School (EAS) met the minimum average score of 80 points:

Summary	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average Score
GCCCD - LS	86	79	92	94	100	90
EAS – HC	96	79	77	79	100	86
CSU San Marcos - ICT	82	53	43	94	96	74
National University - CE	72	65	69	75	82	73
National University - ICT	73	65	66	73	79	71
CSU San Marcos - HC	77	54	42	78	96	69
CSU San Marcos - CE	72	52	43	78	97	68

In short, the evaluation committee recommended only two proposals for funding. As of June 27, 2016, SDWP entered into Contracted Education program contracts with GCCCD and EAS for the provision of training in the Life Sciences and Health Care sectors, respectively.

PROGRAM UPDATE

GCCCD and EAS will each train approximately 30 total participants in two cohorts between fall 2016 and June 30, 2017. EAS and GCCCD are actively recruiting from the AJCC network for their first cohorts. All WIOA customers interested in enrolling in the Contracted Education programs must pass the ACT WorkKeys—a skills assessment—to meet the prerequisite for enrolling into the Contracted Education programs. More information on each Contracted Education program is provided below.

Environmental Health and Safety Technician Training in Life Sciences

GCCCD will offer an environmental health and safety technician certificate program focused on the Life Sciences sector. Within eight different courses, these 116 hours of training will lead to four industry-recognized credentials including the OSHA 40-Hour HAZWOPER certificate, OSHA 30-Hour General Industry Safety certificate, OSHA 8-Hour Department of Transportation Hazardous Materials certificate and the CPR/Basic First Aid/AED certificate. Potential entry-level positions include hazardous waste technician, environmental health and safety technician, materials handler, chemical support technician and lab assistant.

Certified Nurse Assistant Training in Health Care

EAS will offer a certified nurse assistant program for approximately 245-280 hours or 40 days. Upon successful completion of their state board examinations, participants will also receive state licenses in addition to certificates of completion.

NO ATTACHMENTS

**Item #8: Breaking Barriers San Diego Performance Summary –
PY 2016**

INFORMATIONAL ITEM – NO ACTION REQUIRED

This informational item provides a performance summary for the Breaking Barriers San Diego Program (BBSD) from October 1, 2015 through June 30, 2016.

BACKGROUND

In 2014, SDWP was awarded a DOL Workforce Innovation Fund (WIF) grant in the amount of \$6,000,000 over five years. The funds are designed to test or scale innovative programs that create 1) better results for jobseekers and employers' 2) increased efficiency in the delivery of quality of services; and 3) stronger cooperation across programs and funding streams.

SDWP partnered with the County of Sand Diego Health and Human Services Agency and Behavioral Health Services, and the Department of Rehabilitation on a program design to test the Individual Placement and Support (IPS) Model for supported employment serving Temporary Assistance for Needy Families (TANF) and other low income individuals impacted by disabilities. SDWP will implement a randomized controlled trial with 1,000 participants.

PERFORMANCE SUMMARY

The BBSD program is implemented through the AJCC the performance summary in **Attachment B** is project to date thorough June 30, 2016. The AJCC contractors met and or exceeded performance targets with the exception of Metro (KRA) who received a Corrective Action warning for enrollment measure. We are working with SDWP Data Team and subrecipients to resolve data entry errors for the Face-to Face measure.

ATTACHMENTS

Attachment B: BBSD Performance Measures Summary

Breaking Barriers San Diego

Dept. of Labor, Workforce Innovation Fund (WIF)

Year 1- month ending June 30, 2016

Performance Measures Summary											
----- YEAR ONE -----	----- PROJECT TO DATE -----										
Period: Year One- October 1, 2015 to June 30, 2016*	YEAR ONE TOTAL	KRA(Metro)	ResCare Workforce Services (North)	REsCare Workforce Services (South)	Grossmonth Uniton High School District (East)		KRA(Metro)	ResCare Workforce Services (North)	REsCare Workforce Services (South)	Grossmonth Uniton High School District (East)	
Accountability Measures	Yellow denotes performance below 95% of target										
1. New Program Enrollments	Actual	129	40	30	35	24	129	40	30	35	24
	Target	136	60	27	29	20	526	60	27	29	20
2. Face-Face Employer Contact in 30 days: 75% of new program enrollments will achieve contact with an employer within 30 days	Actual	48	11	14	16	7	48	11	14	16	7
	Target	102	45	20	22	15	102	45	20	22	15
3. Initial Fidelity Review June 2016**	Actual	N/A	102	100	94	95	N/A	102	100	94	95
	Target	74	74	74	74	74	74	74	74	74	74
Tracking Measures											
4. Competitive Employment: 50% of program enrollments will achieve competitive employment	Actual	30	4	11	8	7	30	4	11	8	7
5. Retained Employment for 30 days: 85% who achieve competitive employment will retain employment for 30 days	Actual	90%	100%	91%	88%	86%	90%	100%	91%	88%	86%
	# employed for 30 days	27	4	10	7	6	27	4	10	7	6
6. Retained Employment for 6 months***: 50% will retain employment for 6 months, of those who retained for 30 days.	Actual	0	0	0	0	0	0	0	0	0	0
	# employed for 6 months	0	0	0	0	0	0	0	0	0	0
7. Average Wage at Employment	Actual	\$10.78	\$11.19	\$10.60	\$10.82	\$10.56	\$10.78	\$11.19	\$10.60	\$10.82	\$10.56
Participant Demographics											
Temporary Assistance for Needy Families [TANF] Participants	50	11	13	12	14	50	11	13	12	14	
Department of Rehabilitation Participants	28	11	8	5	4	28	11	8	5	4	
Behavioral Health Services Participants	63	18	15	25	5	63	18	15	25	5	
Veterans (not enrolled in study)	7	3	1	2	0	7	3	1	2	0	

*Enrollments commenced in late January 2016

**On the IPS Fidelity Scale of 125 points, fidelity is scored as 'Fair' at 74-99, 'Good' at 100-114, and 'Exemplary' at 115-125.

*** No participants eligible for this measure during this period of performance, enrollments began January 2016.