

## Workforce Development Board (WDB)

*date* Thursday, September 15, 2016

*time* 8:00a – 9:30a

*place* 3860 Calle Fortunada, San Diego, CA 92123 (211 San Diego's office)

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## AGENDA

### Welcome

- **Marlene Taylor –Chair**
  - Call the meeting to order, Non-agenda public comment

### Presentations

- Program Participant - Eugene Beronilla
- Board Member Spotlight - John Ohanian
- Contract Management and Program Performance Overview – Andy Hall

### Action Items:

- **Marlene Taylor – Chair**
  - Item #1: Minutes of the July 21, 2016 WDB Meeting
  - Item #2: Contract Action: The WorkPlace
  - Item #3: Contract Action: Urban League of San Diego County
  - Item #4: Contract Action: Turning the Hearts Center

### Information Items:

- Item #5: Form 700
- Item #6: WDB Chair Report
- Item #7: President & CEO Report

**Adjournment:** Next meeting – November 10, 2016 – Location: TBD

PUBLIC COMMENT: Members of the public may address the Workforce Development Board on issues on this agenda (three minutes per speaker) and/or other items within the WDB'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 July 21 Workforce Board Meeting

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## Members Present

Althea Salas	Katie Hansen	Omar Passons
Annie Taamilo	Krista Torquato	Patrick Knighton
Carlos Turner Cortez	Ky Lewis	Phil Blair
Ed Hidalgo	Marlene Taylor	Steve Redding
Erik Caldwell	Matt Kriz	Tom Lemmon
John Ohanian		

## Members Absent

Andy Berg	Mitch Mitchell	Patrick Lloyd
Carmencita Trapse	Marco Ortiz	Richard Barrera
Eric Robles	Mark Cafferty	Sunita Cooke
Lee Goodman	Nick Macchione	

## Location: SDWP

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 Marlene Taylor, at 8:05a, with a quorum present.

## Public Comment

None

## The following items were approved

1-07/21/2016 - Item 1

### **Minutes of the June 16 WDB Meeting**

*Motion, Second, Carried Unanimously (Blair/Knighton)*

2-07/21/2016 - Item 2

### **Contract Action: Reentry Works Project Expansion**

Recommend approval of the jail-based AJCC with service provider Second Chance for the LEAP2 Initiative.

*Motion, Second, Carried Unanimously (Passons/Lewis)*

## **DISCUSSION**

Board discussed the potential expansion of the types of training being provided in incarceration facilities. Staff explained that case management services are being offered through the LEAP Initiative. Staff are in with other providers to explore more services.

3-07/21/2016 - Item 3

### **WDB Officer Nominations**

Approved the following elected Board members for a two-year term (July 21, 2016 – July 21, 2018).

- Chair: Marlene Taylor
- Vice Chair: Phil Blair
- Secretary/Treasurer: Omar Passons

*Motion, Second, Carried Unanimously (Redding/Caldwell)*

4-07/21/2016 - Item 4

### **Committee Overviews and Reports**

A. Picard provided an overview of the Adult Programs Committee.  
H. Whitley-Quinn provided an overview of the Youth Council.

### **DISCUSSION**

Board discussed the WDB taking an active role in shaping the full breadth of responsibilities of the APC and YC. The Board also had questions regarding program participant retention rates.

5-07/21/2016- Item 5

### **SDWP Executive Staff Update**

A. Hall provided the following updates:

- Overview of SDWP program performance.
- Reentry Works San Diego update.
- Thanked Erik Caldwell and Councilmember Myrtle Cole for their support of the C2C program. Their efforts led to the City and County hiring a large number of C2C interns.
- SDWP Youth Summit - April 13, 2017.
- RFP for AJCC providers is out for input/feedback.
  - Discussion on expectations from RFP will be covered at the next meeting.
- San Diego Workforce Conference - November 2, 2016.
  - SDWP is looking for sponsors. Thank you to Bank of America and Jerome's for sponsorship.

### **DISCUSSION**

Board members had questions regarding the data on wages and whether the impact of the training results in living wages.

### **Adjournment**

The meeting was adjourned at 9:15am

**Item #2: Contract Action: The WorkPlace**

**RECOMMENDATION**

That the WDB concur with the APC and approve the de-obligation of funds in the amount of \$400,000 up to the remaining balance of the contract due to underperformance.

**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, submitted an application proposing a program design using the WorkPlace’s Platform to Employment (P2E) intervention, a unique national model that has proven successful in serving the long-term unemployed (LTU). The WorkPlace planned to enroll 100 LTU individuals; three cohorts of 25 in San Diego 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. 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.

