



## Executive Committee Meeting

Wednesday, May 24, 2023

2799 S. 4<sup>th</sup> Street

El Centro, CA 92243

11:00 a.m.

**Executive Committee members please be advised:** If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Executive Committee consideration of the agenda item.

Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
  - a. Conflict of Interest Forms
2. Discussion of Agenda
  - a. Items to be pulled from Agenda
  - b. Approval of Meeting Agenda
3. Approval of Minutes
  - a. October 26, 2022.....p 2-3

### ACTION AGENDA

4. Discussion/Action to renew the WIOA Youth Program with Imperial Valley Regional Occupational Program (IVROP) in the amount not to exceed \$2,200,000 for PY23-24..... pg. 6-11
5. Discussion/Action to renew the Licensed Vocational Nurse Mentorship Program with IVROP in the amount not to exceed \$338,108 for the period of July 1, 2023 through December 31, 2024.....pg. 12-15
6. Discussion/Action to approve and add Idea/Max Solutions, David Shinder, to the eligible slate of approved consultants ..... pg. 16
7. Discussion/Action regarding the approval of Agreement for On Call, As Needed, Professional Workforce Development Services with Idea/Max Solutions, David Shinder in the amount not to exceed \$50,000 for PY23-24.....pg. 17-18
8. Discussion/Action to approve revisions to the Individual Training Account Policy ..... pg. 19-20
9. Discussion/Action to approve revisions to the Work Experience Policy ..... pg. 21-26
10. Discussion/Action to approve revisions to the Transitional Jobs Policy ..... pg. 27-34
11. Discussion/Action to approve and submit the Application for Local Area Subsequent Designation and Local Board Recertification for PY23-25.....pg. 35-47
12. Discussion/Action to develop and approve the nomination slate of officers for PY23-24.....pg. 48

### INFORMATIONAL AGENDA

13. Public Comment: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee's jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public Comment Request to Speak" form to the Executive Committee Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*

14. Meeting adjournment

America's **JobCenter**  
of California™

---

Next Executive Committee Meeting Wednesday, June 28, 2023 at 11:00 a.m.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.



**MINUTES**  
**REGULAR MEETING OF THE**  
**WORKFORCE DEVELOPMENT BOARD**  
**EXECUTIVE COMMITTEE MEETING**

October 26, 2022  
11:00 A.M. via Zoom  
2799 South 4<sup>th</sup> Street  
El Centro, CA 92243

MEMBERS PRESENT: Erik Freeman, Jason Jackson, Elvira Anaya and Timothy Kelley

STAFF: Lilliana Sandoval, Sabrina Rubin, Jeff Burquist, Tim Druihet, Francisca German, Allison Duran and Priscilla Lopez.

**AGENDA ITEMS**

1. **Call to order:** ICWDEC Chair Jackson, called the meeting to order at 11:04 a.m. with a quorum present.
  - a. Conflict of Interest Forms: None
2. **Discussion of Agenda:**
  - a. Items to be pulled from Agenda: None
  - b. Approval of Meeting Agenda: **MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve the meeting agenda. Motion carried.
3. **Approval of Minutes for September 28, 2022: MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve minutes for September 28, 2022. Opposed: None. Abstained: None. Motion carried.

**ACTION AGENDA**

4. Discussion/Action to approve release of PY 2023-2024 WIOA Youth Program Services Request for Proposal (RFP).

Ms. Lopez discussed and recommended to approve and authorize the release of the Request for Proposal for Workforce Innovation and Opportunity Act (WIOA) Youth Program Services for program year 2023-2024, begins on March 1, 2023, and ends on June 30, 2024.

Discussion/Action to approve release of PY 2023-2024 WIOA Youth Program Services Request for Proposal (RFP) continued:

**MOTION** by Mr. Freeman, Second by Mr. Kelley, to approve the release of the Request for Proposal for Workforce Innovation and Opportunity Act (WIOA) Youth Program Services for program year 2023-2024, begins on March 1, 2023, and ends on June 30, 2024. Opposed: None. Abstained: None. Motion carried.

5. Discussion/Action to approve contract renewal of the One Stop Operator Agreement for services with ProPath Inc. in an amount not to exceed \$75,000.

Ms. Lopez discussed and recommended to approve agreement renewal with ProPath Inc. Solutions in an amount not to exceed \$75,000 to provide One Stop Operator services.

**MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve agreement renewal with ProPath Inc. Solutions in an amount not to exceed \$75,000 to provide One Stop Operator services. Opposed: None. Abstained: None. Motion carried.

6. Discussion/Action to approve agreement renewal with IdeaMax/Creative Solutions in the amount of \$9,760 to provide professional services in developing and writing the State mandated modifications to the Imperial County Workforce Development Local Plan PY2021-2024.

Ms. Lopez discussed and recommended to approve agreement renewal with IdeaMax/Creative Solutions in the amount of \$9,760 to provide professional services in developing and writing the State mandated modifications to the Imperial County Workforce Development Local Plan PY2021-2024.

