

## MEETING OF THE ADULT PROGRAMS COMMITTEE

date Thursday, June 20, 2013

time 8:00 a.m. – 10:00 a.m.

place San Diego Workforce Partnership

Julie Benedict Community Room, 3rd Floor

3910 University Ave. San Diego, CA 92105 Mission Statement: Provide oversight and direction to the One-Stop Career Center System and ensure a seamless delivery that enhances customer choice, access to services and improves outcomes for individuals seeking assistance.[...]

## **AGENDA**

#### CALL TO ORDER AND NOTE OF ATTENDANCE

**PUBLIC COMMENT:** members of the public shall have the opportunity to address the Youth Council 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 4/25/2013 Adult Programs Committee Meeting	1
Item #2:	Approval of Providers/Programs for Eligible Training Provider List	4
	ATTACHMENT A	5
	ATTACHMENT B	12
Item #3:	2-1-1 San Diego No Cost Extension	13
Item #4:	Approval of Memorandum of Understanding with Mandatory Partners	14
INFORM	IATIONAL ITEMS	
Item #5:	Update on ETPL and ITA Policy Revisions	15
Item #6:	Veterans' Employment-Related Assistance Program Closeout	16
Item#7:	Correspondence	0
Nevt Fund	ded Partner Site Visit: 7/25/2013	

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## Item #1: Minutes of the 4/25/2013 Adult Programs Committee Meeting

#### **Members Present**

Judy LawtonCathy ScavoneJosh ShapiroChaz ComptonTrevor BlairLinda KavanaghAnnie TaamiloDoug PerkinsStephanie MurphyJose CruzRebecca Aguilera-GardinerLorraine Collins

#### **Members Absent**

Bill Riedy Joe Mackey Wendy Evers
Brenda Turner Kerry Baird Robert Louen
Carol Van Horst Patricia Lopez Shaina Gross

Dora Mendivil Scott Robinson Ed Hidalgo 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 Judy Lawton, at 8:05 a.m., at SDWP, with no quorum present.

#### The following items were approved with comments noted:

## 1-04/25/2013 - Item 4 One Stop Career Center Network Performance Summary for Period Ending March 31, 2013

J. Collins reviewed the agenda item.

#### 2-04/25/2013 - Item 5

## Occupational Training Services On-the-Job Training Program Summary for Period Ending March 31, 2013

M. Nanzer provided an update on OTS's performance to date. The One Stops have training funds that can be accessed for OJTs, Customized Training, and Individual Training Accounts (ITAs) that can be used to serve the veteran and recently incarcerated population. OTS has not done OJT's with this population in the past, and underestimated the difficulty/barriers this population faces.

#### **Public Comment**

Cecile Cowan, OTS – OTS collaborated with veterans programs, homeless organizations, the San Diego Housing Commission, peace officers, Donovan Institution, Re-entry Roundtable, and the justice system. Cowan stated "the population that we're dealing with can't stay on the job. We aren't equipped to be the kind of counselors that they really need. We would get commitments from employers, but the participants could not or would not commit to staying on the job."

## 4-04/25/2013 - Item 1 Minutes from the 2/21/13 Adult Program Committee Meeting

Meeting notes were reviewed and approved with no changes.

Disposition: The Committee did not have quorum, but those present approved the minutes.

## 5-04/25/2013 - Item 2 Approval of Providers/Programs for Eligible Training Provider List

That the Adult Programs Committee (Committee) recommend to the Workforce Investment Board (WIB) approval of ten (10) new programs that meet the requirements of the Employment Development Department Workforce Investment Directive #WIAD06-15 for inclusion on the Eligible Training Provider List (ETPL).

Disposition: The Committee did not have quorum, but those present agreed to recommend the item move forward to the Workforce Investment Board (WIB) for approval.

#### **DISCUSSION**

Blue Star Learning –Are all of the courses listed required to obtain the Occupational Computer Support Specialists certificate? There are multiple courses within the \$5,000 package that will earn successful completers an Occupational Computer Support Specialist certificate.

## 6-04/25/2013 - Item 03 Contract Action One Stop Career Center Network for Program Year 2013-2014

J. Collins reviewed the agenda item. Due to sequestration SDWP will release 25% of the above total WIA allocation to the One-Stop Network for the first quarter (July 1, 2013 through September 30, 2013). The remaining 75% of the total WIA allocation will be released to the One-Stop Network for the remaining three quarters (October 1, 2013 through June 30, 2014.)

#### **Public Comment**

Phyllis Ruth, Grossmont Union High School District provided an update on the progress on their contract.

Gary Schwartzwald, Grossmont Union High School District thanked the San Diego Workforce Partnership, East County Career Center staff and the Committee for their technical support.