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

\*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 was placed on corrective action on May 19, 2016 for the following reasons:

- Performance is below ‘enrollment’ and below ‘entered employment’ targets.
- Failure to enter data in CalJOBS in a timely and correct manner resulting in inaccurate placement reporting.
- Below trend 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 committed to increase attention to CalJOBS data entry 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 fund and/or discontinue the contract.

SDWP has communicated with the WorkPlace who recognize underperformance and are in agreement that if the 35 enrollment target is not hit, de-obligating and/or ending the contract early will be the best way forward for all parties involved.

De-obligated funding will be used to provide on-the-job training through the AJCC network effective November 2016 to serve the LTU in Imperial and San Diego counties, in accordance with the requirements of the original grant.

**Item #3: Contract Action: Urban League of San Diego County**

**RECOMMENDATION**

That the WDB concur with the YC and discontinue funding to the Urban League (UL) if the below benchmarks for youth exiting the program between 4/1/2016 thru 9/30/2016 are not met for the reporting period ending 9/30/2016.

**Figure 1: Urban League Contract Performance Expectations**

Contract Goals	Youth in denominator	CalJOBs data fields for measurement
72% placed in post-secondary education or employment	All youth exiting program between 4/1/16 – 9/30/16.	<ul style="list-style-type: none"> <li>Youth exiting 4/1 – 6/30: CalJOBs 1<sup>st</sup> qtr follow-up form</li> <li>Youth exiting 7/1 – 9/30: CalJOBs closure form field</li> </ul>
60% receive credential/diploma		

If UL does not meet the contract goals for youth exiting as outlined in Figure 1 above and validated through CalJOBs for the reporting period ending September 30 (last day for data entry is October 7), SDWP will discontinue the contract effective December 1, 2016. Based on current spending trends, we anticipate the amount left in the contract by December 1 will be \$170,000.

**BACKGROUND**

Urban League won a competitive procurement to provide case management services in partnership with San Diego Unified School District’s “Check & Connect” program as part of the larger Pathways Initiative through the Youth Development Office to re-engage students who have dropped out or are at-risk of dropping out in the Metro Region of San Diego County, specifically in Lincoln Park, Colina del Sol, and Stockton/Logan neighborhoods.

**Performance challenges**

UL has been on corrective action for three consecutive quarters in the two primary WIOA outcome measures after enrolling 241 of the planned 250 youth:

- **Placement Rate:** Percentage of youth placed in post-secondary education, training, or employment; and
- **Attainment of Degree or Certificate:** Percent of youth who get a diploma, GED, certificate, or industry-recognized credential.

**Figure 2: Placement/Credential Attainment**

Performance Measures (# of positive outcomes of youth exits/total # of youth exits)	PY 15/16 Final Cumulative Performance Measures (7/1/15 – 3/31/16)				PY 15/16 Performance To Date
	Contract Goal	Q1	Q2	Q3	7/1/15-8/16/16*
Placement in Education/Employment	72%	0% (0/31)	17.6% (15/85)	25.4% (30/118)	30.9% (42/136)
Attainment of Degree/Credential	60%	0% (0/30)	16.8% (16/95)	30.9% (42/136)	35.5% (54/152)

\*This data is unofficial because the Q4 (April 1 – June 30<sup>th</sup>) quarter has not closed – Urban League has 90 days from the end of the quarter to place exited youth in employment, education, and attainment of a degree or credential.

In May 2016, UL made significant operational changes in response to poor performance and corrective action, including hiring a COO and restructuring the service delivery model. Since that time, UL numbers have significantly improved compared to Q1-Q3 data.

During the time period of 4/1/16-8/16/16, UL had the following outcomes:

- 66.7% (12/18) youth that exited were placed in post-secondary education or employment.
- 75% (12/16) youth that exited received a credential/degree/diploma.

### **Monitoring Findings**

UL also has 15 program findings related to poor documentation, CalJOBs data entry, supportive services administration and other internal processes. SDWP will also conduct an additional round of fiscal and programmatic monitoring by October 7 to ensure that all outstanding compliance findings are closed. If any findings remain open without a written, clear, and actionable corrective action being taken by October 7, SDWP staff may recommend discontinuing the contract to the YC based on monitoring findings at a future meeting.

### **Communication with UL Executive Leadership**

The UL executive leadership met with SDWP to acknowledge contract underperformance. The UL is committed to hitting the measures set by the YC, and is committed to the plan, timing and recommendation outlined in this item.

UL leadership will work closely with partners and SDWP to effectively transition all active and follow-up youth if contract measures are not met in October and the contract is discontinued.

**Item #4: Contract Action: Turning the Hearts Center (TTHC)**

**RECOMMENDATION**

That the WDB recommend to the Policy Board to discontinue the Turning the Hearts Center (TTHC) contract eight months early, effective November 1, 2016.

