



**CALIFORNIA WORKFORCE INVESTMENT BOARD  
MEETING NOTICE  
MEMBER ORIENTATION**



**Tuesday, April 30, 2013  
2:00 p.m. to 3:30 p.m.**

Michael Rossi, Chair

**California Workforce Investment Board  
777 12<sup>th</sup> Street, #200  
Sacramento, CA 95814  
(916) 324-3425**

Edmund G. Brown, Jr.  
Governor

Tim Rainey,  
Executive Director

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**AGENDA**

**This meeting is accessible through Webex and teleconference.**

**Webex**

Meeting Number: 746 079 256

Meeting Password: cwib777

1. To access the meeting page [click here](#).
2. If requested, enter your name and email address.
3. Click "Join".

**Teleconference**

Call-in toll-free number: 1-866-748-2780

Attendee access code: 613 254 1

**1. Presentation\Discussion:**

- Workforce Investment Act 101

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Meeting conclusion time is an estimate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn. In order for the State Board to provide an opportunity for interested parties to speak at the public meetings, public comment may be limited. Written comments provided to the Committee must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply. Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Investment Board staff at (916) 324-3425 at least ten days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Investment Board website at <http://www.cwib.ca.gov> or contact Daniel Patterson for additional information. Meeting materials for the public will be available at the meeting location.

# Federal Workforce Investment Act

## WIA 101



# Workforce Investment Act

## **White House's Education Blueprint:**

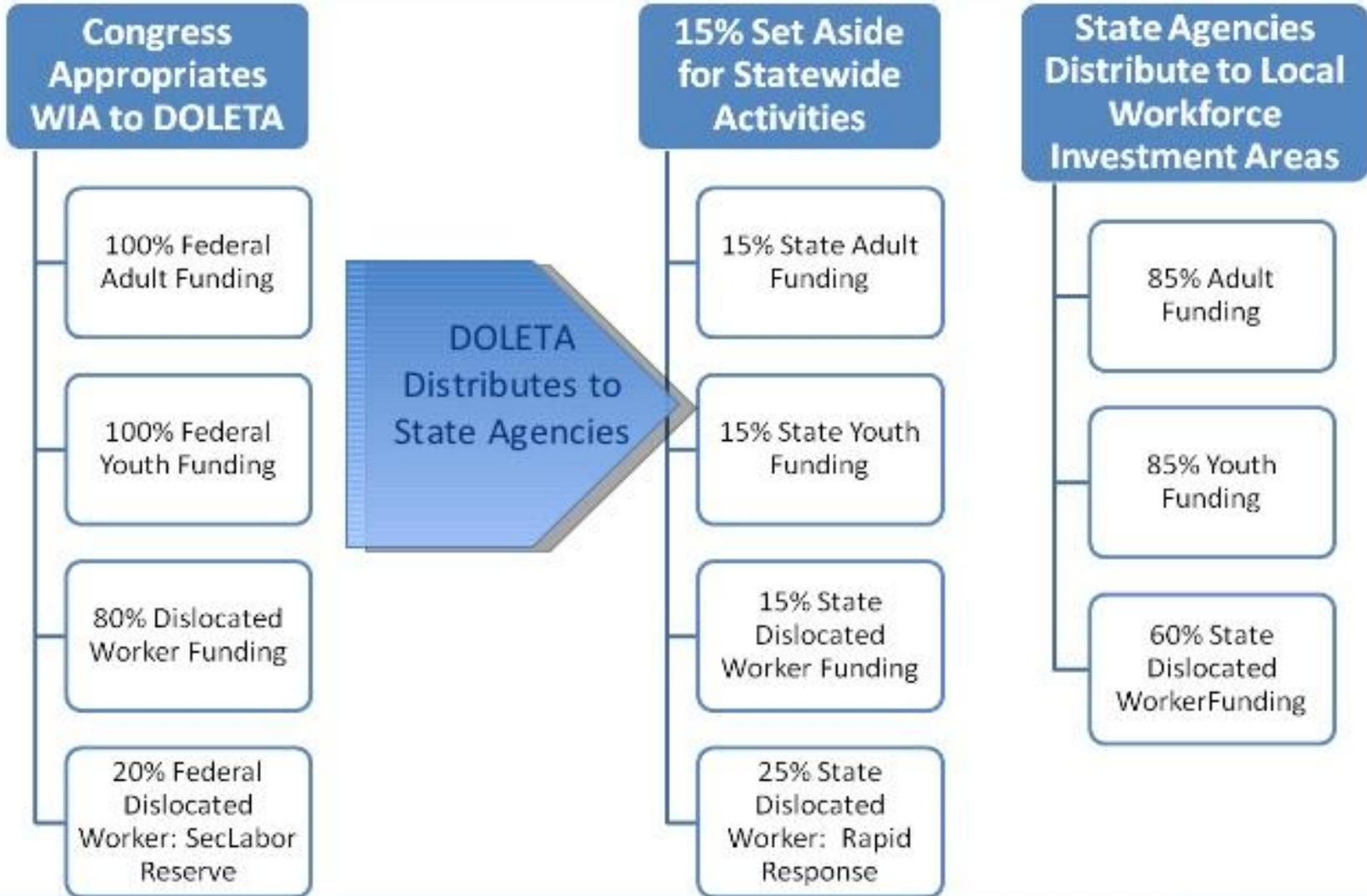
*Earning a post-secondary degree or credential is no longer just a pathway to opportunity for a talented few; rather, it is a prerequisite for the growing jobs of the new economy.*