## 7-04/25/2013 - Item 8 Health Profession Opportunity Grant On-Call Cohort Based Healthcare Training Solicitation of Interest

C. Perry reviewed the agenda item

8-04/25/2013 - Item 10 Five Year Strategic Plan

C. Perry reviewed the agenda item.

9-04/25/2013 - Item 11 Platform to Employment Update

M. Nanzer reviewed the agenda item.

#### **DISCUSSION**

SDWP is researching options for sustaining additional cohorts going forward. The media blast about extending the application deadline resulted in more people applying for the program. Career Center staff will be working to identify placement opportunities for successful graduates.

#### **General Discussion**

**Funded Partner Site Visit** – J. Lawton encouraged the Committee to attend the upcoming Funded Partner Site visit in May.

**Brief updates** – The Adhoc ETPL Advisory Workgroup met, their recommendations will be presented at the June Adult Programs Committee meeting.

**OJT RFP** – This RFP was pulled due to sequestration, if SDWP receives level funding we will try to put the RFP back out. We will know what our allocations are by mid-May. The Green Jobs Study was also cancelled. Two other RFPs were issued: Research on Veterans, and Indemand Job Report. The Committee suggested that SDWP utilize the Newsletter to communicate what's going on with sequestration to the general public.

## Adjournment

The meeting was adjourned at 9:15 a.m.
Rebecca Bianconi, Meeting Secretary

Item #2: Approval of Providers/Programs for Eligible Training Provider

List

**DATE**: June 3, 2013 **RE**: June 20, 2013 Meeting

**TO:** Adult Programs Committee

**FROM**: Mark Nanzer, Director

Adult Programs Team

### **RECOMMENDATION(S)**

That the APC recommend to the WIB approval of seventy four (74) new programs that meet the requirements of the Employment Development Department Workforce Investment Directive #WIAD06-15 for inclusion on the Eligible Training Provider List (ETPL).

#### **BACKGROUND**

Pursuant to the Workforce Investment Act legislation, the WIB and San Diego Consortium 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. Sweetwater Union High School District (SUHSD)- thirty four (34) new training programs at three (3) new locations
- 2. Alliant International University six (6) new training programs at one (1) new location

## **Existing Providers – New Programs**

- 3. Linda Beauty School one (1) new training program
- 4. Blue Star Learning seventeen (17) new training programs
- 5. Mira Costa College five (5) new training programs
- 6. Cal State San Marcos eleven (11) 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 - Existing Providers

# **Supporting Occupational Labor Market Data**

Training Provider	Training Program	Training Cost	Occupational Title	Average Annual Job Openings (1)	Median Hourly Earnings (2)
	Healthcare Information Technology (HIT) User Training	\$1,000	Medical Records and Health Info Tech.	78	\$17.71
	Technology - Mediated Training Development	\$1,000	Training and Development Specialists	87	\$30.12
Alliant International University	HIPAA Security and Risk Assessment Analyst	\$1,000	Medical and Health Services Managers	120	\$49.43
	Information Systems and Technology Analsyt	\$1,000	Computer Systems Analysts 160		\$39.78
	Database and Data Analytics	\$1,000	Database Administrators 52		\$36.29
	SAP in End-User Training	\$1,000	Business and Financial Operations Occupations	2857	\$31.19
	Accounting	\$110	Accountants and Auditors 366		\$31.90
SUHSD/ Chula Vista	Building Maintenance and Repair	\$90	Maintenance and Repair Workers, General	377	\$16.42
Adult School	Residential/Commercial Construction Academy	\$90	Construction Carpenters 201		\$19.80
	School Bus Driver	\$20	Bus Drivers, School	74	\$19.27

	Certified Nursing Assistant and Home Health Aide	\$235	Home Health Aides	390	\$10.66
	Computer Applications - Microsoft Office 2010	\$140	Computer Operators	6	\$21.17
	Culinary Arts - Professional Chef	\$170	Chefs and Head Cooks	39	\$23.57
SUHSD/ Chula Vista	Flooring Installation	\$90	Carpet Installers	16	\$16.61
Adult School	Medical Assistant - Administrative	\$145	Medical Assistants	335	\$15.23
	Multimedia Design for Print & Web	\$120	Multi-Media Artists and Animators	1 24	
	Office Administrative Assistant	\$120	Office Clerks, General	991	\$14.15
	Real Estate Salesperson License Preparation	\$170	Real Estate Sales Agents	217	\$14.28
	Accounting	\$110	Accountants and Auditors	366	\$31.90
SUHSD/ Montgomery Adult School	Introduction to Automotive Technology	\$140	Automotive Service Technicians and Mechanics	163	\$17.73
	Child Development	\$210	Preschool Teachers, Except Special Education	193	\$14.58
	Computer Applications - Microsoft Office 2010	\$140	Computer Operators	6	\$21.17

