

**SAN DIEGO
WORKFORCE
PARTNERSHIP®**

**MEETING OF THE
SAN DIEGO CONSORTIUM POLICY
BOARD**

date Friday, January 23, 2015

time 3:00 p.m.

place San Diego County Administration Building
 1600 Pacific Coast Highway, Room 310
 San Diego, CA 92101

Our Mission: To empower job seekers to meet the current and future workforce needs of employers in San Diego County.

Our Vision: Every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment. Our community will view us as the leader for innovative workforce solutions, which add great value to our region.

AGENDA

CALL TO ORDER AND NOTE OF ATTENDANCE

PUBLIC COMMENT Members of the public shall have the opportunity to address the Board only on issues on this agenda. Time allotted to each speaker will be no more than three (3) minutes total per person. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting.

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<p>If you require additional assistance, please contact SDWP in advance of the meeting. To request this document or back-up reports in an alternate format, please contact SDWP at (619) 228-2900 (Board Administrator - Angela Kahn).</p>
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Item #1: Minutes of the November 21, 2014 Policy Board Meeting

Members Present

Ron Roberts, Supervisor, County of San Diego
Myrtle Cole, Councilmember, City of San Diego
Scott Sherman, Councilmember, City of San Diego
Kevin Crawford, CEO, United Way of San Diego

Members Absent

Dave Roberts, Supervisor, County of San Diego

Legal Counsel

David Smith, Counsel, County of San Diego
Daphne Skogen, Counsel, City of San Diego

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 Supervisor Ron Roberts, at 3:34 p.m., at County Administration, with a quorum present.

Public Comment

Linda Blair Forth, President of Comprehensive Training Systems (CTS), made a public comment related to the Bridge to Employment Program, noting the hard work and related success of CTS.

Karen Belcher, Department of Industrial Relation’s Division of Apprenticeship Standards; Pete Saucedo, Associated General Contractors of America Apprenticeship & Training Trust; and Sherry Harbrough, Associated Builders & Contractors Apprenticeship Training Trust, spoke in favor of Item #8: Apprenticeship Training Policy.

Agenda items 6 and 8 were pulled for discussion.

The following items were approved on the consent agenda:

- 1-11/21/2014 - Item 1 **Minutes of the September 26, 2014 San Diego Consortium Policy Board Meeting**
That the Board approves the minutes of the September 27, 2014 Policy Board meeting.

- 2-11/21/2014 - Item 2 **Modification of the Fiscal Year 2014-2015 Budget**
That the San Diego Consortium Policy Board (Policy Board) approves the modifications to the Fiscal Year (FY) 2014 - 2015 Budget as

presented in Attachment B. The FY 2014 - 2015 Budget has increased from \$32,089,432 to \$38,091,947.

3-11/21/2014 - Item 3 **Acceptance of Funds – Department of Labor Workforce Innovation Funds**

That the Policy Board accepts \$6,000,000 from the Department of Labor (DOL) to implement the Workforce Innovation Fund – Breaking Barriers in San Diego demonstration project.

4-11/21/2014 - Item 4 **Acceptance of Funds – County of San Diego Expanded Subsidized Employment Program**

That the Policy Board accepts an additional \$1,432,847 for a total of \$2,681,948 from the County of San Diego to implement the Expanded Subsidized Employment (ESE) Program for CalWORKS Welfare to Work (WTW) participants.

5-11/21/2014 - Item 5 **Acceptance of Funds – Middle-Skills Job Gaps: Labor Market Study**

That the Policy Board accepts \$20,000 from the San Diego Regional Economic Development Foundation (SDREDF) for the SDWP Research Department to conduct a labor market study on Middle-Skills Job Gaps.

8-11/21/2014 - Item 9 **Contract Action - America’s Job Center of California for Expanded Subsidized Employment Program**

That the Policy Board concurs with the WIB and approves an additional funding allocation to the America’s Job Center of California (AJCC), formerly known as One-Stop Career Center, contracts for the Expanded Subsidized Employment (ESE) Program as follows:

ESE Funding Allocations – Based on Geographic Distribution

Contractor	Already Funded ESE Allocation	Additional ESE Funding Allocation	Total ESE Funding Allocation
ResCare Workforce Services – North	\$65,000	\$ 78,829	\$143,829
ResCare Workforce Services – South	\$65,000	\$ 83,606	\$148,606
Grossmont Union High School District- East	\$65,000	\$ 58,524	\$123,524
KRA Corporation- Metro	\$65,000	\$177,166	\$242,166
Total	\$260,000	\$398,125	\$658,125

9-11/21/2014 - Item 10 **Approval of Providers/Programs for the Eligible Training Provider List**

That the Policy Board concurs with the WIB and approves four new providers and seventy-six new programs that meet the requirements of

the Workforce Investment Directive #WSD13-10 for inclusion on the Eligible Training Provider List (ETPL).