*Over this decade, employment in jobs requiring education beyond a high school diploma will grow more rapidly than employment in jobs that do not; of the 30 fastest growing occupations, more than half require postsecondary education.*

# WIA - Largest Federal Training Program

- Close to \$3 billion annually
- States are allocated dollars by formula, based on relative share of unemployment & economically disadvantaged
- CA averages more than 10% of nation's funding

# WIA Title 1 Funding Structure



# California WIA Funding PY 2012-13

<b><u>PY 2012-13</u></b>	<b><u>Total Allotment</u></b>	<b><u>Local Allocation</u></b>
Adult Program	\$120,000,208	\$114,000,198
Youth Program	\$123,857,750	\$117,664,863
DW Program	\$167,279,720	\$117,095,804
<b>Total</b>	<b>\$411,137,678</b>	<b>\$348,760,865</b>

\*\* Severe Reduction of Funds over last decade

# California WIA Funding

**US Department of Labor ETA**



**State Board = Gov's Policy Advisor**



**EDD = Administrative Agency**



**49 Local WIBs**

# State Governance

- **State Board:** On behalf of Governor: system oversight, negotiates performance, approves local plans, certifies Local Boards, aligns resources at state level, etc.
- **EDD:** administrative oversight, monitoring, auditing, administers grant solicitations, operates the Job Service, Unemployment Insurance, Trade Act Adjustment, and other programs

# Strategic Plan & State Board – Push System Change:

- Engage employers and labor
- Align systems regionally
- Adopt and use sector partnerships
- Develop career pathways in occupations with job openings
- Align multiple funding streams
- Prioritize quality training & attainment of industry-recognized skills credentials
- Incent employers to invest in programs that bridge to good jobs

# Bridges to Employment

## **Employers invest to bridge programs directly to employment –**

- Earn-and-learn
- Formalized apprenticeship
- Quality work experience and internships
- On-the-Job-Training
- Curriculum development
- Providing equipment to train on, etc.

# WIA is Largely Locally Driven

**Unique among federal programs - resources go straight to local government:**

- 95% of dollars formula allocated to 49 Local Workforce Investment Areas
- Federal law defines use of dollars, including description and purpose of Local Boards
- How funds are invested locally is determined by our 49 Local Boards

# Local Governance

## **Local Boards are governed differently across the state**

- Administered through county welfare departments, city economic development, etc.
- Some are non-profits under contract with a city or county, or a consortium as a JPA

# Local Board Composition

## **Appointed by Chief Local Elected Official**

- Federal law requires majority business
- CA law requires 15% labor
- 17 WIA “required partners” must be represented (*EDD, Community Colleges, Adult Ed, Job Corps, Veterans Services, Vocational Rehab, HUD, etc.*)
- Average WIB in CA is 35

# Role of Local Boards

- Develop local Strategic Plan
- Convene community & regional partners
- Track regional labor market trends
- Certify and oversee One-Stops
- Certify eligible providers of training and youth services
- Negotiate local performance measures with the State Board

# WIA Services – Through One-Stops

- Job search skills
- Counseling and coaching
- Job recruitment and placement
- Internships and work experience
- Layoffs response & services to laid off workers
- Supportive Services
- Etc...