**MOTION** by Ms. Anaya, Second by Mr. Kelley, to approve agreement renewal with IdeaMax/Creative Solutions in the amount of \$9,760 to provide professional services in developing and writing the State mandated modifications to the Imperial County Workforce Development Local Plan PY2021-2024. Opposed: None. Abstained: None. Motion carried.

7. Discussion/Action to approve up to six (6) individuals to attend the National Association of Workforce Boards Forum, March 25-28, 2023.

Ms. Lopez discussed and recommended to approve up to six (6) individuals, four (4) staff and two (2) WDB members, to attend the annual National Association of Workforce Boards (NAWB) Forum in Washington D.C. from March 25-28, 2023.

Discussion/Action to approve up to six (6) individuals to attend the National Association of Workforce Boards Forum, March 25-28, 2023 continued:

**MOTION** by Mr. Freeman, Second by Mr. Kelley, to amend request and approve up to eight (8) individuals, four (4) staff and four (4) WDB members, to attend the annual National Association of Workforce Boards (NAWB) Forum in Washington D.C. from March 25-28, 2023, fiscal impact approximately \$36,800. Opposed: None. Abstained: None. Motion carried.

## **INFORMATIONAL AGENDA**

### **Public Comment:**

Ms. Lopez reported on invitation from NAWB to participate in a workshop committee and involvement in the CWA Demographics & Characteristics committee.

Ms. Anaya reported on the Farm Worker's Breakfast on December 2, 2022, at 1:00 a.m.

Mr. Freeman reported on the collaboration efforts between Workforce Development Board and San Diego Regional, to assist special need individuals with employment opportunities.

Mr. Jackson requested Reyna Gutierrez be assigned designee or alternate to represent the Department of Rehabilitation. Director Lopez reported she would request the change.

Mr. Kelley reported he will be hosting the 2023 California Economic Summit in Eastern Coachella, the focus topic will be Imperial Valley.

## **ADJOURNMENT**

6. The meeting adjourned at 11:45 a.m. The next regularly scheduled meeting date to be determined.

<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 4</b></p>
---

**MEETING DATE:** May 24, 2023

**ITEM:** 4

**SUBJECT:** Discussion/Action to approve contract renewal of Imperial Valley Regional Occupational Program Project Connect for PY2023-2024

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve a contract renewal for the Workforce Innovation and Opportunity Act (WIOA) Youth Program contract for PY2023-2024 with Imperial Valley Regional Occupational Program (IVROP) Project Connect in an amount not to exceed \$2,200,000.

**BACKGROUND:**

This request is being made to fulfil the Workforce Innovation and Opportunity Act (WIOA) mandate to provide eligible youth with comprehensive activities and ongoing guidance intended to improve long-term employability and enhance educational, occupational, and leadership skills.

IVROP Project Connect is proposing to continue to offer services to 300 eligible youth between the ages of 14-24 residing in Imperial County. All proposed program services and activities are aligned with the 14 program elements as mandated in WIOA Section 129(c)(2). The program will provide year-round services between July 1, 2023 – June 30, 2024.

The services aligned with the 14 WIOA youth elements that will be offered to participants include: employment preparation/work readiness training; paid work experience; tutoring services; comprehensive guidance and counseling; opportunities for vocational training; leadership activities; educational workshops (including financial literacy, labor market information, career exploration, etc.); community service opportunities; educational field trips, and supportive services. In addition, non-stipend activities including job shadowing and record sealing services (if applicable) will be offered to program participants. To ensure that services are accessible to youth with transportation barriers and youth residing in outlying areas in Imperial County, IVROP staff will be stationed in the cities of Brawley, Calexico, and El Centro.

Additional details of the program elements are explained in the attached documents.

**FISCAL IMPACT:**

Not to exceed \$2,200,000.



Preparing Students For Work:  
It's Our Business

## Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

www.ivrop.org

Edwin P. Obergfell  
Superintendent

April 3, 2023

Priscilla Lopez

Director

Imperial County Workforce & Economic Development Office

2799 S. 4<sup>th</sup> Street

El Centro, CA 92243

Subject: Request for contract renewal for the local WIOA IVROP Youth Program (Project Connect) Fiscal Year 2023 - 2024

Ms. Lopez,

Imperial Valley Regional Occupational Program (IVROP) respectfully requests a contract renewal of the Workforce Innovation and Opportunity Act (WIOA) program IVROP – Project Connect for the period of July 1, 2023 through June 30, 2024. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2022 – 2023 local WIOA IVROP Youth Program (IVROP - Project Connect) and provide additional youth services to 300 youth between July 1, 2023 – June 30, 2024. This contract renewal request is in reference to the 2021-2022 Youth Program Request for Proposal that indicates permission of program reauthorization provided that approval is granted by the Imperial County Workforce Development Board (ICWDB) in accordance with WIOA regulations.