10-11/21/2014 - Item 12 **Rapid Response Services Contract Modification**

That the Policy Board concurs with the WIB and approves an additional \$25,000 to the Rapid Response services contractor, San Diego Regional Economic Development Corporation (SDREDC). Effective date of funding is October 1, 2014, and is contingent upon approval of the SDWP budget by the Policy Board.

Contractor	Current Allocation	Contract Modification	Total Allocation
SDREDC	\$100,000	\$25,000	\$125,000

11-11/21/2014 - Item 13 **Layoff Aversion Services Contract Modification**

That the Policy Board concurs with the WIB and approves an additional \$50,000 to the Layoff Aversion services contractor, California Manufacturing Technology Consulting (CMTC). Effective date of funding is October 1, 2014, and is contingent upon the approval of the SDWP organizational budget by the Policy Board.

Contractor	Current Allocation	Contract Modification	Total Allocation
CMTC	\$100,000	\$50,000	\$150,000

12-11/21/2014 - Item 14 **Workforce Investment Board Membership**

That the Policy Board:

1. Appoints the following member to the WIB:
 - Fernando Nuñez, Center for Employment Training San Diego
2. Accepts the WIB resignation for the following member:
 - Dora Mendivil, Center for Employment Training San Diego

Consent agenda vote:

Motion, Seconded, Carried Unanimously (Sherman/Crawford)

The following items were rescinded by staff:

13-11/21/2014 - Item 7 **In-Demand Jobs and Higher In-Demand Jobs for Individual Training Accounts**

14-11/21/2014 - Item 11 **Updated Formulas for the Geographic Distribution of Funds**

The following items were approved with comments noted:

- 6-11/21/2014 - Item 6 **Adult and Dislocated Worker Target Placement Wage Analysis**
That the Policy Board concurs with the Workforce Investment Board (WIB) and approves a universal target wage of \$13.09 per hour and that the Adult Programs Committee (APC) review SDWP's universal target wage every three years.

Andy Hall, Director of Adult Programs, spoke to revision on background information.

Item 6 vote:

Motion, Seconded, Carried Unanimously (Sherman/Cole)

- 7-11/21/2014 - Item 8 **Apprenticeship Training Policy**
That the Policy Board concurs with the WIB and approves an Apprenticeship Training Policy for implementation.

Andy Hall gave background information and explanation on the value in aligning registered apprenticeships with the local (public) workforce. Hall also emphasized the overall importance of the “earn & learn” approach.

Item 8 vote:

Motion, Seconded, Carried Unanimously (Sherman/Cole)

The following information items were presented:

- 15-11/21/2014 - Item 15 **Rapid Response Services Request for Proposals Framework**
This item informed the Policy Board of the Rapid Response or Outplacement Services Request for Proposals (RFP) framework. The purpose of Rapid Response is to provide resources that will help laid off workers transition from unemployment back to employment as quickly as possible.

- 16-11/21/2014 - Item 16 **Occupational Training Services On-the-Job Training Contract Performance Update**
This item provided the Policy Board with a fourth quarter performance summary for the period ending September 30, 2014 for Occupational Training Services' (OTS) On-the-Job Training (OJT) Contract.

17-11/21/2014 - Item 17 **Bridge to Employment Program Performance Summary**

This item provided the Policy Board with a performance update on the Bridge to Employment in the Healthcare Industry (BTE) program through August 31, 2014.

18-11/21/2014 - Item 18 **Five Year Strategic Employment Plan for Adults with Lived Experience of Mental Illness**

This item informed the Policy Board that the draft of the Five Year Strategic Employment Plan for Adults with Lived Experience of Mental Illness has been closed for public review and comment. The plan will be finalized in the coming month and includes the goals listed below.

19-11/21/2014 - Item 19 **President & CEO Report**

Peter Callstrom provided an update on SDWP activities.

The following presentations were given:

Steve Oldenburg, President, nanoComposix

Steve Oldenburg shared the positive impacts of being a benefactor of a Layoff Aversion Services grant.

Adjournment

The meeting was adjourned 3:48 p.m.

