



## Agenda Packet

*Governor*  
*Arnold Schwarzenegger*

*Chair*  
*Lawrence Gottlieb*

**Thursday**  
**February 22, 2007**  
**10:00 a.m. — 12:30 p.m.**

*Sacramento Public Library*  
*Tsakopoulos Library Galleria*  
*828 I Street*  
*Sacramento, California*

# CALIFORNIA WORKFORCE INVESTMENT BOARD



## MEETING NOTICE

**Sacramento Public Library  
Tsakopoulos Library Galleria  
828 I Street  
Sacramento, CA**



Lawrence Gotlieb  
Chair

Arnold Schwarzenegger  
Governor

Christine Essel  
Vice Chair

**Thursday, February 22, 2007  
10:00 a.m. – 12:30 p.m.**

---

## AGENDA

- 1. Welcome and Opening Remarks**
  - **Larry Gotlieb, Chair**
- 2. Update – Labor and Workforce Development Agency Report**
  - **Governor’s 15 Percent Discretionary Grant Funds**
  - **Agricultural Freeze Activities**
- 3. Update – Executive Director’s Report**
  - **Legislative Report – Federal Workforce Investment Act Update and Proposed Rules**
  - **Workforce Innovation in Regional Economic Development Initiative**
  - **CWIB Solicitation for Proposals**
  - **Special Committees**
- 4. Action – Approval of November 30, 2006, State Board Meeting Summary**
- 5. Update – Department of Labor Planning Guidance and Waivers**
- 6. Action – Approval of Senate Bill 293 Process for Developing State Strategic Plan**
  - a. Facilitated Discussion, Larry Good**
- 7. Public Comment**
- 8. Other Business that May Come Before the State Board**

---

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 hearings, public comment may be limited. Written comments provided to the California Workforce Investment Board 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.calwia.org> or contact Daniel Patterson for additional information.

**Welcome and Opening Remarks**

- **Larry Gotlieb, Chair**

**Update – Labor and Workforce Development Agency Report**

- **Governor’s 15 Percent Discretionary Grant Funds**
- **Agricultural Freeze Activities**

**Update – Executive Director’s Report**

- **Legislative Report – Federal Workforce Investment Act Update and Proposed Rules**
- **Workforce Innovation in Regional Economic Development Initiative**
- **CWIB Solicitation for Proposals**
- **Special Committees**

**Action – Approval of November 30, 2006, State Board Meeting  
Summary**

**California Workforce Investment Board  
November 30, 2006  
Meeting Summary**

The California Workforce Investment Board (State Board) met at the Tsakopolous Library on November 30, 2006 to take action on the Special Committee Reports and receive various updates on work activities. The following members were present:

Larry Gotlieb  
Cynthia Amador  
Patrick Ainsworth, Designee for the Honorable Jack O'Connell  
Bob Balgenorth  
Norris Bishton  
Victoria Bradshaw  
Kenneth Burt  
Jerry Butkiewicz  
Jamil Dada  
Senator Denise Ducheny  
Chris Essel  
Jaime Fall, Designee for Victoria Bradshaw  
Victor Franco  
Joseph Griesedieck  
Edward Heidig II, Designee for Barry Sedlik  
Patrick W. Henning  
Fay Huang  
Kirk Lindsey  
Richard Mendlen  
Jose Millan, Designee for Chancellor Mark Drummond  
Kathleen Milnes  
Edward Munoz  
Dwight Nixon  
Gayle Pacheco  
Pete Parra  
Stella Premo  
Frank Quintero  
Tim Rainey, Designee for Art Pulaski  
James Shelby  
Rona Sherriff, Designee for Wesley Chesbro  
Linda Summers, Designee for the Honorable Miguel A. Pulido  
David Villarino, Designee for Arturo Rodriguez  
Willie Washington  
Jan Vogel, Designee for Assembly Member Jerome Horton

## **Welcome and Opening Remarks**

State Board chair Larry Gotlieb called the meeting to order. Mr. Gotlieb thanked everyone for their attendance and welcomed new State Board members, Fay Huang, Stella Premo, and Senator Denise Ducheny and invited them to join any of the Committees that drive and support the State Board.

## **Labor and Workforce Development Agency (Labor Agency)**

Secretary Bradshaw thanked the members of the State Board stating, “It was a great year for the California Workforce Investment Board (State Board) and that it is integrated with the economy, and tied to the growing industry clusters as well as being a part of the economic plan and the Economic Strategy Panel.”