IVROP - Project Connect is proposing to serve 300 youth during the 2023-2024 fiscal year provided that Imperial County America's Job Center of California (AJCC) will perform certifications for interested participants and send their applications to Project Connect for program services. Concentration of our services will be centered on WIOA guidelines and Imperial County Workforce and Economic Development Office (ICWEDO) policy, serving the youth population of 75% (225) out-of-school youth (OSY) and 25% (75) in-school youth (ISY). For this contract renewal, we anticipate 90 participants will carry over from fiscal year 2022 – 2023, allowing 210 available slots for new participants. The challenges of working with both in and out-of-school youth continue to be very labor intensive due to participant's complex schedules, lack of basic professional and occupational skills, limited amount of positive role models, and in some situation's substance abuse problems as well as other barriers. To ensure our participants will receive the maximum level of high-quality client centered services, we are requesting an operational budget of \$992,010 and a participant budget of \$1,207,990 for the 2023 – 2024 fiscal year. In preparing our proposed budget, we have carefully reviewed essential program needs, determined the required staffing needed to achieve programmatic targets, and increased various incentives for participant activities. Attached you will find a revised budget totaling \$2,200,000 or \$7,333 per participant including one year follow-up services post program completion.

IVROP – Project Connect is proposing to continue to offer services aligned with the 14 WIOA Youth Elements to 300 WIOA eligible youth between the ages of 14-24 residing in Imperial County. The program will provide year-round services between July 1, 2023 – June 30, 2024. The services aligned



with the 14 WIOA Youth Elements include: tutoring services, comprehensive guidance and counseling, opportunities for vocational training (including Certified Nursing Assistant, Security Guard, Commercial Truck Driving, Medical Assistant, etc.), leadership development activities (including developmental assets workshops, thrive leadership activities, career exploration, etc.), educational workshops (including financial literacy, labor market information, entrepreneurship, etc.), community service opportunities, educational fieldtrips, employment preparation/work readiness training, paid work experience, and supportive services. Non-stipend activities will also continue to be offered to participants including job shadowing and record sealing services (if applicable). In the event that Imperial County experiences future Covid-19 surges that limit in-person activities, Project Connect staff is equipped with technology devices and connectivity to deliver virtual services to participants as needed. Due to program slots for in-school youth being limited to 25% of the total youth served in a program year, the reduced funding for in-school youth will be supplemented with IVROP dollars via staff, programs, career technical education, scholarships, etc.

For the 2023 – 2024 program year, IVROP-Project Connect is proposing to enhance some of the incentives for the activities mentioned above. Project Connect will increase work experience stipends for participants by 3% resulting in these stipends being equivalent to \$15.50 per hour. This stipend increase will be equal to the State of California Minimum Wage. Additionally, Project Connect will increase vocational training funding by 50% to a total of \$34,550.00. This increase will provide more youth with the opportunity to participate in vocational training that leads to state and national industry recognized credentials. As mentioned above, some of these trainings will include Security Guard (with or without firearm), Certified Medical Assistant (CMA), Commercial Class A Truck Driving with Hazmat Endorsement, Certified Nurse Assistant (CNA), and any other training that is listed on the Eligible Training Provider Listing (ETPL) and is approved by ICWEDO.

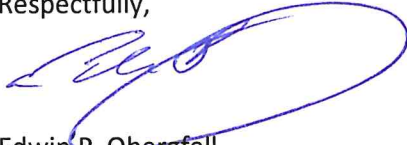
Recruitment of both in and out of school youth has remained a consistent challenge; therefore, to make certain our enrollment goals will be achieved for the 2023 – 2024 fiscal year, intensive recruitment will begin in May of 2023. Staff will continue recruitment efforts at various public and private sector locations on a regular basis as well as in residential vicinities. Project Connect will also continue to utilize a variety of outreach methods to attract youth into the program. These methods include: local television ads, billboards in highly noticeable areas, social media ads, newspaper ads, and public radio ads. Additionally, Project Connect will attempt to enroll all 300 youth by May of 2024 to ensure all eligible participants receive an opportunity to complete work experience before the end of the fiscal year (June 30, 2024).

IVROP-Project Connect staff will continue to be stationed in Brawley, Calexico, and El Centro to ensure our services are accessible to youth with transportation barriers as well as to youth living in county outlying areas such as Niland, Holtville, Seeley, etc. Additionally, for the 2023 – 2024 program year, IVROP – Project Connect will continue to offer in-kind services to 11<sup>th</sup> and 12<sup>th</sup> grade high school students (non-participants) throughout Imperial County through the facilitation of Financial Literacy workshops. Financial Literacy topics will include: money management, goal setting, banking services, decision making, and basic principles of credit. Project Connect staff will collaborate with IVROP – Career Technical Education (CTE) staff (who directly serve local High School students throughout Imperial County) to schedule and deliver Financial Literacy presentations for students at their school sites. Through this collaboration, Project Connect projects to facilitate Financial Literacy education to a minimum of 350 high school students throughout the 2023 – 2024 program year.