	Computer Repair Technician	\$70	Computer Specialists, All Other	60	\$41.24
	Culinary Arts - Professional Baking/Pastry Chef	\$165	Bakers	70	\$10.41
	Floral Design	\$65	Floral Designers	13	\$10.25
SUHSD/Montgomery Adult School	Interpreter - American Sign Language	\$20	Interpreters and Translators	70	\$20.85
	Pharmacy Technician	\$20	Pharmacy Technician	108	\$18.28
	Security Officer	\$20	Security Guards	429	\$11.81
	Welding	\$320	Welders, Cutters, Solderers, and Brazers	71	\$19.66
	Certified Nursing Assistant and Home Health Aide	\$235	Nursing Aides, Orderlies, and Attendants	498	\$12.31
	Cisco Academy CCNA/CCNT	\$70	Computer Specialists, All Other	60	\$41.24
SUHSD/ National City Adult School	Computer Applications - Microsoft Office 2010	\$140	Computer Operators	6	\$21.17
	Culinary Arts - Professional Baking/Pastry Chef	\$165	Bakers	70	\$10.41
	Medical Assistant - Clinical	\$170	Medical Assistants	335	\$15.23

SUHSD/ National City	Office Administrative Assistant	\$120	\$120 Office Clerks, General		\$14.15
Adult School	Welding	\$320	Welders, Cutters, Solderers, and Brazers	71	\$19.66
	Computer Applications - Microsoft Office 2010	\$140	Computer Operators	6	\$21.17
SUHSD/ San Ysidro Adult	Culinary Arts - Professional Baking/Pastry Chef	\$165	Bakers <b>70</b>		\$10.41
School	Medical Assistant - Administrative	\$145	Medical Assistants	335	\$15.23
	Medical Assistant - Clinical	\$170	Medical Assistants	335	\$15.23
Linda Beauty School	Esthetician	\$2,835	Skincare Specialist	28	\$13.99
	Microsoft Certified Applications (MCAS)	\$5,000	Computer Support Specialists 226		\$22.72
	Microsoft Office Specialist (MOS)	\$5,000	Computer Support Specialists	226	\$22.72
Blue Star Learning	Comptia Network+	\$5,000	Computer Support Specialists	Computer Support Specialists 226	
	Comptia Security+	\$5,000	Computer Support Specialists	226	\$22.72
	CHFI	\$5,000	Network and Computer Systems Administrators	144	\$36.09

	CISSP	\$5,000	Computer Systems Analysts	133	\$38.22
	CCNA	\$5,000	Network and Computer Systems Administrators	92	\$34.45
	Microsoft Junior Server Administrator	\$5,000	Network and Computer Systems Administrators	92	\$34.45
	CompTIA Linux	\$5,000	Computer Support Specialists	226	\$22.80
	Project Certifications	\$5,000	Computer Support Specialists	226	\$22.80
Blue Star Learning	Autocad	\$5,000	Computer Support Specialists	226	\$22.80
blue Star Learning	Admin SQL Server/Windows Server Network	\$10,000	Computer Programmers	119	\$35.93
	Imp Database SQL Server/Windows Server Network	\$10,000	Computer Programmers	119	\$35.93
	iNet + Professional, IT Fundamentals, Mastering VBScript	\$10,000	Computer Support Specialist	226	\$22.80
	Managing Windows Network Environment/SQL Server Database	\$10,000	Database Administrators	52	\$36.29
	Oracle Database Administration/dBase Web Development	\$10,000	Database Administrators	52	\$36.29
	Admin Active Directory, Design and Implementation	\$10,000	Computer Support Specialist	226	\$22.80

	Scuba Diving Instructor	\$5,500	Commercial Divers	2	\$29.01
	Manufacturing Machinest Technology	\$5,000	Machinest	96	\$19.45
Mira Costa College	Casino DealerTraining Program	\$3,000	Gaming Dealers	82	\$9.15
	Veterinary Assistant Training	\$980	Veterinary Assistnat/ Tech	46	\$12.20
	Optical Assistant	\$1,500	Opical Assistant/ Tech	46	\$12.20
	Auto CAD	\$2,945	Mechanical Drafters	19	\$25.03
	Certified Electronic Health Records w/ Medical Billing	\$4,990	Medical Records and Health Info Tech.	78	\$17.71
	Certified Electronic Health Records Specialist	\$2,145	Medical Records and Health Info Tech.	78	\$17.71
Cal State San Marcos	CIW Web Design Specialist	\$4,439	Web Developers	97	\$35.20
	A+ and Network +	\$2,840	Network & Computer Systems Administrators	144	\$36.09
	A+, Network+, Security+, CCNA and CCNP	\$4,740	Computer and User Support Specialist	226	\$22.80
	A+, Network+, CCNA	\$3,940	Network & Computer Systems Administrators	144	\$36.09