## **Executive Director's Report**

### **▪ Legislative Report – SB 293 Implementation Plan**

Brian McMahon provided an update on SB 293. For the first time, this bill places the state workforce system in statute as it moves the federal WIA into the state statutory framework. He provided the following highlights of SB 293

- Further defines the State Board’s role, and specifies a level of labor participation on Local Boards.
- It directs the State Board to raise its visibility in providing services to the workforce system, and requires the State Board to take the lead in developing a comprehensive, inclusive, and integrated strategic plan for the workforce system.
- It brings all the partners in the workforce system together for the purpose of strategic planning around workforce investment. The Strategic Plan element of the bill will involve much input from partners and take at least a year to complete the process.
- The State Board will look at technical changes the bill brings to law, aspects which require action by partners and will work with partners to provide direction and guidance on these elements.
- The general implementation plan includes three tracks to address, the State Strategic Plan, technical implementation of SB 293, and Department of Labor (DOL) planning.
- The State Board will meet in February to provide an opportunity for the State Board and members of our Special Committees to give input on SB 293 and what’s important to the workforce system from a strategic standpoint.

### **▪ Workforce Innovation in Regional Economic Development Initiative (WIRED)**

The California Space Authority (CSA) received a \$15 million grant over three years to move the workforce system into collaborative and innovative processes. It will lead a 13 county economic region comprising the “California Innovation Corridor” in a partnership effort to increase entrepreneurship, support manufacturing, and build the workforce skill sets through technical apprenticeships.

- **Governor's 15% Discretionary Funds Solicitation For Proposals**

There is \$18.6 million available through SFPs this fall, that focuses on veterans, high wage/high growth industries, industries with a statewide need, and advancing workers with barriers to employment. There are 143 proposals, requesting a total of \$73 million with the available funding of \$18.6 million. It is a highly competitive process and the decision on grantees will be announced in approximately three weeks.

- **Pre-vocational Training Solicitation for Proposal**

The Labor Agency provided \$1 million in funding for the State Board to design and manage the solicitation process. The SFP was announced November 1<sup>st</sup>, 2006 on the Employment Development Department's (EDD) website with the proposals due by January 8, 2007. The target population and goal of this effort is to focus on "at risk" youth, aged 14-21, to move this population into pre-vocational educational programs that provide them the foundation to further their education, and/or enter into apprenticeship programs. Grants will be in the \$100K-\$300K range and it is important grant applicants develop a collaborative approach to serve youth and show evidence of program sustainability.

- **The University of CA at Davis (UCD) Evaluation Report**

The State Board contracted with UCD in June of 2004 to do an evaluation of the workforce investment system at both the state and local level. Four interim reports were developed from which issues were raised. These issues led the course of work at the State Board over the last couple of months. The final report was issued and posted on the State Board's website in November, 2006. The report can be used as an information source for the State Board as it deliberates issues through the strategic planning process.

- **Workforce Investment Act Program Waivers**

Last year the State Board approved a process that allows waivers to be solicited from local areas and other stakeholders and be submitted to the DOL asking to waive elements of the federal WIA. John Bohart reported three of the four waiver requests were approved through June 2007. They include incumbent worker training, customized training with employers, and the transfer of up to 50 percent of the funds between adult and dislocated workers programs. All three add needed flexibility and efficiency to provide services. The waivers workgroup has reconvened, and a request for new waivers or suggestions for waivers has been made.

Discussion ensued on the need for a state delegation to coordinate and advocate for additional workforce investments for California. California has been disproportionately affected with funding cuts due to population changes in the state. There is a need to frame a one page agenda to take to Congress, which would stipulate the direction of California's workforce system, and its accomplishments and why there is a need for additional workforce investments.

- **Eligible Training Provider List (ETPL)**

Daniel Patterson explained the ETPL is a statewide listing of training programs determined eligible to receive WIA training dollars. The State Board approved the procedures for eligibility in 2001 and they were published in 2002. The State Board requested and received

the waiver on subsequent eligibility procedures, which is approved through June 2007. The initial directive was updated and published to reflect procedural changes and enhancements granted through approval of the waiver by DOL.

▪ **Governor's Committee on Employment of People with Disabilities (GCEPD)**

Gayle Pacheco reported last month GCEPD had the 24<sup>th</sup> annual Media Access Awards. The GCEPD, along with the State Rehabilitation Council, will work with the State Board to align the work of the Committees to streamline, avoid duplication, and strategically plan for SB 293.