If approved, throughout the new contract period, IVROP staff will continue to collaborate diligently with the Imperial County Workforce and Economic Development Office to ensure that program performance is meeting and complying with the required WIOA performance standards, and that the program is operating successfully based on summative and formative data collection methods. If approved, IVROP also commits to continue incorporating a collaborative and leveraged partnership with the Imperial County Workforce and Economic Development Office with the intent of enhancing the current collaborative to an advanced level as stated above. Finally, the overarching goal of this contract renewal will be to continue to offer youth of Imperial County the assistance they require to access employment, education, training, and support which will improve their long-term labor market opportunities without any break in service. In advance, thank you for considering this request.

Respectfully,



Edwin P. Obergfell  
IVROP Superintendent

Budget Detail Imperial Valley ROP - Project Connect 2023-2024	Proposed Budget	
	FY 23-24	FY 23-24
Object Class Categories	Federal Costs	Federal Costs
<b>Staff Salaries</b>		
(1) Project Coordinator - 05 FTE	\$6,531	\$6,531
(1) Project Manager - .75 FTE	\$62,892	\$62,892
(1) Project Specialist - 1 FTE	\$62,492	\$62,492
(1) Data Manager - .03 FTE	\$2,150	\$2,150
(7.5 FTE) 3 DS, 2 JDS and 2.5 Life Coach - 100%	\$315,339	\$315,339
(2) Tutors PT \$16.06 per hour.	\$33,000	\$33,000
(1.5 FTE) Project Clerk III	\$60,016	\$60,016
<b>Total Personnel</b>	<b>\$542,419</b>	<b>\$542,419</b>
<b>Staff Fringe Benefits</b>		
Retirement PERS 26.6%	\$135,601	\$135,601
Social Security 6.20%	\$2,046	\$2,046
Medicare 1.45%	\$7,870	\$7,870
Health Insurance \$9,084 p/FTE p/year for 10.83 FTE	\$98,380	\$98,380
State Unemployment Insurance .50%	\$2,714	\$2,714
Worker's Compensation 1.1%	\$5,971	\$5,971
<b>Total Fringe Benefits</b>	<b>\$252,582</b>	<b>\$252,582</b>
<b>Travel</b>		
Staff Travel-In County- staff travel @ \$.655 p/mile- mileage for staff to provide project activities	\$12,445	\$12,445
Out of town travel	\$9,350	\$9,350
Training, Training Materials and Supplies	\$18,000	\$18,000
<b>Total Travel</b>	<b>\$39,795</b>	<b>\$39,795</b>
<b>Equipment-</b>		
Equipment Purchase - Laptops for participants and staff. Computer for new staff and replacement of outdated computers.	\$6,895	\$6,895
Equipment Rental/Lease/Maintenance		
<b>Total Equipment</b>	<b>\$6,895</b>	<b>\$6,895</b>
<b>Office Expenses</b>		
Office Supplies	\$8,000	\$8,000
Reproduction costs (Printing and Copies)	\$6,500	\$6,500
Outreach expenses	\$16,360	\$16,360
Postage	\$616	\$616
Training materials and supplies for (Field trips, job/career fairs, leadership activities, workshops, personal protective equipment, achievement ceremonies and condiments for activities and workshops)	\$5,217	\$5,217
<b>Total Travel</b>	<b>\$36,693</b>	<b>\$36,693</b>
<b>Buildings</b>		
Facilities/rents/household and technology services	\$37,000	\$37,000
<b>Total Buildings</b>	<b>\$37,000</b>	<b>\$37,000</b>
<b>Other</b>		
Communications: phone, fax, internet, connectivity, and access.	\$8,596	\$8,596
GED testing	\$920	\$920
Pre-employment cost	\$1,174	\$1,174
<b>Total Other</b>	<b>\$10,690</b>	<b>\$10,690</b>
<b>Total Direct Charges</b>	<b>\$926,074</b>	<b>\$926,074</b>
<b>Indirect costs</b>		
Indirect cost rate 7.12% (of total direct expenses)	\$65,936	\$65,936
<b>Total Charges</b>	<b>\$992,010</b>	<b>\$992,010</b>