Angela Kahn, Meeting Secretary

Item #2: Approval of Providers/Programs for the Eligible Training Provider List - Revised

DATE: January 23, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Workforce Investment Board (WIB)

RECOMMENDATION(S)

That the Policy Board concurs with the WIB and approves eleven new programs that meet the requirements of the Workforce Investment Directive #WSD13-10 for inclusion on the Eligible Training Provider List (ETPL).

BACKGROUND

Pursuant to the Workforce Investment Act legislation, the WIB and Policy Board approved training providers and programs for inclusion on the ETPL. The programs being submitted meet the following State criteria.

1. Bureau of Private Postsecondary Education Approval to Operate, or Verification of Exemption by BPPE; or
2. Accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges; or
3. Postsecondary institutions eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate; or
4. Programs that are jointly registered under the National Apprenticeship Act (NAA) with the Department of Labor (DOL) and the California Division of Apprenticeship Standards (CDAS); or
5. Approval by the California Department of Education; or
6. Approval by the Chancellor's Office of the California Community Colleges (CCCCO); and
7. Meet's the State's minimum performance standards, when applicable; and
8. Training is for occupations in priority industry sectors based on the State plan or local area plans; and
9. Training results in completion of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements.

EXISTING PROVIDERS – NEW PROGRAMS

1. California State University, San Marcos – one new program
2. Escondido Adult School – two new programs
3. MiraCosta College – seven new programs
4. UCSD Extended Studies – one new program

ATTACHMENTS

Attachment A: Supporting Occupational Labor Market Data

Supporting Occupational Labor Market Data

Training Provider	Training Program	Training Cost	Occupational Title	Average Annual Job Openings (1)	Median Hourly Earnings (2)
CSU San Marcos	A+, Network+, Security+, MCSE Data Platform	\$6,005	Network and Computer Systems Administrators	731	\$36.09
Escondido Adult School	Medical Assistant, Administrative	\$1,105	Medical Assistants	1,629	\$16.62
	Veterinary Assistant II	\$495	Veterinary Assistants and Laboratory Animal Caretakers	289	\$16.17
MiraCosta College	Alcohol & Drug Counselor Training	\$4,900	Substance Abuse and Behavioral Disorder Counselors	141	\$17.46
	Engineering Technician Training Program	\$5,500	Engineering Technicians	303	\$32.39
	Facility Management	\$750	Administrative Services Managers	551	\$42.30
	Information & Communications Technologies - Certified Ethical Hacking	\$4,950	Information Security Analysts	181	\$42.88
	Pharmacy Technician Program - ONLINE	\$2,195	Pharmacy Technicians	386	\$19.31
	Phlebotomy Training	\$2,750	Health Technologists and Technicians	139	\$23.65
	Solar PV Certification Training Program	\$995	Solar Photovoltaic Installers	31	\$20.49
UCSD Extended Studies	Purchasing and Supply Management	\$4,611	Purchasing Manager	139	\$56.06

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.

Data pulled from Bureau of Labor Statistics & Economic Modeling Specialists International, (EMSI), Timeframe: 2013-2018 Class of Worker Categories: Employees in

**Item #3: Contract Action-Quality Controlled Manufacturing, Inc.
Customized Training Request For Extension**

DATE: January 23, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Workforce Investment Board (WIB)

RECOMMENDATION(S)

That the Policy Board concurs with the WIB and approves an extension to the period of performance for the customized training contract with Quality Controlled Manufacturing, Inc. (QCMI). No additional funds are requested.

BACKGROUND

QCMI is a family-owned business specializing in the precision machining of metal parts, components and complex assemblies for the aerospace, power generation, Department of Defense, oil and gas, marine, and heavy equipment industries.

The Policy Board concurred with the WIB to approve the customized training contract with QCMI to provide machining training on September 26, 2014. On November 10, 2014 eight (8) participants began training at QCMI. The original approved period of performance was November 10, 2014 to April 25, 2015.

ACTION

QCMI has requested a total of two cohorts each consisting of at least six participants to be trained. The second cohort will begin in February 2015 and expect to complete the program in July of 2015. Due to the early success of the program, and high participant demand for training, a request for an extension of the period of performance is recommended to extend through July 31, 2015. Following completion, trainees will be hired at a starting wage of \$15.00-\$20.00 per hour.

