Workforce Development Board (WDB) – Executive Committee

Date       Monday, December 06, 2021
Time       1:00 pm
Place      https://us02web.zoom.us/j/85257393698
Passcode: 641819

WELCOME

Sammy Totah – Chair
  o  Call the meeting to order
  o  Non-agenda public comment

ACTION ITEMS:
  Item #1: Minutes of October 4, 2021 Meeting

INFORMATION ITEMS:
  Item #2: Membership Update
  Item #3: AJCC Recertification

ADJOURNMENT

PUBLIC COMMENT: Members of the public may address the Board on issues on this agenda (three minutes per subject) and/or other items within the Board’s scope. To speak, utilize the “Raise Hand” feature. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2301.
Item #1: Minutes of the October 4, 2021 Meeting

Members Present
Sam Totah (Chair), Kurling Robinson, Althea Salas, Ricky Shabazz, Rick Vaccari

Staff Present
Peter Callstrom, President & CEO; Andy Hall, Chief Impact Officer

Location: Via Zoom
Per Executive Order N-25-20, the requirement to which members of the public shall have the right to observe & offer public comment at the public meeting, consistent with the Brown Act, has been suspended. 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 Sam Totah at 12:01pm.

Non-Agenda Public Comment: None

Action Items

Item 1: Minutes of the June Executive Committee Meeting
Motion: Executive Committee approves the meeting minutes
Moved (R. Vaccari), Seconded (R. Shabazz), Carried unanimously

Information Items

Item 2: Board Committee / Working Groups Update
Audit and DEI Committees will meet in the coming weeks and update the Executive Committee and WDB on their efforts. Shaina has been leading the Adult RFP Work Group to develop the RFP framework, goals, and objectives.

Item 3: Staff Executive Update
Staff and the committee discussed executive staffing changes.

Item 4: October WDB Meeting Agenda Review
The agenda for the October 21st WDB meeting was reviewed. The committee suggested items: a revenue update, ‘Faces of Workforce’ profile, economic update. Peter thanked the members for the suggestions and SDWP will add the items to the WDB agenda.

Adjournment: The meeting was adjourned at 12:22 pm.

Next Meeting: November 15, 2021 at 12:00 pm.
**Item #2: Membership Update**

**Discussion Item (No Action Required):**

Dennis Dubard retiring/resigned

New potential members that may come forward for action in January
- NASSCO referral from Dennis
- VP of HR at Zoo
- Bank of America
- PNC Bank
Item #3: AJCC Recertification

Discussion Item (No Action Required):

America’s Job Center of California (AJCC) Comprehensive and Affiliate Certification (also referred to as career centers)

The Workforce Partnership recently evaluated all the career centers (comprehensive and affiliate sites) to ensure that every career center is in compliance with the Workforce Innovation and Opportunity Act (WIOA) and adheres to continuous improvement by identifying areas where centers are exceeding as well as where there is room for improvement. The Workforce Partnership identified a taskforce that evaluated the career centers, and the following were certified:

Comprehensive AJCCs:
1. Metro Career Center
   4389 Imperial Ave., San Diego, CA 92113
2. South County Career Center
   1111 Bay Blvd., Chula Vista, CA 91911

Affiliate/Specialized AJCCs:
1. Bank of America Merrill Lynch Workforce Development Center
   330 Park Blvd. Room #555, San Diego, CA 92101
2. East County Career Center
   151 Van Houten Ave., El Cajon, CA 92020
3. North County Coastal Career Center
   3708 Ocean Ranch Blvd., Oceanside, CA 92056
4. North County Inland Career Center
   649 W. Mission Ave. Room 2400, Escondido, CA 92025

Background:
WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective career centers (AJCCs).

- Required by the CWDB to recertify the local board career centers every 3 years
- Due to board meeting dates, package sent unsigned – will be sent signed with continuous improvement plan by 31 Dec.
- Three parts to the process:
  1. Baseline
In order to receive baseline AJCC certification as a comprehensive site, the taskforce ensured the following requirements were met:

- Each comprehensive AJCC has a signed and implemented Memorandum of Understanding (MOU) with the Local Board meeting the requirements in WSD18-12.
- Each AJCC has implemented the board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider (i.e., an AJCC Operator and Career Services Provider is in place and functioning within the AJCC).
- Each AJCC complies with equal opportunity for individuals with disabilities in accordance with ADA, WIOA Section 188, Title 29 CFR Part 38, and all other applicable federal and state guidance.
- Each AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.
- SDWP has completed the Comprehensive AJCC Certification Baseline Criteria Matrix for each comprehensive AJCC.
- Each AJCC was evaluated by the taskforce using the AJCC Certification Indicator Assessment.

In order to receive AJCC certification as an affiliate site, the taskforce ensured the following requirements were met:

- Each Local Board and partner with the affiliate/specialized AJCC has a signed and implemented MOU with the Local Board meeting the requirements in WSD18-12.
- The affiliate/specialized AJCC complies with equal opportunity for individual with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, and all other applicable federal and state guidance.
- SDWP has completed the Affiliate/Specialized AJCC Certification Baseline Criteria Matrix for each affiliate AJCC.
- Each AJCC was evaluated by the taskforce using the AJCC Certification Indicator Assessment.

2. Indicators – measures that will support an effective and high-quality career center both comprehensive and affiliate.

- Ensures universal access, with an emphasis on individuals with barriers to employment
- Actively supports the One-Stop system through effective partnerships
- Provides integrated, customer-centered services
o Is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathway
o Actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs
o Has high-quality, well-informed, and cross-trained staff
o Achieves business results through data-driven continuous improvement

3. Continuous Improvement Plan – due to State Advisor December 31, 2021
   o This is based on the evaluators’ recommendations and findings

Evaluation:
• All career centers were recertified by an evaluation panel of internal and community partner staff (not local funded Subrecipient) and a participant
• Communication with Ann Brito (EDD Advisor) clarified that Peter signs and we needed an info item only with proof in the Board minutes

Some recurring evaluator comments:
• Pros:
  o Excellent support for English language learners
  o Actively partners to improve service delivery
  o Customer Centered Design
  o Engaged in continuous improvement
• Continuous Improvement Recommendations:
  o Increase data reporting
  o Referral follow up
  o Increase opportunities for OJT/ high demand industry placements to accommodate number of referrals