<b>Imperial Valley ROP - Project Connect 2023-2024</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>
<b><i>Paid and unpaid work experience (160 Youth placements)</i></b>		
<b>14-17 (9th-11th Grade)</b>		
10 youth/ 15-\$155 Stipends for every 10 hrs/\$2,325 max stipend (150 hrs max)	23,250	23,250
Second work Experience    4 youth/ 15-\$155 Stipends for every 10 hrs/\$2,325 max stipend (150 hrs max)	9,300	9,300
<b>17-19 (11th-12th Grade &amp; Out-of-school youth)</b>		
16 youth/ 15 - \$310 stipends for every 20 hrs/ \$4,650 maximum stipend (300 hrs max)	74,400	74,400
Second work Experience    6 youth/ 15 - \$310 stipends for every 20 hrs/ \$4,650 maximum stipend (300 hrs max)	27,900	27,900
<b>18-24 Out of school youth</b>		
100 youth/ 22- \$310 stipends for every 20hrs/ \$6,820 maximum stipend (440 hrs total including unpaid WEX)	682,000	682,000
Second work Experience    24 youth/ 22- \$310 stipends for every 20hrs/ \$6,820 maximum stipend (440 hrs total including unpaid WEX)	163,680	163,680
<b>Total Work Experience</b>	<b>\$980,530</b>	<b>\$980,530</b>
<b>Academic Enhancement Skills</b>		
<b>Tutoring (80 youth)</b>		
80 youth X \$200 for passing w/9.0 or above in English and/or math OR raise 1 EFL level on English and or Math or reaching 2.0 GPA / \$400 maximum stipend	32,000	32,000
<b>Workshops (70 youth)</b>		
70 youth X \$200 for attending 3 educational workshops (financial aid, career exploration, mentoring, Developmental Assests, motivational speakers, etc.)	14,000	14,000
<b>Community Service (50 Youth)</b>		
50 youth X \$200 for every 20 hrs/ Maximum stipend \$200	10,000	10,000
<b>Work Readiness/Customer (154 youth)</b>		
154 youth X \$250 upon completion of 20-hr. Work Readiness Class or Customer Service Workshop	38,500	38,500
<b>Total Academic Enhancement and Work Readiness</b>	<b>\$94,500</b>	<b>\$94,500</b>
<b>Vocational Training and Other Certifications/Credentials</b>		
Security Guard, Certified NA, Truck Driving, Medical Assistant, Data Entry, Microsoft, CPR, Food Handlers, etc.	34,550	34,550
<b>Total Training / Certifications / Credentials</b>	<b>\$34,550.00</b>	<b>\$34,550.00</b>
<b>Other Year Round Activities</b>		
<b>Follow-up Stipends</b>		
75 youth x \$150 (x2) for providing follow-up backup documentation second and fourth qtr	22,500	22,500
<b>FieldTrips/Virtual Conferences and Trainings</b>		
Bus/van transportation/ conference fees, CWA, Guest speaker/trainer fees, etc.	25,000	25,000
<b>Leadership Activities (50 youth)</b>		
50 youth x \$180 for 15 hrs of leadership activity	9,000	9,000
<b>Incentives</b>		
\$150 each for participating in annual farm worker's breakfast event.	1,500	1,500
\$200 each for passing GED exam or enter post-secondary education or occupational skills certificate, obtaining unsubsidize employment, and or obtaining high school diploma.	12,000	12,000
Stipends for attending workshops that meet one or more WIOA Elements (financial literacy, entrepreneurship, labor market information, mentoring, Education offered concurrently with workforce preparation, Stipend)transitional activities to post-secondary, alternative secondary, etc.) 90 youth x \$80 per Workshop (Max \$240 Stipend)	21,600	21,600
<b>Total Year Round Activities</b>	<b>\$91,600</b>	<b>\$91,600</b>
<b>Supportive Services</b>		
Work clothes, tools, equipment, uniforms, bus passes, transportation, childcare, Personal Protective Equipment, etc.	6,690	6,690
<b>Youth Council Membership</b>		
Stipends for youth council attendance \$30/meeting (1 youth), CWA Conferences & other youth council activities	120	120
<b>Total Participants Costs</b>	<b>\$1,207,990</b>	<b>\$1,207,990</b>

<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 5</b></p>
---

**MEETING DATE:** May 24, 2023

**ITEM:** 5

**SUBJECT:** Discussion/Action to approve agreement renewal for the PY2023-2024 WIOA Licensed Vocational Nurse Mentorship Program with Imperial Valley Regional Occupational Program (IVROP) at a cost not to exceed \$338,108

**RECOMMENDATION:**

ICWEDO Director recommends to approve agreement renewal of the PY2023-2024 WIOA Licensed Vocational Nurse Mentorship (LVN) Program with IVROP at a cost not to exceed \$338,108.

**BACKGROUND:**

On December 8, 2021, this board approved an agreement between the County of Imperial Workforce and Economic Development (ICWED) Office and the Imperial Valley Regional Occupational Program for the provision of Licensed Vocational Nurse Mentorship Services beginning January 1, 2022, through June 30, 2023 in the amount of \$376,000. The agreement was subsequently approved by the Imperial County Board of Supervisors on December 28, 2021.

With the program concluding June 30, 2023, IVROP has requested renewal of the WIOA LVN Program for the period of July 1, 2023 through December 31, 2024. Within the Request for Proposals that was approved for release at the September 22, 2021, ICWDB meeting, the ICWDB reserves the right to renew the agreement for up to two successive 18 month periods, subject to available funding, program outcomes and/or performances.