ATTACHMENTS

None

Item #4: Supportive Services Policy

DATE: January 23, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Workforce Investment Board (WIB)

RECOMMENDATION(S)

That the Policy Board concurs with the WIB and approves a revision to the WIA Supportive Service Policy, allowing \$1,000 in Supportive Services for WIA participants enrolled in "non-WIA" funded training. This policy would also expand the list of available services to include textbook and licensing/certification fees for all WIA enrolled participants. The recommended supportive services caps are shown below:

- Participant enrolled in non-WIA funded training: \$1,000
- Participant enrolled in in WIA funded training: \$500
- Participant engaged in job search: \$150

BACKGROUND

At their July 2012 meetings, the WIB and Policy Board approved the SDWP's Supportive Service Policy. This approval was to limit the types of services available and stipulated that services be limited to those that could be received via a gift card. The current policy allows for up to \$150 dollars for participants enrolled in job search and up to \$500 dollars for participants enrolled in training.

The services participants can access are:

- Gas Cards
- Bus Passes
- Food Cards
- Clothing Gift Cards
- Gift Cards for tools

In addition to expanding the types of services available, there is currently a need to increase the cap for participants who are in training but not accessing WIA funding to pay for such training.

For some of our participants with significant financial barriers to employment, \$500 dollars may not be sufficient to cover the costs of required materials, like text books, that are not included in the published course cost. These participants with significant financial barriers often qualify for other training funds such as the Board of Governors Grant, Federal Pell Grants and Trade Adjustment Assistance programs, among other qualifying funds.

SDWP is looking to modify our existing policy to:

- Support participants who enroll in training programs in which the cost of required materials (such as text books and other required materials) are not included in the published cost of the course and are not covered by other funds.

- Create incentives for participants and training providers to identify and access “non-WIA” training funds when available, creating greater leverage and alignment across the broader training and education system.
- Through greater leverage incentives, this would decrease the impact of SB 734 training expenditure requirements which increases to 30% from 25% of WIA allocation in PY 16/17. Ten percent of this requirement can be met with leverage.

Therefore, staff recommends increasing the Supportive Services cap for participants in "non-WIA" funded training to \$1000 and increasing the types of services for all WIA enrolled participants to include text books and licensing/certification fees.

This revised policy would give these participants the additional support they need to successfully complete training while building a more aligned education and training system across the region.

ATTACHMENT

None

Item #5: Workforce Innovation Fund (WIF) Third Party Evaluation Services Request for Proposals (RFP) Recommendation

DATE: January 23, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Workforce Investment Board (WIB)

RECOMMENDATION(S)

That the WIB recommends to the Policy Board to authorize the President and CEO of the San Diego Workforce Partnership (SDWP) to negotiate and execute a contract with MDRC to fulfill the role of Third Party Evaluation Services for the SDWP’s WIF grant.

The period of performance for the recommended agreement is eight months, beginning February 1, 2015 and ending September 30, 2015. Based on Department of Labor (DOL) acceptance and approval of the Evaluation Research Design (ERD) plan, need, performance, and funding availability, this agreement can extend through September 30, 2019.

BACKGROUND

Through its WIF, the DOL awarded \$6 million to the SDWP for its proposed *Breaking Barriers in San Diego* project. WIF grants are awarded for projects designed to develop or scale evidence-based practices. Awards include funding for both the proposed program design and a rigorous quantitative evaluation.

On November 25, 2014, SDWP released an RFP for Third-Party Evaluation Services. The following is a brief summary of the RFP that was released and the process for evaluation of proposals that resulted in the present funding recommendation.

RFP OVERVIEW

The RFP for Third Party Evaluation Services provided an overview of the *Breaking Barriers in San Diego* project, roles and responsibilities for both SDWP and the evaluator organization, and the scope of work for the evaluation.

The evaluation consists of four major deliverables for which the selected evaluator will be responsible. In the first phase of the grant award (February 1, 2015 – September 30, 2015) the evaluator will work with SDWP and the DOL to develop and finalize an Evaluation Design Report on which the release of Phase II funding is contingent. Upon DOL’s acceptance of the finalized ERD, random assignment of participant families can begin. Phase II of the evaluation consists of three studies: an Implementation Study, a Randomized Controlled Trial (RCT) Impact Evaluation, and a Cost Effectiveness Analysis. Respondents to the RFP were asked to address their experience and qualifications to successfully complete all four major components of the evaluation. Proposals were scored according to the criteria and point values indicated in Table 1 (below).

Table 1. RFP Scoring criteria and point value

Section / criteria	Points available
Organizational capacity, experience and project team	25
Approach to evaluation components	45
Project plan	5

Budget	10
Oral interview	15
Total available points	100

PROPOSAL SCORING AND EVALUATION

SDWP received two proposals by the proposal due date of December 19, 2014, 3:00 PM PST. A third proposal was received on December 22, 2014 but was deemed nonresponsive because it was received after the deadline.