	A+, Network, Security + and MCITP	\$4,635	Network & Computer Systems Administrators	144	\$36.09
Cal State San Marses	A+/Net+/Security+ \$3,490 Computer and User Support Specialist		226	\$22.80	
Cal State San Marcos	Cisco CCNA and CCNP	\$4,975	Computer Information Systems Manager	96	\$61.46
	CCNA (Cisco Certified Network Administrator)	\$2,645	Network & Computer Systems Administrators	141	\$36.31

## **Definitions**

(1) Average Annual Job Openings are the sum of new jobs and replacement needs between the years 2013 to 2018.

(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.

Data complied by Tina Ngo, Research Manager

Data pulled from California Labor Market Information Department. Report Information: 2013.2 Class of Worker.

Class of Worker Categories: QCEW Employees + Non-QCEW Employees + Self-Employed

Timeframe: 2013-2014

Counties: San Diego, CA (6073)

## ETPL Report Card Data for Existing Providers October 1, 2011 to March 31, 2013

Enrolled with Provider (1)	Completed (2)	Training Related Employment (3)	Average Hourly Wage (4)	Employed (5)	Rate (6)	Credential (7)	Rate (8)	Active in WIA (9)
Linda Beauty School								
53	34	27	\$13.32	28	82%	32	94%	19
Blue Star Learning								
3	2	1	\$19.23	1	50%	2	100%	1
Mira Costa College								
12	10	10	\$23.00	10	100%	7	70%	2
Cal State San Marcos								
121	101	49	\$22.40	86	85%	87	84%	20

#### **Definitions**

- (1) Enrolled with Provider 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: 2-1-1 San Diego No Cost Extension

**DATE**: June 11, 2013 **RE**: June 20, 2013 Meeting

**TO:** Adult Programs Committee

**FROM**: Mark Nanzer, Director

Adult Programs Team

## **RECOMMENDATION(S)**

That the APC recommend the WIB approve a two month no cost extension for 2-1-1 San Diego (2-1-1). 2-1-1's current period of performance is currently November 1, 2012 through June 30, 2013.

### **BACKGROUND**

Due to a delay in contract execution and a slow project start up contract execution, 2-1-1 has requested a no cost extension through August 31<sup>st</sup>

The 2-1-1 contract is a pilot project to determine the benefits of increasing job seekers awareness and access of supportive services available in the San Diego region. SDWP contracted with 2-1-1 to complete telephonic applications for the following programs:

- CalFresh
- Medi-Cal
- Healthy Families
- Low Income Health Program (LIHP)
- Coast to Coast Prescription
- California Alternate Rtes for Energy (CARE)
- Energy Savings Assistance Program (ESAP)

Currently 2-1-1 is working with jobseekers from the North and South County Career Centers and is meeting their contractual goals.

## **ATTACHMENT**

Performance Summary – to be distributed at meeting

Item #4: Approval of Memorandum of Understanding with Mandatory

**Partners** 

**DATE**: June 10, 2013 **RE**: June 20, 2013 Meeting

**TO:** Adult Programs Committee

**FROM**: Mark Nanzer, Director

Adult Programs Team

#### **RECOMMENDATION(S)**

That the APC recommends to the WIB:

1. Authorize the WIB Chair to sign the Memorandum of Understanding (MOU) between the WIB and the San Diego Community College District.

2. Forward the signed MOU to the San Diego Consortium Policy Board for approval and signature by the Policy Board Chair, representing the chief local elected officials.

### **BACKGROUND**

Section 121 of the Workforce Investment Act authorizes the local WIB, with the agreement of the chief elected officials, to develop and enter into an MOU between the local WIB and the mandatory One-Stop Career Center partners. At the July 19, 2012 WIB meeting, an MOU template was approved between the WIB and the mandatory partner. The duration of the MOU is from July 1, 2012 to June 30, 2018. In addition to the MOU and as required by the State, a Resource Sharing Agreement was developed to describe services each mandatory partner provides to the One-Stop Career Centers, which is an attachment to the MOU.