Approving the renewal of the agreement would allow IVROP to provide 16 to 21 new 3<sup>rd</sup> semester LVN students assistance in accessing employment, education, training, and support which will improve their long-term labor opportunities. Additional program, staffing, and budgeting information can be found in IVROP's request that is attached as background for this item.

**FISCAL IMPACT:**

\$338,108





Preparing Students For Work:  
It's Our Business

# Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243  
(760) 482-2600 • Fax (760) 482-2750  
[www.ivrop.org](http://www.ivrop.org)

Edwin P. Obergfell  
Superintendent

April 3, 2023

Priscilla Lopez  
ICWEDO Director  
Imperial County Workforce and Economic Development Office  
2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243

Subject: Request for contract renewal for the local WIOA Licensed Vocational Nurse (LVN) Mentorship Program Fiscal Year 2023 - 2024

Dear Ms. Lopez,

Imperial Valley Regional Occupational Program (IVROP) respectfully requests the renewal of the Workforce Innovation and Opportunity Act (WIOA) IVROP – Licensed Vocational Nurse (LVN) Mentorship program contract for the period of July 1, 2023 through December 31, 2024. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2022–2023 local WIOA IVROP LVN Mentorship program and will provide 16 to 21 new 3<sup>rd</sup> semester LVN students of Imperial County assistance in accessing employment, education, training, and support which will improve their long-term labor opportunities. This request is in response to the 2022-2023 LVN Mentorship Request for Proposal which indicates Imperial County reserves the right to extend the term of the LVN Mentorship contract for up to two (2) successive one (1) year periods, subject to available funding and performance as well as approval granted by the Imperial County Workforce Development Board following WIOA regulations.

During program year 2022 – 2023, 17 students successfully enrolled, completed, and obtained employment while participating in the IVROP-LVN Mentorship program. For program year 2023 – 2024, IVROP – LVN Mentorship is proposing to serve 16 - 21 new 3<sup>rd</sup> semester LVN students. If granted, this contract renewal would be in effect during the 2023 – 2024 and 2024 - 2025 fiscal years. In preparing our proposed budget, we have carefully incorporated all essential elements needed to operate a successful program including appropriate staffing needs to achieve program targets, required activity supplies for staff and participants, miscellaneous operational costs, and participant stipends for the completion of programmatic milestones (stipends increased up to 12% from the current program year). The total budget necessary to operate the LVN Mentorship program over a period of 18 months would be \$338,108 including follow-up services. Program staff will consist of one (1) part-time (.02 FTE) program coordinator, one (1) part-time (.25 FTE) program manager, one (1) part-time (.03 FTE) data manager, one (1) full-time (1.0 FTE) development specialist, one (1) part-time (.25 FTE) development specialist, and one (1) part-time (.25 FTE) program clerk. IVROP will continue to incorporate enhanced data management services into the LVN Mentorship program through the work of a part-time (.03 FTE) data manager. The data manager position captures and reports summative and formative data to the funder to provide continuous improvement to the project.



The IVROP - LVN Mentorship program is proposing to offer 16 to 21 WIOA eligible adults a total of 320 hours of program related services including: lectures on theory, skills, clinical mentoring, coaching, National Counseling Licensure Examination – Practical Nursing (NCLEX-PN) review and simulations; 120 hours of incentivized internship training at various hospitals and clinics; case management support (throughout participation); employability and life skills workshops; supportive services related to the nursing profession; follow-up services for up to 12 months, and job placement services for participants who complete their course of instruction (upon NCLEX-PN completion and via follow-up). The employability workshop will be provided to participants as part of their workforce preparation training. The employability workshop will consist of developing an employment portfolio, job search methods, interview skills, professionalism, job retention, and customer service. These employability skills will serve as imperative tools to participants as they begin to search for employment opportunities post-graduation and successful NCLEX-PN completion. Newly licensed LVN's require more job placement services than Registered Nurses (RN) due to employment vacancies being limited to specialized medical facilities. For this reason, additional job placement services including job leads, job coaching, and job interviews will be provided to LVN participants to ensure they are provided with tangible employment opportunities through the LVN Mentorship program.

IVROP will continue to offer optional in-kind services to participants that will include life skills workshops in financial literacy, family relationships, parenting, developmental assets, and life coaching services. Mock interview sessions will continue to be provided to participants by IVROP staff with questions exclusively tailored to the nursing profession. Mock interview workshops will serve as a beneficial training tool for LVN students to prepare for post-graduation employment opportunities. Finally, presentations by health care administrators and professionals from local hospitals and clinics will continue to be delivered to participants throughout the program discussing topics such as industry trends (including technology, equipment, and emerging treatment methods), professional development, management opportunities, and the outlook of advancement within the nursing field. These presentations will serve as an excellent opportunity for participants to network with top-level administrators from various organizations throughout Imperial County.