A panel of five evaluators scored the proposals; the panel was comprised of community leaders and outside experts. Panelists were provided with an orientation and vetted to ensure there were no conflicts of interest with their participation.

The panel was responsible for reviewing, scoring, and ranking the proposals based on the criteria stated in the RFP (see Table 1). Proposal scoring and evaluation took place in two phases: (1) review of written proposals, and (2) oral interviews for proposals scoring above 70 points on the written proposal. Both respondents were invited for an oral interview. Each respondent was given 45 minutes to present their proposal for the delivery of services and financial requirements with approximately 15 minutes for questions and answers.

The panel recommended MDRC for funding based on the scores and funding requests below.

Table 2. Funding Recommendation

Bidder	Funds requested	Total average score	Recommended funds
MDRC	\$945,934	86	\$945,934
Harder+Company Community Research	\$888,134	77	\$0

Note: All average scores were rounded to the nearest whole number.

ATTACHMENTS

None

Item #6: San Diego Workforce Partnership Governance Structure Review

DATE: January 23, 2015

TO: Policy Board

FROM: Jeffrey Woodson Chair, San Diego Workforce Partnership, Inc. Board

SUBJECT: ESTABLISH AD HOC COMMITTEE TO REVIEW OVERALL GOVERNANCE STRUCTURE

BACKGROUND

The San Diego Workforce Partnership, Inc. Corporate Board (Board) met in November of 2014 at its annual retreat. The Board discussed the overall governance structure, roles, and responsibilities. In line with the recent passage (July 2014) of the Workforce Innovation and Opportunity Act (WIOA) and the updated governance requirements (e.g., fewer Workforce Investment Board (WIB) members, Youth Council, etc.), the Board wished to be proactive and review our entire governance structure in order to potentially identify improved efficiencies, better alignment, and clarity of function.

RECOMMENDATION

That the Board:

1. Establish an Ad Hoc committee composed of two members of the Policy Board and appoint two members of the Policy Board to the Ad Hoc Committee to review the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.
2. Authorize the Ad Hoc committee to identify and receive input from at least two members of the Workforce Investment Board (WIB) in its review the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.
3. Authorize the Ad Hoc committee to identify and receive input from at least two members of the San Diego Workforce Partnership, Inc. Board of Directors in its review the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.
4. Authorize the Ad Hoc committee to identify other members of the community as it sees fit to provide further input in its review the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.
5. Authorize the President and CEO to retain a consultant to assist the Ad Hoc committee in its review the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.
6. Request that the Ad Hoc committee report back to the Policy Board with recommendations, as appropriate, for improvement to the San Diego Consortium, Workforce Investment Board, and Workforce Partnership, Inc. governance structure.

Item #7: Appointment of Chair and Vice Chair

DATE: January 23, 2015

TO: Policy Board

FROM: Peter Callstrom, President and CEO

RECOMMENDATION(S)

That the Board appoint a Chairperson and Vice Chairperson for the calendar year.

BACKGROUND

The Joint Exercise of Powers Agreement between the County of San Diego and the City of San Diego Continuing the San Diego Consortium, Section 4 (a), states:

A designated member of the San Diego City Council and a designated member of the Board of Supervisors of County of San Diego shall alternate as Chairperson and Vice-Chairperson of the Board. The City Council of the City of San Diego, and the Board of Supervisors of the County of San Diego shall appoint, respectively, one other member of their Council or Board of Supervisors to serve as an alternate member in the absence of the designated member of the City Council or the Board of Supervisors. The designated member of the Board of Supervisors shall serve as Chairperson during even numbered calendar years. The representative of the City of San Diego shall serve as Chairperson during odd numbered calendar years. Term of office shall be for the calendar year.

ATTACHMENTS

None.

Item #8: Appointments to Joint Personnel Committee and Establishment of Process for Performance Review of Executive Director and President and CEO of the San Diego Consortium and the Workforce Partnership, Inc. - Revised

DATE: January 23, 2015

TO: Policy Board

FROM: Peter Callstrom, President and CEO

RECOMMENDATION(S)

This is information regarding the professional services agreement between the San Diego Consortium, the Workforce Partnership, Inc. and their respective Executive Director and President & Chief Executive Officer and provide that the Executive Director/ President & CEO will be reviewed annually by the Joint Personnel Committee of the San Diego Consortium's Policy Board and the Workforce Partnership, Inc.