# WIA Services – Through Youth Providers

- Work readiness skills
- Remedial education
- Summer Youth employment
- Credential, certificate, and degree prep
- Internships and work experience
- Etc...

# WIA Services – Through Colleges, Adult Schools, Union Programs, other Eligible Providers

- Basic skills training
- Skills training leading to industry-valued credentials, certificates, licenses
- Short-term training to upgrade skills
- Pre-apprenticeship training
- Apprenticeship training
- Customized training with employers
- Etc...

# WIA-WPA Performance – Common Measures

## **ADULT & DISLOCATED WORKER**

- Entered employment
- Employment retention
- Average six-month earnings

## **YOUTH**

- Placement in employment or education
- Attainment of a degree or certificate
- Literacy and numeracy

# Common Measures for:

- Adult, Dislocated Worker, Youth (WIA Title I)
- Veterans Workforce Programs (WIA Title I)
- CTE Secondary (Adult Ed & Literacy, WIA Title II)
- WP Act Employment Service (WIA Title III)
- Vocational Rehabilitation (WIA Title IV)
- CTE Post-Secondary Education (Perkins)
- Welfare to Work (TANF)
- Trade Adjustment Assistance

# Critical State Legislation

- **SB 293** (Ducheny) – Broader reach for state coordinated plan; Labor on LWIBs
- **AB 554** (Atkins) – Coordination with State Approved Apprenticeship Programs
- **SB 734** (DeSaulnier) – Investment in Skills Training
- **SB 698** (T. Lieu) – High-Performance LWIBs

# SB 293 – CA Workforce Training Act

## Broader Role for State Board

*The California Workforce Investment Board, in collaboration with state and local partners, including the Chancellor of the California Community Colleges, the State Department of Education, other appropriate state agencies, and local workforce investment boards, shall develop a strategic workforce plan to serve as a framework for the development of public policy, fiscal investment, and operation of all state labor exchange, workforce education, and training programs to address the state's economic, demographic, and workforce needs. The strategic workforce plan shall also serve as the framework for the single state plan required by the Workforce Investment Act of 1998.*

# SB 734 – WIA for Skills Training

## Training minimum

**Beginning July 1, 2012, at least 25 percent of local WIA Adult and Dislocated Worker funds shall be spent on training**

**Beginning July 1, 2016, at least 30 percent of local WIA Adult and Dislocated Worker funds shall be spent on training**

## Definition of training (based on federal WIA)

- Occupational skills training
- On-the-job training (OJT)
- Programs that combine workplace training with related instruction
- Training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Job readiness training
- Adult education and literacy activities provided in combination with the training services described above
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

# SB 734 – WIA for Skills Training

## Leveraged Funds

LWIBs receive a credit of up to **10 percent** of their Adult and Dislocated Worker allocation for leveraged funds. Leveraged funds may include:

- Federal Pell Grants
- All programs authorized by WIA
- Trade Adjustment Assistance (TAA)
- DOL National Emergency Grants (NEG)
- Match funds from joint labor-management trusts
- Match funds from employers, industry, and industry associations
- Employment Training Panel grants (ETP)

# SB 698 High-Performance Local Board

- Last year, Governor Brown signed SB 698 to set the bar higher for Local Board performance
- By January 1, 2013, the State Board must implement standards for certifying high-performing Local Boards
- The first certification must occur on or before October 1, 2013

# High-Performance Local Board

On behalf of the Governor, the State Board must perform three required activities:

- Approve local plans based on adherence to the *State Strategic Workforce Development Plan*
- Biannually recommend Local Board recertification
- Evaluate Local Board performance for biannual “High-Performance” certification

# High-Performance Local Boards

**The High-Performance Local Board standard is the core of local planning:**

- Local Boards that meet minimum = local Plan approval and LWIB recertification
- Local Boards that fall below minimum = technical assistance to correct shortfalls
- Local Boards that exceed minimum = High-Performance LWIB

(Goal = all Local Boards receive local plan approval and recertification)

# High-Performance LWIB

## Five Standards

1. Strategic planning and implementation
2. Business services/partnerships/sector strategies
3. Youth strategies
4. Investing in training/skills development/career pathways
5. Managing the work of the LWIB