IVROP staff will continue to collaborate closely with Imperial County Workforce and Economic Development Office (ICWEDO) staff to ensure that project performance is meeting and complying with the required performance standards and that the program is operating successfully based on summative and formative data collection methods. Our collaborative efforts will result in improved access to employment, education, training, and support to Imperial County Licensed Vocational Nursing (LVN) students.

In advance, thank you for considering this request and for supporting the long-term labor market opportunities for the future healthcare workforce of Imperial County.

Respectfully,



Edwin P. Obergfell  
IVROP Superintendent

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM**  
**BUDGET - PROJECT LVN Mentorship II - July 1, 2023 to December 31, 2024 (18 Months)**

DESCRIPTION	ICWDO Category	FY 22/23 - 23/24		
		22/23 - 23/24 Budget	Non-WIOA Leverage	Non-WIOA Leverage
<b>A. Staff Salaries</b>				
(1) Program Coordinator - .02 FTE		\$ 3,967		\$ 3,967
(1) Program Manager - .25 FTE		\$ 31,833		\$ 31,833
(1) Data Manager - .03 FTE		\$ 3,174		\$ 3,174
(2) Development Specialist - 1.25 FTE		\$ 79,785		\$ 79,785
(1) Project Clerk Typist III - .25 FTE		\$ 14,862		\$ 14,862
<b>Total Staff Salaries</b>	<b>Salaries</b>	<b>\$ 133,621</b>		<b>\$ 133,621</b>
<b>B. Staff Fringe Benefits</b>				
STRS 19.1%		\$ -		\$ -
PERS FY23/24 (26.6%), FY 24/25 (26.6%)		\$ 35,543		\$ 35,543
OASDI 6.20%		\$ -		\$ -
Medicare 1.45%		\$ 1,938		\$ 1,938
Health Insurance \$9,084 p/FTE per year		\$ 24,529		\$ 24,529
State Unemployment Insurance - .5%		\$ 666		\$ 666
Worker's Compensation Insurance - 1.1%		\$ 1,471		\$ 1,471
<b>Total Staff Fringe Benefits</b>	<b>F.B.</b>	<b>\$ 64,147</b>		<b>\$ 64,147</b>
<b>C. Travel and Training</b>				
Staff Travel-in County- staff travel @ \$.655 p/mile x 1,900 miles. Mileage for staff to provide project activities.		\$ 1,245		\$ 1,245
Staff Travel- Out of County travel to conferences/workshops for staff training.		\$ 1,000		\$ 1,000
Staff Training CPR, Mandated Reporting, Harasment Prevention, etc...		\$ 1,000		\$ 1,000
<b>Total Travel In Training</b>	<b>Travel/Trg</b>	<b>\$ 3,245</b>		<b>\$ 3,245</b>
<b>D. Equipment</b>				
Non-capitalized Equipment purchase or replacement- Desktop or Laptop Computer and printer with software for staff.		\$ 2,200		\$ 2,200
Equipment Rental.		\$ -		\$ -
<b>Total Equipment</b>	<b>Equipment</b>	<b>\$ 2,200</b>		<b>\$ 2,200</b>
<b>E. Office Supplies, Printing &amp; Reproduction</b>				
General Office supplies, materials, paper, etc. (\$160 p/month).		\$ 2,880		\$ 2,880
Reproduction and postage costs for printing forms, business cards, brochures, flyers, copies, etc. (approx. \$60 p/month).		\$ 1,080		\$ 1,080
<b>Total Office Supplies, Printing &amp; Reproduction</b>	<b>Supplies</b>	<b>\$ 3,960</b>		<b>\$ 3,960</b>
<b>F. Buildings</b>				
Facility rent, maintenance, utilities, and operations (\$575 p/month).		\$ 10,350		\$ 10,350
<b>Total Buildings</b>	<b>Buildings</b>	<b>\$ 10,350</b>		<b>\$ 10,350</b>
<b>G. Other Interprogram Operations Costs</b>				
Communications: phone, fax, e-mail, internet, postage, technology setup costs, connectivity, access, etc.(\$100 p/month).		\$ 1,800		\$ 1,800
Pre-employment costs (fingerprinting, drug testing, tb, physical, etc.).		\$ 768		\$ 768
<b>Total Other Interprogram Operations Costs</b>	<b>Other</b>	<b>\$ 2,568</b>		<b>\$ 2,568</b>
<b>H. Training, and Training Materials and Supplies</b>				
NCLEX-PN review books (\$200 x 21).	<b>Training Materials</b>	\$ 4,200		\$ 4,200
<b>Total Training Materials and Supplies</b>		<b>\$ 4,200</b>		<b>\$ 4,200</b>
<b>I. Other Expenses</b>				
IVC Liaison (\$1,700/month x 18). - Terrie.		\$ 30,600		\$ 30,600
IVC tutoring services - Terrie.		\$ 1,000		\$ 1,000
NCLEX-PN review software (\$400 x 21 participants) .		\$ 8,400		\$ 8,400
<b>Total Other Expenses</b>	<b>Other</b>	<b>\$ 40,000</b>		<b>\$ 40,000</b>
<b>J. Participant Costs</b>				
Stipends for Internships (\$650 x 21 = \$12,00. Paid in 2 parts).		\$ 13,650		\$ 13,650
Stipends for scrubs, shoes, watch, stethoscope, ACLS/IV Therapy training, etc. (\$600 x 21).		\$ 12,600		\$ 12,600
Stipends for NCLEX-PN test & license (\$650 x 21).		\$ 13,650		\$ 13,650
Stipends for gas to San Diego for NCLEX-PN test (\$60 x 21).		\$ 1,260		\$ 1,260
Stipend for meals for San Diego for NCLEX-PN test (\$35 x 21).		\$ 735		\$ 735
Stipends for Employment (\$450 ea x 21).		\$ 9,450		\$ 9,450
<b>Total Subsidized Employment/Vocational Education Training Costs</b>		<b>\$ 51,345</b>		<b>\$ 51,345</b>
<b>Total Direct Costs</b>		<b>\$ 315,635</b>		<b>\$ 315,635</b>
<b>Indirect costs 7.12% of total direct expenses (State approved indirect cost rate)</b>				
Indirect costs 7.12% of total direct expenses (State approved indirect cost rate)		\$ 22,473		\$ 22,473
<b>Total Funding (WIOA and Non-WIOA separately)</b>		<b>\$ 338,108</b>	<b>\$13,000</b>	<b>\$ 338,108</b>
<b>Total Grant Charges</b>				<b>351,108</b>