BACKGROUND

The professional services agreement between the San Diego Consortium, the Workforce Partnership, Inc. and their respective Executive Director and President & Chief Executive Officer and provide that the Executive Director/ President & CEO will be reviewed annually by the Joint Personnel Committee of the San Diego Consortium's Policy Board and the Workforce Partnership, Inc. The Joint Personnel Committee is comprised of three members of the Policy Board, two members from and appointed by the Workforce Partnership, Inc., and the chair of the Workforce Investment Board. This action requests that the Policy Board appoint three of its members to the Joint Personnel Committee for the purpose of reviewing the annual performance of Peter Callstrom, Executive Director/President & CEO and establish a process and timeline for that review, and direct the Executive Director to return in March 2015 with a policy and procedure for the Policy Board's consideration establishing an annual process for his review.

RECOMMENDED ACTIONS

1. Appoint three Policy Board members to the Joint Personnel Committee.
2. Approve the following 2014 Executive Director/President and CEO evaluation process:
 - **January 23, 2015:** The Policy Board appoints three of its members to the JPC.
 - **March or April, 2015:** The JPC meets and discusses the performance review process.
 - **May, 2015:** The JPC or its designee(s) meets with the Executive Director/President & CEO to review and/or formulate new goals for the new/upcoming year.
 - **Early June, 2015:** The JPC performs the formal evaluation of Executive Director/President & CEO, and makes recommendations to the Policy Board.
 - **June 26, 2015:** The Policy Board receives, reviews, and acts on JPC recommendations.
3. Direct staff to return at the March 20, 2015 Policy Board meeting with a proposed policy and procedure to standardize the annual Executive Director/President and CEO evaluation process.

ATTACHMENTS

None

Item #9: Workforce Investment Board Membership

DATE: January 23, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Chair, Workforce Investment Board

SUBJECT: RESIGNATIONS OF SAN DIEGO WORKFORCE INVESTMENT BOARD MEMBERS

That the Policy Board:

1. Accept the resignations of the following members who do not wish to be reappointed or are ineligible for reappointment:
 - a. Judy Forrester
 - b. Joe Powell
 - c. Mary Ann Marcuzzi
 - d. Karen Winston

ATTACHMENTS

None

Item #10: Dislocated Worker Unlikely to Return Expansion Retraction

DATE: January 15, 2015

TO: Policy Board

FROM: Rebecca Aguilera-Gardiner, Chair, Workforce Investment Board (WIB)

INFORMATIONAL ITEM - NO ACTION REQUIRED

This item is to inform the WIB of the reinstatement of the requirement to prove a person is unlikely to return to previous industry or occupation for dislocated worker eligibility.

BACKGROUND

At the March 2014 Board meetings the Committee and Boards approved an agenda item extending the Dislocated Worker (DW) “unlikely to return to former industry or occupation” (unlikely to return) criteria to include all DWs. This was based on data related to San Diego’s labor market and high unemployment rate at the time.

The unlikely to return criteria refers to determining whether a laid off or terminated worker is eligible under the DW funding for WIA training and services. There are a number of criteria that must be met and documented during an eligibility determination. Under the “Terminated or Laid-off” category there must be:

1. Proof of the layoff or termination or notice of layoff or termination.
2. The individual must be eligible for unemployment insurance (UI).
3. The individual must be unlikely to return to his/her former occupation or industry.

Based on recent data gathered in November 2014 by SDWP’s Labor Market Information (LMI) Researcher on limited employment opportunities in San Diego County and the fact that San Diego County’s unemployment rate dropped to 5.9% in September 2014 and with San Diego County’s improving economic conditions, the “unlikely to return” expanded definition for DW eligibility is now being revisited. SDWP has determined from the November data that there is no longer support to continue the expanded definition of unlikely to return to indicate that all DW are unlikely to return.

The Employment Development Department’s (EDD) WIA Eligibility Technical Assistance Guide, Directive WSD 14-4 indicates that if the individual cannot demonstrate that he/she meets the aforementioned conditions, they cannot receive services beyond informational and self-services at the America’s Job Center of California (AJCC) or Adult Program service providers with DW funding.

Therefore, the AJCC Operators and Adult Program service providers with DW funds will be directed to require eligibility verification for unlikely to return to previous occupation or industry for terminated and laid off workers to be validated through documentation.

ATTACHMENTS

None

Item #11: Rapid Response Performance Report

DATE: January 23, 2015
TO: Policy Board
FROM: Tina Ngo Bartel, Director of Research

INFORMATIONAL ITEM - NO ACTION REQUIRED

Per the request of the WIB in November 2014, the Research Department produced the following performance report of the Rapid Response contractor.