# High-Performance LWIB

Consistent with the State *Strategic Workforce Development Plan* – encourage LWIBs to:

- Take on strategic community leadership & engage diverse partners
- Adopt and use sector partnerships as a key to service delivery
- Prioritize and invest in worker training
- Continuously improve service delivery

# Timeline

- **January- February 2013** – Regional TA sessions on local planning
- **April 2013** – State plan draft submitted to US DOL
- **July 1, 2013** – Local plans due to the State Board
- **July- Sept 2013** – State review and scoring of local plans
- **July-Sept 2013**– State Board/EDD notifies local boards of plan deficiencies & provides TA. 45 days to correct.
- **Oct 1, 2013**– State Board recommends high-perf certifications, local plan approvals, recertifications to Governor Brown

LABOR AND WORKFORCE DEVELOPMENT AGENCY								
<b>Department</b>	Department of Industrial Relations	Employment Development Department						Employment Training Panel
<b>Program</b>	DOLETA and DIR/DAS Apprenticeship Programs	WIA Dislocated Worker Program	WIA Adult Program	WIA Youth Program	Workforce Services	Trade Adjustment Assistance Program	Veterans Programs	Employment Training

HIGHER EDUCATION					
<b>Department</b>	California Community Colleges				
<b>Program</b>	Economic and Workforce Development	Career Technical Education	Adult Education	CalWORKs Education	DOLETA and DIR/DAS Apprenticeship

EDUCATION						
<b>Department</b>	California Department of Education					
<b>Program</b>	Agricultural Education	Adult Education	Career Technical Education	CalWORKs Adult Education	Regional Occupational Centers/Programs	DOLETA and DIR/DAS Apprenticeship

HUMAN SERVICES						
<b>Department</b>	Department of Social Services			Department of Rehabilitation	Department of Developmental Services	Department of Aging
<b>Program</b>	Refugee Program	CalFresh Food Stamp Employment and Training Program	CalWORKs Welfare-to-Work Services	Vocational Rehabilitation Services	Habilitation Services	Senior Community Service Employment

CORRECTIONS					
<b>Department</b>	California Department of Corrections and Rehabilitation, Prison Industry Authority		CDCR, Division of Juvenile Justice	CDCR, Division of Education, Vocations and Offender Programs	
<b>Program</b>	Free Venture (Youth)	Joint Venture (Adults)	Education Services	Vocational Training for Inmates	Community Correctional Re-Entry Centers for Parolees

OTHER			
<b>Program</b>	California Conservation Corps	Job Corps	Ticket to Work



Though One-Stops design programs and services that reflect the unique needs of their areas, the goal is to allow workers and job seekers seamless access to a broad range services and, depending on eligibility, 17 other federal programs. These federal programs are required by federal law to offer services through the One-Stop system. In the chart below, the top row are the state-level administrative agencies:

<b>Employment Development Department</b>	<b>Community Colleges/ CA Dept. of Education</b>	<b>Dept. of Rehabilitation</b>	<b>Dept. of Social Services/ Dept. of Community Svcs. &amp; Development</b>	<b>Other</b>
Adult (Title I of WIA)	Post-Secondary Vocational Education (Perkins)	Vocational Rehabilitation (Title IV of WIA)	Welfare-to-Work	Job Corps (Title I of WIA)
Youth (Title I of WIA)	Adult Ed and Literacy (Title II of WIA)		Community Services Block Grant	Title V, Older Americans Act
Dislocated Worker (Title I of WIA)				HUD Employment and Training
Employment Service/Wagner-Peyser Act (Title III of WIA)				
Native American Programs (Title I of WIA)				
Migrant Seasonal Farm Workers (Title I of WIA)				
Veterans Workforce Programs (Title I of WIA)				
Trade Adjustment Assistance				
Unemployment Insurance				

# **CALIFORNIA WORKFORCE INVESTMENT BOARD BYLAWS**

## **ARTICLE 1: NAME**

The Workforce Investment Act (WIA) of 1998 requires that each state establish a state workforce investment board to carry out certain responsibilities related to the state's workforce investment system. The California Workforce Investment Board, hereinafter referred to as the State Board, was established through Executive Order (D-9-99) and formalized through the enactment of state statutes in 2006.

## **ARTICLE II: PURPOSE**

The State Board is the body responsible for assisting the Governor in the development, oversight and continuous improvement of California's workforce investment system.