▪ **Federal Workforce Investment Act Update**

Jamil Dada mentioned he is a member of both the Executive Committee of the National Workforce Board and the Advocacy Committee and routinely visits Washington, D.C. and works with members of congress and Emily DeRocco. He stated, George Miller will be the new Chair and the Administration is continuing to push for radical changes in the WIA, such as career advancement accounts, holding to the faith based provisions, more authority to Governor's for designation/redesignation, and more limits in change definitions on administration costs such as the rescission. There is speculation Congress will reauthorize the WIA at the beginning of 2007 and that the rescission and faith based provisions will be eliminated.

**Approval of Administrative Report**

Chris Essel presented the Administrative report items and asked for approval of the following three items:

• **July 20, 2006, State Board Meeting Summary**

Brian McMahon reported one correction on the meeting summary, noting the addition of Ed Heidig II as present at the July meeting.

• **Recertification of Local Workforce Investment Boards**

Ray York briefly described the recertification process. He stated all of California's initial Local Boards were first certified in 2000, and recertified both in 2002 and 2004. The Governor's recertification policy states the recertification of Local Boards occurs if they meet 80% of their performance goals. All of the boards have currently met that goal and are recertified except San Francisco, which is going through a reorganization but is expected to be recertified early 2007. A future challenge will be the effort to maintain appropriate board composition requirements in light of SB 293. The State Board will work with the California Workforce Association and EDD to work out administrative details.

• **Recommendations from the Dislocated Worker (DW) Allocation Formula Ad-Hoc Committee**

The State Board and EDD were directed by the Legislature to evaluate the adequacy of the current formula which annually allocates the WIA Dislocated Worker (DW) funds to each of the 50 local workforce investment areas. Approximately \$100 million dollars of DW funds were allotted to the state for allocation last year. The ad-hoc committee has

completed its work and asked the State Board to recommend the proposed formula. The proposed DW formula includes four weighted sub-state factors:

- Long-term Unemployment Insurance (UI) Claims – Weighted at 40%
- Mid-term UI Claims – Weighted at 30%
- Short-term UI Claims – Weighted at 10%
- Long-term Civilian Unemployment – Weighted at 20%

Also, the DW Ad-Hoc Committee recommended applying a hold-harmless provision to the dislocated worker sub-state allocation formula to help mitigate the year-to-year volatility.

Public comment came from Mike Curran who voiced concern for the Silicon Valley having one of the largest areas of dislocated workers. He also commended the DW Ad-Hoc Committee for their work. He stated the Federal General Accountability Office came out with four factors that it thought would better distribute the money to the states and that has been ignored. He stated there is a great opportunity now to go with a congressional delegation and advocate about not only changing the formula so it reflects the economy but growing the pool of money.

Jan Vogel and Secretary Bradshaw thanked the DW Ad-Hoc Committee and attested to the difficulty surrounding their work, noting every item could be debated or compromised, and they considered many comments. The result is a better dislocated worker formula for California which may need to be modified in the future.

All three items were unanimously approved by the State Board.

### **Approval of Special Committee Reports**

Secretary Bradshaw thanked all of the Committees for their efforts and State Board Executive Director, Brian McMahan and all the partners of economic development for their efforts towards improving the workforce system the past two years, stating there have been significant improvements under their leadership.

Committee reports will require a motion to accept the report. Larry Gotlieb asked Jamil Dada to begin the report outs.

#### The Business and Industry Special Committee

Jamil Dada requested the State Board approve two actions items and requested updates from the State Board staff on both. The first was the Regional Collaboration/Local Coordination (RC/LC) Incentive Awards Concept Paper which outlines the eligibility criteria, the selection and scoring process and the award allocation of \$420,000. He then discussed the two remaining regional forums intended to further integrate the workforce and economic development systems.

Discussion ensued, the State Board's questions were answered by committee staff, and approval was granted on the actions items.

### The Targeting Resources Special Committee

Daniel Patterson reported on and requested approval of the following four action items:

- The Framework for Partnership in Workforce Investment. The model framework will be used to inform future program and service design activities of the State Board and its committees.
- The Committee action to continue development of an initiative to test innovative strategies in regional planning.
- The Committee action to continue development of an initiative in the area of labor market information related to improving its use in local planning and service delivery to clients.
- The Committee action to continue development of language strengthening local collaboration and coordination requirements to be included in future competitive solicitation for proposals using the Governor's Discretionary funding.