BACKGROUND

The Workforce Investment Act mandates that Rapid Response services be offered to all businesses experiencing layoffs, closure and/or relocation. Companies with 75 or more employees must submit a Worker Adjustment and Retraining Notification (WARN) 60 days prior to a layoff. Rapid Response services include following up on WARNs as well as providing information on programs and services that help laid off workers transition from employment to unemployment; however, companies are not required by law to accept these services, nor are workers required to attend presentations.

The State of California provides formula grants to the local Workforce Investment Areas based on layoffs, unemployment, poverty levels and follow-up work performed by the WIB or its contractors. The San Diego Regional Economic Development Corporation (SDREDC) was awarded the contract for Rapid Response services on September 21, 2012.

PERFORMANCE METRICS

The following table summarizes the performance metrics for the Rapid Response contract. Data measuring these performance metrics are available in Attachment A, Table 1.

Rapid Response Contract Performance Metrics

Metric	Measure
Initial Outreach	Contact all companies that submit a WARN within 24 hours
Outreach Attempts	Contact all companies with a minimum of two phone calls, two emails, and/or one other form of communication until a response is received
Companies Served	Provide Rapid Response services to at least half of companies that submit layoff notices
Presentation Attendees	Present to at least half of all laid off workers at a company that receives Rapid Response services
Survey Collection	Collect surveys from at least half of the attendees at each Rapid Response presentation
Survey Delivery	Deliver all surveys collected from Rapid Response presentations to SDWP
Intake & Activity Report	Submit a report of activities of services for all companies that submit WARNs

ATTACHMENTS

Attachment A: Rapid Response Contract Performance Report: Q2 (PY2014-2015)

Rapid Response Contract Performance Report

Second Quarter (PY2014-2015)

The SDREDC is contracted to provide Rapid Response services to workers and employers experiencing layoffs. Table 1 summarizes the Rapid Response performance metrics for Q2 (October-December) of PY2014-2015.

Table 1: Summary of Rapid Response Contract Performance

	Target	Actual
Initial Outreach	100%	100%
Outreach Attempt	100%	100%
Companies Served	50%	44% (7/16)
Presentation Attendees	50%	41% (231/558)
Survey Collection	50%	71% (163/231)
Survey Delivery	100%	100%
Intake & Activity Report	100%	100%

Red indicates that the contractor did not meet performance standards in Q2

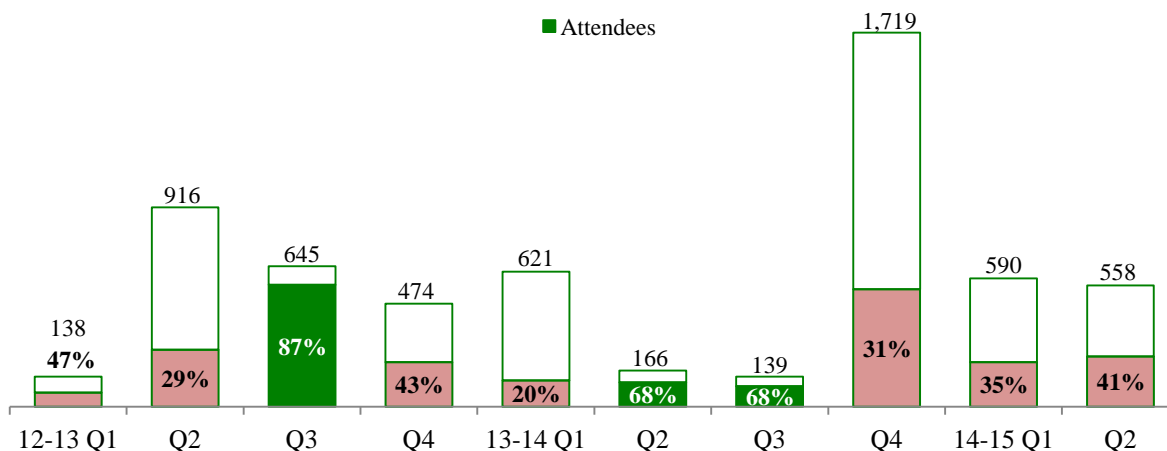
Green/bold indicates performance standards were met in Q2.

Sixteen (16) layoff notices went into effect in Q2, affecting 1,412 workers. Seven of the 16 companies (44 percent) received Rapid Response services. 231 of the 558 laid off workers were in attendance at a Rapid Response presentation (41 percent). Surveys were collected from 163 of the 231 attendees (71 percent). See Table 2 for a full list of WARN notices effective in Q2.