Based on current spending trends, we anticipate the recaptured amount will be \$83,000.

**BACKGROUND**

Based on poor performance for three consecutive quarters in two of the primary WIOA outcomes, SDWP staff recommends de-obligating the contract and transitioning the 40 active youth (as of August 16) to current Youth Service Providers and CONNECT2Careers, as well as offering the 75 exited youth who are currently in follow-up services the opportunity to re-enroll in WIOA services with current providers.

**Performance challenges**

TTHC has been on corrective action for three consecutive quarters (9 months) in the two primary WIOA Youth outcomes for the 115 youth they enrolled:

- **Placement Rate:** Percentage of youth placed in post-secondary education, training, or employment; and
- **Attainment of Degree or Certificate:** Percent of youth who get a diploma, GED, certificate, or industry-recognized credential.

**Figure 1: Placement/Credential Attainment**

Performance Measures (# of positive outcomes of youth exits/total # of youth exits)	PY 15/16 Final Cumulative Performance Measures (7/1/15 – 3/31/16)				PY 15/16 Performance To Date
	Contract Goal	Q1	Q2	Q3	7/1/15-8/16/16*
Placement in Education/Employment	72%	33% (4/12)	23.8% (5/21)	35.1% (13/37)	36% (18/50)
Attainment of Degree/Credential	60%	50% (6/12)	31.6% (6/19)	33.3% (10/30)	28.9% (11/38)

\*This data is unofficial because the Q4 (April 1 – June 30<sup>th</sup>) performance quarter has not closed – TTHC has 90 days from the end of the quarter to place exited youth in employment, education, and attainment of a degree or credential.

During the time period of 4/1/16-8/16/16, TTHC had the following outcomes:

- 38.5% (5/13) youth that exited were placed in post-secondary education or employment.
- 12.5% (1/8) youth that exited received a credential/degree/diploma.

### **Supporting youth through transition**

As of 8/16/2016, there were 40 active youth and 75 youth in need of follow-up services<sup>1</sup> on the TTHC caseload. SDWP and its partners will take to ensure all youth served under this contract have the opportunity to restart and/or continue to receive services through other WIOA Youth providers in the area, the AJCC network and the CONNECT2Careers team.

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<sup>1</sup> Follow-up services include monthly check-in calls, career planning, supportive services, and other support and guidance to the young person post-placement.

## Item #5: Form 700 Submission Process and Instructions

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### **INFORMATIONAL ITEM (NO ACTION REQUIRED)**

Each WDB member must file a Form 700 to the County of San Diego. The submission deadline is September 30, 2016.

#### **What is Form 700?**

- *Statement of Economic Interests* used to disclose assets and income which may be materially affected by your official position;
- Requirement issued by the Fair Political Practices Commission (FPPC); and
- Filed at the County of San Diego with the Board of Supervisors, Clerk of the Board.

#### **How do I fill out and submit the Form 700?**

Filers are given the options to electronically submit their completed form or print their form and submit it manually. Hard copies of the Form 700 will be available at the September 15 meeting.

Board members are encouraged to e-file through E-Disclosure, the County Clerk's secure online filing system. An e-file account and log-in ID has been created for each Board member; this will allow you to complete your Form 700 online. Rebecca Bianconi will be emailing you your e-file account and log-in ID by September 16. The email will contain a personalized URL which will direct you to a Form 700.

If filers choose to manually complete their Form 700 filing, an original signature is required. If filing manually, please forward Form 700 applications to:

Clerk of the Board of Supervisors  
Attn: Form 700s  
1600 Pacific Highway #402  
San Diego, CA 92101  
MS: A-45

#### **What do I need to know when filling out the Form 700?**

- If nothing to disclose, the *Statement of Economic Interests* is the only page required.
- You must complete Section I of the Form.
  - Agency Name: San Diego Workforce Partnership
  - Division, Board: Workforce Development Board
  - Your Position: Board member, Chair, Vice Chair, Secretary/Treasurer.
- You must check **Assuming Office** on Section 3 of the *Statement of Economic Interests*.
  - *Date assumed: February 18, 2016.*

#### **What is SDWP's role in the Form 700 process?**

SDWP staff will send courtesy reminders and provide assistance to Board Members, but it is the filer's responsibility to ensure form 700 status is current and accurate.

**Item #6:**      WDB Chair Report

**INFORMATIONAL ITEM (NO ACTION REQUIRED)**

The WDB Chair will share an update.

**Item #7:**      President & CEO Report

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**INFORMATION (NO ACTION REQUIRED)**

The CEO will provide an update on SDWP activities.