The State Board granted approval of the report.

### Lifelong Learning Special Committee

Jose Millan gave the report and requested approval of the following Committee actions:

- The Committee's At-Risk Youth SFP Concept Paper
- The Committee's next steps for reconvening the State Youth Vision Team and working with the Targeting Resources Committee in developing a framework for demand-driven, workforce education programs and services.

Discussion ensued, the State Board's questions were answered by committee staff, and approval was granted on the actions items.

### Accountability in Workforce Investments Committee

Kirk Lindsey gave the report and asked for approval of the following Committee actions:

- The on-going planned activities of State-Level One-Stop Certification Process.
- The on-going planned activities of the Joint CWIB/EDD/CWA Proposal to conduct a One-Stop Career System cost study.
- To adopt the Joint CWIB/EDD/CWA Workgroup recommendations surrounding the use of State capacity building and technical assistance resources to Local Boards.

The State Board approved the Committee action item requests.

### **Board Member Discussion on Industry Specific Workforce Issues**

Item rescheduled.

### **Public Comment**

None

The meeting adjourned at 12:16 PM.

**Update – Department of Labor Planning Guidance and Waivers**

## **Revision of California's Strategic Two-Year Plan for the Workforce Investment and Wagner-Peyser Acts**

### **Background:**

*California's Strategic Two-Year Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act (WIA State Plan)* was approved by the U.S. Department of Labor (DOL) in June, 2005. The approved WIA State Plan represents the first two years of California's second five-year Workforce Investment Act (WIA) planning cycle.

On January 24, 2007, the DOL issued planning guidance for years three and four of the current five-year WIA planning cycle, due to the expiration of the current two-year plans in June, 2007. The guidance was issued in Training and Employment Guidance Letter No. 13-06 and requires that states develop and submit modifications or revisions to their existing two-year plans in order to receive future state formula allotments for the WIA.

### **Requirements for Revising the State Plan:**

The format for the revised plans must follow the structure of instructions and questions provided in the previous, 2005 planning guidance. The revised plan should be "driven" by the Governor's existing vision and goals for the workforce system, take into account the DOL's current policy emphasis and strategic priorities, and incorporate substantive policy and system changes that have occurred in the last two years. Examples of substantive changes are:

- Re-designation of Local Workforce Investment Areas;
- Changes in funding allocation methodology;
- Governance issues such as moving to certification of One-Stop Career Center or issuance of standardized policies for Local Workforce Investment Boards (Local Board) and/or One-Stop Career Centers; or
- Significant shifts in the economy requiring new workforce system strategies.

California's process for revising the State Plan must afford Local Boards and State, local, and federal partners the opportunity to provide input on proposed modifications. The revised plan should represent an enhancement or advancement of the State and federal direction for the workforce system provided in the 2005 planning guidance, but need not include wholesale changes in strategy or priorities. Revised plans must be submitted to the DOL by April 30, 2007.

### **The Relationship of the State Plan to Senate Bill (SB) 293 Strategic Planning:**

The State Board is entering into an expected year-long planning process to develop the strategic framework, as required by SB 293, for:

- Developing public workforce policy;
- Making fiscal investments in the workforce system; and

- Operating workforce education, labor exchange, and training programs.

This SB 293 workforce investment plan will serve as a new strategic framework for the WIA State Plan, as well as other plans such as the Adult Education and Family Literacy Plan. The SB 293 strategic planning will not be completed in time to incorporate new strategic direction and priorities in the revised WIA State Plan. As a result, the revisions to the WIA State Plan will only modify those elements for which the State Board has developed new policy and/or strategy within the last two years, or for which there have been administrative or fiscal changes to programs. Two examples are:

- The new Dislocated Worker in-state allocation formula; and
- Approval and implementation of the State-level One-Stop Certification process.

The strategic planning process under SB 293, then, can move forward on schedule and does not have to await developments resulting from the modification of the WIA State Plan. The public process for State, local, and federal partner and stakeholder input on the modified or revised WIA State Plan can occur in March and be clearly distinguished from the public strategic planning process for SB 293. A summary timeline for modifying the WIA State Plan and submitting it to the DOL by the April 30, 2007 deadline follows:

***January 24 – February 2***

Partner Coordination Team discusses strategy and process for both the SB 293 strategic plan and the WIA State Plan. Planning guidance and State Plan analyzed. Necessary modifications/updates identified and assigned.