In Q2, SDREDC met the required performance standards for **Initial Outreach**, number of **Outreach Attempt**, **Survey Collection**, **Survey Delivery**, and **Intake & Activity Reports**. Performance standards were not met for **Companies Served** and number of **Presentation Attendees** (Figure 1). Note: Companies are not required by law to accept Rapid Response services.

Figure 1 summarizes the total number of attendees out of the total number of people laid off by companies that received services. However, workers may opt out of attending a Rapid Response presentation. The number of attendees at a Rapid Response orientation is the only metric that the California Employment Development Department (EDD) requires WIBs to report and is the only one that impacts future Rapid Response funding.

Figure 1: Actual Attendees Out of Possible Attendees



Red fill indicates that SDREDC did not meet the performance metrics;
Green fill with white font indicates performance standards were met.

SDREDC and its subcontractors provide additional services to companies that may experience a layoff or may be at risk of downsizing. Some of these efforts are paid through the Rapid Response contract and are not tracked by the performance metrics. SDREDC and its subcontractors have:

- Worked with partners and stakeholders to proactively contact companies on a regular basis and provide information on workforce trends, budget issues, and other information that impacts future layoff cycles;
- Supported the retention and expansion of companies currently operating in the region—providing over 100 companies per year with information on business and industry incentives, workforce training programs and funding connections to trade organizations, city officials, and corporate leaders in an effort to resolve issues and mitigate risks of potential layoffs; and
- Worked directly with companies to either re-direct employees to other employment opportunities or to specialized training. For example, SDREDC staff supported United Technologies Corporation (#4 in Table 2) in hosting an Education Fair for laid off workers in which approximately 140 employees met with representatives from 16 colleges and universities.

Table 2: Layoffs in Q2

	Company	Date of WARN	Layoff Date	# of Layoffs	Industry	Reason for Layoff	Notice Type	Outcome
Companies that received Rapid Response services								
1	California State Department of Corrections	9/23/14	10/1/14	8	Public Administration	Staff reduction	Non-WARN	Provided packets 9/30
2	Angelica Textile Services, Inc.	8/21/14	10/20/14	67	Manufacturing	Closing operations	WARN	Presentation 10/16
3	Yahoo!	9/15/14	11/14/14	59	Information	Restructuring	WARN	Presentation 9/30
4	United Technologies Corporation	9/15/14	11/15/14	6	Manufacturing	Relocation	WARN	Presentation 11/14
5	Sky West Airlines	12/2/14	12/9/14	16	Transportation & Warehousing	Closing operations	Non-WARN	Presentation 12/9
6	Fallbrook Hospital & Skilled Nursing Facility	10/21/14	12/20/14	365	Health Care & Social Assistance	Closing operations	WARN	Presentations 11/18-20
7	Fallbrook Home Care Services, LLC	10/22/14	12/22/14	37	Health Care & Social Assistance	Closing operations	WARN	Presentation 11/14
	Subtotal			558				
Companies that did not receive Rapid Response services								
8	Hakkasan Holdings (Stingaree)	8/28/14	11/1/14	111	Accommodation & Food Service	Closing operations	WARN	Declined services
9	BD Medical	8/25/14	11/1/14	100	Professional, Scientific, & Technical Services	Closing operations	WARN	No response
10	The Active Network	9/4/14	11/7/14	47	Information	Relocation	WARN	Declined services
11	Drew Ford	9/16/14	11/16/14	281	Retail Trade	New owner	WARN	No layoffs occurred
12	Microsoft Corporation	9/22/14	11/17/14	13	Information	Restructuring	WARN	Declined services
13	Sierra Nevada Corporation Space Systems	9/19/14	11/18/14	33	Manufacturing	Closing operations	WARN	No response
14	Allergan	9/29/14	11/28/14	40	Manufacturing	Closing operations	WARN	Declined services
15	The Active Network	10/15/14	12/19/14	65	Information	Relocation	WARN	Declined services
16	Microsoft Corporation	10/29/14	12/28/14	154	Information	Restructuring	WARN	Declined services
	Subtotal			844				

Item #12: President & CEO Report

DATE: January 23, 2015

TO: Policy Board

FROM: Peter Callstrom, President & CEO

INFORMATIONAL ITEM - NO ACTION REQUIRED

Peter Callstrom will provide an update to the Policy Board on various SDWP activities.

ATTACHMENTS

None

Item #13: Vice President & Chief Program Officer Report

DATE: January 23, 2015

TO: Policy Board

FROM: Andy Hall, Vice President & Chief Program Officer

INFORMATIONAL ITEM - NO ACTION REQUIRED

Andy Hall will provide an update on WIOA and other Adult and Youth Program activities.

ATTACHMENTS

None