## **ARTICLE III: GOVERNANCE**

The State Board shall reside within the California Labor and Workforce Development Agency and shall report through its Executive Director to the Secretary of the Labor and Workforce Development Agency.

## **ARTICLE IV: STATE BOARD MEMBERSHIP**

### ***Section I – Appointments***

The members of the State Board are appointed by the Governor in conformity with Section 14012 of the California Unemployment Insurance Code. In addition, the Senate President Pro Tem shall appoint two legislative members, and the Speaker of the

Assembly shall appoint two legislative members. The Governor may add additional members to those required by the California Unemployment Insurance Code.

### ***Section 2 – Composition***

A majority of the members of the State Board shall be private sector representatives. At least 15 percent of the membership shall be representatives from organized labor. The Chair of the State Board shall be selected by the Governor from among the private sector representatives.

### ***Section 3 – Designees***

Section 7.5 in the General Provisions of the California Government Code allows a Director of a State Department or a Secretary of a State Agency, either of whom is appointed as a member of a State body, to designate a deputy director of that Department or Agency, exempt from State civil service, to act in the Director's or Secretary's place. Each Department Director or Agency Secretary may have a designee, however only one designee may vote on behalf of the Department or Agency at any one meeting. If more than one designee is present for a meeting, the Chair will select which designee can participate in voting for that meeting. State Department Directors and Agency Secretaries must notify the Chair in writing of the names and titles of their designees prior to the designees' participation on the State Board.

Section 7.6 in the General Provisions of the California Government Code allows a Constitutional Officer to appoint a designee. A designee for a Constitutional Officer must be a deputy who is exempt from State civil service. Section 7.6 also allows a member of the California Legislature to name a designee. In addition, the California Constitution Article 9, Section 2.1, requires that the State Superintendent of Public Instruction designee be an individual from one of the following offices which are exempt from State civil service: the Deputy Superintendent of Public Instruction, or one of the

three Associate Superintendents of Public Instruction. The Constitutional Officers must notify the Chair in writing of the names and titles of the designees prior to the designees' participation on the State Board.

#### ***Section 4 – Alternates and Proxies***

Under no circumstances shall the State Board permit absentee or proxy voting at any of its proceedings.

#### ***Section 5 – Conflict of Interest***

Members of the State Board are subject to a comprehensive body of state law governing conflict of interest. (*Government Code* §§ 81000-91014). Pursuant to State and federal law, the State Board has adopted and promulgated a Conflict of Interest Code. The State Board members, including designees, are required to file statements of economic interests with the State Board. The State Board staff will maintain copies on file and deliver the original statements of economic interests to the Fair Political Practices Commission. The statements of economic interests are governed by State law and include the specific kinds of financial information members of the State Board must disclose. Upon appointment, Board members are required to file an "Assuming Office" statement within 30 days of their appointment. Thereafter, Board members are required to file annual statements. Board members are also required to file "Leaving Office" statements upon vacating their position.

#### ***Section 6 – Resignation***

A member may resign from the State Board by sending a written notice, which includes the effective date of resignation, to the Governor. The member must also send copies of that written notice to the Chair and the Executive Director.

### ***Section 7 – Removal***

The Governor has sole authority to appoint and to remove members of the State Board. The Chair, on behalf of the Executive Committee, may request the written resignation of any State Board member who fails, without good cause, to attend three consecutive State Board meetings or who otherwise demonstrates an inability or unwillingness to actively participate in the meetings, discussions, activities, and decisions of the State Board. In the event that such a member fails to submit a written resignation, the Chair, on behalf of the Executive Committee, may forward a written recommendation for removal to the Governor.

### **ARTICLE V: OFFICERS**

The State Board shall have two officers: the State Board Chair (Chair) and the State Board Vice-Chair (Vice-Chair). The Chair shall be a member of the private sector appointed by the Governor and shall serve at the pleasure of the Governor.

The Chair shall call and preside at all State Board meetings and perform other duties as required by the State Board. The Vice-Chair shall act as Chair in the Chair's absence and perform other duties as required.