***February 4 – February 23***

Staff incorporate updates into the WIA State Plan and report progress to the Partner Coordination Team.

***February 26 – March 2***

Draft plan with identified modifications circulated to the Partner Coordination Team, the Agency, and the Administrative Committee for comment. Subsequently edited draft prepared for public comment.

***March 5 – March 16***

Information Bulletin releasing draft plan for partner and public comment. Draft plan posted on the State Board's website.

***March 19 – March 30***

Comments incorporated in the draft plan. Final draft prepared for review by the Partner Coordination Team and the Administrative Committee.

***Week of April 2***

The Administrative Committee meets and approves final draft.

***April 19***

The State Board approves final draft with suggested edits.

***April 20 – April 27***

Suggested edits for the final draft incorporated. Revised State Plan prepared for final approval by Agency and transmittal to the DOL on April 30.

**Action – Approval of Senate Bill 293 Process for Developing State  
Strategic Plan: Facilitated Discussion**

## Approval of SB 293 Strategic Workforce Planning Process

### Action Requested

The State Board discuss and approve the following regarding the Senate Bill (SB) 293 mandated strategic workforce planning process:

- Purpose and scope of the plan
- Desired outcomes
- Proposed design of the public planning process

### Background

A major requirement for the State Board in SB 293 is that it collaborate with State and local partners to develop a strategic workforce plan that will serve as a framework for workforce policy development, fiscal investment, and program operation. This State strategic workforce plan should also serve as a framework for the Workforce Investment Act (WIA) plan that is required by the U.S. Department of Labor in order for states to receive their annual WIA allotments.

In addition to the required strategic planning, the State Board and the Employment Development Department (EDD) are obligated to direct and assist Local Workforce Investment Boards (Local Board) and Chief Elected Officials in implementing technical provisions in SB 293. State Board and EDD staff have developed a directive that will be issued to all Local Boards that identifies critical provisions in SB 293 that must be implemented locally (Attachment 1).

### Discussion:

Mr. Larry Good, from the Corporation for a Skilled Workforce (CSW), will facilitate a State Board discussion regarding the goals and objectives of the strategic planning process, as well as how the State Board might proceed with strategic planning through open, collaborative, inclusive activities. CSW is a national leader in defining local meaning to global change and in helping business, government, education, economic development, human services, and philanthropy stakeholders across the country find ways to adapt and thrive.

### Recommendation:

The State Board provide guidance for and arrive at a consensus regarding:

1. The goals and objectives of the strategic planning process, including the identification of intended outcomes;
2. The design requirements for an open, inclusive strategic planning process; and
3. The use of State Board special committees as key planning venues.

**DRAFT DIRECTIVE TRANSMITTAL  
WORKFORCE INVESTMENT ACT**

Number:

Date:

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CHANGES TO WIA REQUIREMENTS—SB 293, THE WORKFORCE TRAINING ACT

IMMEDIATE ACTION

Bring this draft to the attention of the appropriate staff.

E-MAIL COPY TRANSMITTED

Number of pages (including coversheet): 6

If there are any problems with this transmittal, please call the Pagemaster at 916-654-8008.

SUBJECT MATTER HIGHLIGHTS:

Senate Bill 293 (Ducheny) imposes State-level requirements pertaining to Workforce Investment Act (WIA) policies and procedures. The purpose of this directive is to provide information regarding those requirements that have an impact on the WIA and Wagner-Peyser programs. The California Workforce Investment Board will be providing policy direction in the future, after which time State guidance will be sent out.

Please review the attached draft directive and provide your comments.

COMMENTS ARE DUE BY:  10  15  30 working days  
 30 calendar days

Comments can be submitted through one of the following ways:

- 1) **Fax** — WSD, Attention: **Lenee Selman** at 916-654-9586
- 2) **E-Mail** — **Iselman@edd.ca.gov** (Include “draft comments” in the subject line)
- 3) **Mail** — WSD / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

If you have any questions, contact your WSD Regional Advisor at (916) 654-7799.