#### **ATTACHMENTS**

Attachment C: Memorandum of Understand (ON FILE)

Attachment B: Definitions: Commonly used terms in the Workforce Development System (ON FILE)

Attachment C: Resource Sharing Agreement (ON FILE)

## **Item #5:** Update on ETPL and ITA Policy Revisions

**DATE**: June 3, 2013 **RE**: June 20, 2013 Meeting

**TO:** Adult Programs Committee

**FROM**: Mark Nanzer, Director

#### **INFORMATIONAL ITEM - NO ACTION REQUIRED**

This item provides an update on the status of revisions to the SDWP's ETPL and ITA Policy.

### **BACKGROUND**

At the request of the APC, staff convened an ad hoc workgroup comprised of APC members and other key stakeholders, to address APC concerns regarding the cost of training programs offered by vendors applying for the ETPL. Over the course of the last six months, the workgroup reviewed SDWP's current ETPL and ITA policies and began to formulate criteria for consideration in developing new policies.

In the interim of finalizing a local ETPL/ITA policy, staff has recently been informed by the California Workforce Investment Board (CWIB) that a new statewide ETPL policy is in development and due to be released to local WIBs within the next three to four months. Staff anticipates significant changes to the state policy; however, no draft directives or proposed recommendations have been published as of date.

Additionally, effective July 1, 2013, staff will begin to implement the Five-Year Local Strategic Plan, which focuses on workforce funding investments in training workers in the following key industry sectors in the San Diego region:

Largest Growth	Rapidly Growing	Emerging		
<ul> <li>Entertainment and Hospitality</li> <li>Green Jobs</li> <li>Health Care</li> </ul>	<ul> <li>Life Sciences</li> <li>Information Communication Technology (ICT)</li> <li>Aerospace, Navigation and Marine Technologies</li> </ul>	<ul> <li>Advanced Precision         Manufacturing</li> <li>Sports Innovation and         Manufacturing</li> <li>Specialty Foods and         Microbreweries</li> </ul>		

Due to these two major considerations in our workforce delivery system, staff recommends postponing developing a local ETPL/ITA policy until further direction from the CWIB, and the local approach for addressing workforce development in the above priority industry sectors.

#### **ATTACHMENTS**

None

Item #6: Veterans' Employment-Related Assistance Program Closeout

**DATE**: June 4, 2013 **RE**: June 20, 2013 Meeting

**TO:** Adult Programs Committee

**FROM**: Mark Nanzer, Director

Adult Programs Team

### INFORMATIONAL ITEM - NO ACTION REQUIRED

This item provides a program summary for the Veterans' Employment-Related Assistance Program (VEAP) contract that ended on March 31, 2013.

### **BACKGROUND**

Veterans Village of San Diego (VVSD) targets unemployed veterans, with an emphasis on those who have recently separated from the military and provides them with training and job placement services. VVSD partners with community based organizations to make referrals to specialized services for veterans facing major barriers to employment. The period of performance for the VEAP program was June 1, 2011 – March 31, 2013.

Due to program implementation delays, VVSD was challenged with meeting the following required performance outcomes.

- Enrollments
- Number in training

This led to VVSD being placed on corrective action several times throughout the duration of the contract. SDWP provided technical assistance and monitoring throughout the contract period that focused on ensuring state and local contract performance goals would be met. In addition, staff reviewed VVSD's performance data on a bi-weekly basis to track progress and quickly address any contract performance deficiencies and remain on target to meet the required performance measures. VVSD was able to correct performance deficiencies and successfully met or exceed all contract performance measures.

#### PERFORMANCE SUMMARY

The chart below provides final contract performance data on participant enrollment goals, numbers in training, number of training completions, number of entered employment, and follow-up retention/tracking as of March 31, 2013.

VEAP Participants	Plan	Actual	% of Plan	State Goal
Number Enrolled	93	100	108%	80%
Number in Training	74	74	100%	80%
Number of Entered Employment	60	52	83%	80%
Number of Training Completion	74	66	95%	80%
Follow-Up Retention/Tracking	24	20	83%	80%

## **SUCCESS STORY**

Donnie came to VVSD looking for assistance with training and employment, in the hopes of becoming a barber. VVSD funded his tuition at California Barber & Beauty College for barber training, where he completed his training and is currently studying for the state barber licensing exam. After graduating Donnie started working at Hair Mechanics in La Mesa. He is excited about the assistance that he obtained at VVSD which enabled him to pursue his dream of many years. He has a new lease on life and enjoys the opportunity of working with people and forming new relationships. He is currently mentoring youth in his community and church. Donnie is trying to provide guidance to them so that they can make better decisions in their lives without bumping heads and to give them the opportunity to learn through the eyes of someone who has had some life experience.

#### **ATTACHMENTS**

None