### **ARTICLE VI: COMMITTEES**

#### ***Section 1 – Committee Structure***

The State Board will operate with a committee structure comprised of standing committees, special committees, and ad hoc committees:

**Standing Committees** – are constituted to perform continuing functions and are permanent committees of the State Board. A standing committee is comprised of State Board members for purposes of voting. A standing committee shall have a minimum of five members in addition to the chair and the vice chair of the committee. A standing committee is established or discontinued through an amendment to these bylaws. With the exception of the Executive Committee, the Chair shall designate the chair, vice-chair, and members of a standing committee annually, subject to ratification by the full State Board. The committee chair shall be the presiding officer at all committee meetings. The committee vice-chair shall assume the duties of the committee chair in the committee chair's absence.

**Special Committees** – are assigned specific tasks and assignments by the State Board Chair. Membership may include State Board members and State and local partners, stakeholders, practitioners, and customers, all as voting members. Unless otherwise specified in the description of the committees adopted as part of these bylaws, the State Board Chair shall designate the chair, vice-chair, and members of each special committee, subject to ratification by the Executive Committee. The committee chair shall be the presiding officer at all committee meetings. The committee vice-chair shall assume the duties of the committee chair in the committee chair's absence.

**Ad Hoc Committees** – are informal workgroups, task forces, councils and other formal sub-groups comprised of State Board members, and/or State Board staff, and/or State and local partner, stakeholder, and practitioner staff. Ad hoc committees may be established by the Chair, the Executive Director, or special committee chairs, and are not subject to ratification by the full State Board nor the Executive Committee. Ad hoc committees are time-limited and task oriented and are formed to develop work products for the State Board. Each Ad hoc committee shall remain in existence only as long as necessary to fully address the task with which it is charged.

## **Section 2 – Standing Committees**

There shall be two standing committees of the State Board:

**The Executive Committee** – shall be chaired by the State Board Chair and shall consist of the Vice-Chair, the chairs of the special committees, the Secretary of the Labor and Workforce Development Agency (or the Secretary’s designee), and the Executive Director of the State Board. The membership of the Executive Committee shall reflect the membership of the full State Board with a minimum of one third private sector, one third labor organizations and one third governmental entities. The State Board Chair shall have the discretion to appoint additional members to the Executive Committee as deemed appropriate.

The Executive Committee shall meet at the call of the Chair, as required by State Board meetings, issues, activities, and workflow. It shall provide recommendations to the full State Board regarding standing committee assignments; coordinate the work of standing, special, and ad hoc committees; develop agendas for State Board meetings; and shall be empowered to take action on behalf of the full State Board in instances where urgency and time constraints do not permit items to be acted upon by the full State Board. All such actions and commitments shall be reported to the full State Board at its next regularly scheduled meeting.

**The Green Collar Jobs Council** – shall be comprised of appropriate representatives from the State Board’s existing membership and meet at the call of the Chair. The Green Collar Jobs Council (GCJC) shall perform the duties and responsibilities specified in Sections 15002 - 15003 of the California Unemployment Insurance Code and shall report all actions to the full State Board at its next regularly scheduled meeting

## **ARTICLE VII: MEETINGS**

### ***Section 1 – Board Meetings***

The State Board shall conduct at least one, full, public meeting each year. It is the goal of the State Board, however, to conduct full State Board meetings three to four times each year and in such locations as will facilitate the work of the State Board and the participation of the public. Regular attendance at meetings is expected of each Board member. The meetings will be open and accessible to the public and will be publicly announced. Agendas, minutes of the previous meeting and available supporting materials for State Board meetings will be provided to the members at least ten days prior to the meeting.

### ***Section 2 – Board Quorum***

A quorum is defined as a majority of the members appointed to the State Board. If a quorum is not present at a State Board meeting, the State Board may not vote or take action, but members in attendance may continue to meet for the purpose of discussion, including taking public testimony on agenda items.

## **ARTICLE VIII: CLOSED MEETINGS**

A closed session of the State Board may be called to discuss personnel issues, pending litigation, or any other matters appropriate for a closed meeting under Government Code Section 11126. The Chair may call for a closed meeting, or a closed meeting may be called by any member, with a majority vote.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern the State Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Board may adopt, or any applicable State and federal laws and regulations.

## **ARTICLE X: CHANGES IN BYLAWS**

These Bylaws may be amended or replaced and new Bylaws adopted by the approval of a majority vote by those members voting at a State Board meeting with a quorum present, provided that the amendment is not in conflict with any State and federal laws and regulations and had been noticed in writing to all State Board members 30 days in advance of any proposed action by the State Board.