# DRAFT DIRECTIVE

## WORKFORCE INVESTMENT ACT

Number:

Date:

69:216:me:10661

TO: **D** WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: **D** CHANGES TO WIA REQUIREMENTS—SB 293, THE WORKFORCE TRAINING ACT

### EXECUTIVE SUMMARY:

#### Purpose:

**R**  
Effective January 1, 2007, and as announced in Workforce Investment Act (WIA) Information Bulletin WIAB06-36, California Senate Bill (SB) 293 (Ducheny) imposes State-level requirements pertaining to WIA policies and procedures. The purpose of this directive is to provide information about the requirements that have an impact on the WIA and Wagner-Peyser programs. Requirements of SB 293 specific to WIA local planning will be addressed in a future planning directive.

#### Scope:

This directive applies to all Local Workforce Investment Areas (LWIA).

#### Effective Date:

**A**  
This directive is effective on the date of issuance.

### REFERENCES:

- SB 293 (Ducheny), Chapter 630, Statutes of 2006
- California Unemployment Insurance (UI) Code 14000 – 14500
- WIA 117(b)(2), (d), (f)(1), (h)(2), and (h)(4); 121(b)(1)(A) and (2)(B)(v); and 134(d)(2) and (d)(4)
- Title 20 of the Code of Federal Regulations (20 CFR) 661.305(a)(2) and (6); 661.315; 661.335(b); 661.340; 662.200; 662.210(c); 662.240(b); 663.165; 663.250; 663.300; 663.310; 663.600; 663.400; 663.420; 663.505; 663.610; 664.600(d); and Preamble pages 49294, 49295, 49307, 49314-17, 49355, and 49386

**T**  
*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).*

## STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

## FILING INSTRUCTIONS:

Retain this directive until further notice.

## BACKGROUND:

SB 293 amends the UI Code to repeal Division 8, Family Economic Security: Job Preparation and Training Services, and to amend Division 7, California Workforce Investment Act, by replacing Section 14000 and adding Sections 14005 - 14530. These changes provide guidance and goals for carrying out WIA-funded programs. Of fundamental concern to the State Legislature, as expressed in SB 293, is attaining an accountable workforce investment system that integrates education and training with economic development, is fully accessible (physically, as well as programmatically), promotes self-sufficiency, provides lifelong learning, and prepares California to compete successfully in the global economy.

## POLICY AND PROCEDURES:

The changes in the UI Code, as provided by SB 293, require LWIAs to amend existing policies and procedures, and in some cases, create new policies and procedures, pertaining to those aspects of their WIA-funded activities summarized below:

- Local Workforce Investment Board (LWIB) composition. UI Code 14202(a)(c) and (d) adds as potential or required LWIB members: business representatives who are human resources executives, a ten to fifteen percent LWIB composition representing labor organizations, and representatives of community-based organizations serving populations with barriers to employment (such as the economically disadvantaged, youth, farm workers, homeless individuals, and immigrants). [Cf. WIA 117(b)(2) and 20 CFR 661.315.]
- LWIB executive director. UI Code 14207(b) requires the LWIB to direct the activities of the board's executive director. [Cf. WIA 117(d).]
- One-Stop partners. UI Code 14231(a)(13) adds small business development centers as required partners in those LWIAs in which they exist. [Cf. WIA 121(b)(1)(A) and (2)(B)(v), and 20 CFR 662.200 and 662.210(c).]
- One-Stop operators. UI Code 14206(d) requires local boards to review annually the operations of their One-Stop operators. [Cf. WIA 117(d)(2)(A) and (d)(4), and 20 CFR 661.305(a)(2).]

- Youth council membership. UI Code 14209 conveys the intent of the Legislature that when appointing members to the youth council, the LWIB and local chief elected officer appoint representatives:
  - of youth who are enrolled in school
  - of out-of-school youth
  - from the private sector
  - of local educational agencies serving youth
  - of private nonprofit agencies serving youth
  - of apprenticeship training programs serving youth

The LWIBs and their local chief elected officers are directed to consider this range of representation to be an important goal. [Cf. WIA 117(h)(2) and 20 CFR 661.335(b).]

- Youth council activities. UI Code 14210(c)(e) and (f) add new activities to the required youth council duties:
  - Leveraging other LWIA youth program funds for the purpose of improving the effectiveness of local youth programs through collaborative planning, funding, and service delivery.
  - Making recommendations to the LWIB for connecting youth program activities, including those provided by local educational entities, to the One-Stop delivery system.
  - Making recommendations to the LWIB for including training in nontraditional occupations for women and girls, and pre-apprenticeship training in youth program activities.

[Cf. WIA 117(h)(4) and 20 CFR 661.340.]

- Core services. As a core service, LWIBs shall provide information on the filing of claims for unemployment compensation disability benefits, as expressed in UI Code 14230(a)(2)(H). [Cf. WIA 134(d)(2) and 20 CFR 662.240(b).]
- Business services. Business services, including recruitment and staffing services, training and development, provision of information including information about resources, outplacement services, and business retention, are added One-Stop services, as expressed in UI Code 14230(a). Additionally, UI Code 14230(b) requires LWIAs to provide employers with access to comprehensive career and labor market information, job placement, economic development information, performance and program information on service providers, and other such services as the businesses in the community may require. [Cf. WIA 134(d)(4), and 20 CFR 663.300 and 663.310.]
- Labor market information. UI Code 14206(k) requires the LWIB to assist the Governor in developing a statewide employment statistics system, and do so in conjunction with, and utilizing to the fullest extent possible, the labor market information system of the EDD. [Cf. WIA 117(d)(6) and 20 CFR 661.305(a)(6).]

- Service priorities and timing. UI Code 14230(a)(6) reiterates the requirement of establishing LWIA policies and procedures for giving to adults who receive public assistance and to other low-income adults, priority of service for intensive and training services. The UI Code 14230(d) adds the goal of eliminating unnecessary delays to the provision of training services while still complying with all statutory and regulatory eligibility criteria. It also requires that the LWIA policies for providing timely access to training, and for referring individuals between the One-Stop operators and One-Stop partners for appropriate services and activities, are contained in the memorandum of understanding between the LWIB and the One-Stop partners. [Cf. WIA 134(d)(4)(E), and 20 CFR 663.165, 663.250, 663.310, 663.600, and 663.610.]
- Service integration. UI Code 14230(a)(3) and (b) mandate the integration of State and federally funded workforce education, training, and employment programs in the One-Stop delivery system. Each LWIB shall establish at least one full-service One-Stop career center that has all required WIA partners and that provides job seekers with integrated employment, education, training, and job search services, and provides employers with comprehensive workforce-related business services. [Cf. 20 CFR Preamble pages 49294, 49295, 49307, 49314-17, 49355, and 49386, and 664.600(d).]
- Individual training accounts. UI Code 14206(h) requires LWIB to develop a policy on the amount and duration of individual training accounts, based on the market rate for local training programs. [Cf. 20 CFR 663.420.]
- Training vouchers. UI Code 14234 prohibits One-Stop operators that issue training vouchers from being a recipient of those vouchers without the approval of the local chief elected official and the California Workforce Investment Board. Approval would be given only in those instances in which there were no other potential One-Stop partners in the local area. [Cf. WIA 117(f)(1), and 20 CFR 663.400 and 663.505.]

New and amended local area policies and procedures should be documented and disseminated to the appropriate staff in writing. Additionally, as described in SB 293, some of these changes must be addressed in the local area's workforce investment plan. Guidance for modifying the local area's workforce investment plan in accordance with the changes mandated by SB 293 will be issued in a directive following the State's receipt of Department of Labor guidance for modifying the State's workforce investment plan.

**ACTION:**

Please bring this directive to the attention of all relevant parties.

**INQUIRIES:**

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

BOB HERMSMEIER  
Chief  
Workforce Services Division

[Attachment](#)

D

R

A

F

T

## SB293 Strategic Planning Timeline

February – March	April-June	July-September	October-December
CWIB Meeting to Launch Process	CWIB Meeting focuses on a key aspect	CWIB Meeting focuses on a key aspect	CWIB engages in synthesis of the findings and ideas and defines key principles, strategic goals for California based on the input
CWIB Committees define questions on which they'll focus in building plan	CWIB Committees focus on specific questions	CWIB Committees focus on specific questions	CWIB committees support that synthesis within their areas of expertise
Engage state level constituencies	Conduct regional and issue forums	Conduct regional and issue forums	State level constituencies are engaged in creation of the goals and feedback about potential actions
Plan for regional and issue forums	Develop draft case statement based on analysis of research	Modify and strengthen case statement based on the input being received	Draft of plan is created; disseminated widely for comment and feedback
Begin organizing research	Launch Strategic Planning website; encourage interactive electronic dialogue	Continue electronic dialogue	Plan is edited and finalized by year end
Establish communication mechanisms for coordination and input			

**Public Comment**

**Other Items that May Come Before the State Board**