<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 6</b></p>
---

**MEETING DATE:** May 24, 2023

**ITEM:** 6

**SUBJECT:** Discussion/Action to approve and add Idea/Max Solutions, David Shinder, to the eligible slate of approved consultants

**RECOMMENDATION:**

ICWEDO Director recommends to approve and add Idea/Max Solutions, David Shinder, to the eligible slate of approved consultants

**BACKGROUND:**

In September 2021, this board approved to release and open a Request for Qualifications to solicit services from Professional Consultants and Trainers. The purpose of the open RFQ is to pre-qualify consultants to supply consulting or training services on an as-needed basis. In order to be determined pre-qualified and approved on a slate of eligible consultants or trainers, respondents must score an average of 70 out of 100.

On May 1, 2023, the Imperial County Workforce Development Board received a proposal from David K. Shinder of Idea/Max Solutions in response to the open Request for Qualifications (RFQ) of Professional Consulting/Training Services that was released by this Board in September 2021. In Mr. Shinder's proposal, he addressed the different services he has available in the areas of: Strategic Planning for Workforce Development, Strategic Planning for Sector Initiatives, and Resource Development Capacity Building and Technical Assistance.

Therefore ICWDB staff consulted with ICWDB Chair to create an RFQ Evaluation Committee to review and score said proposal. The committee, consisting of 3 members, met via Zoom on May 16, 2023, and after review the proposal met an average passing grade of 85. The proposal was evaluated on five (5) criteria:

1. Qualifications and Experience;
2. Ability to provide needed services;
3. Demonstrated knowledge;
4. Cost Effectiveness; and
5. Other Factors deemed to be in the best interest of the ICWDB.

As a result of the proposal receiving a passing grade of 85 since the proposal demonstrated the consultant's qualifications, abilities, and experience to provide the services that are being solicited for at a cost effective rate of \$120 hour, it was recommended to add David Shinder to the ICWDB slate of eligible consultants/trainers.

**FISCAL IMPACT:**

None.



<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 7</b></p>
---

**MEETING DATE:** May 24, 2023

**ITEM:** 7

**SUBJECT:** Discussion/Action to approve Agreement with David K. Shinder for On Call, As needed Professional Workforce Development Services with David K. Shinder in an amount not to exceed \$50,000 for PY2023-2024.

**RECOMMENDATION**

ICWEDO Director recommends to approve an Agreement with David K. Shinder for On Call, As Needed Professional Workforce Development Services with David K. Shinder in an amount not to exceed \$50,000 for PY2023-2024.

**BACKGROUND:**

Item is contingent upon action regarding item #6.

With planned and anticipated efforts surrounding the development of Lithium Valley, specialized professional workforce development services are needed to assist the Imperial County Workforce Development Board in this work. In August 2022, the Imperial County Workforce and Economic Development Office requested Employment Development Department Additional Assistance funding in the amount of \$750,000 to commission a Lithium Valley Workforce and Economic Needs Assessment. The goal of these studies is to research and conduct an analysis that will result in managing economic change in the County of Imperial. To begin conducting this workforce and economic assessment, planning and organizing efforts are needed from local stakeholders. The recommended action is to approve an agreement with David Shinder for Consulting Services in order to aid ICWDB efforts in conducting an analysis that will result in managing economic and workforce development change as a result of the impact the Lithium Industry will have in the County of Imperial. Below is a scope of work:

- Advise on choosing a steering committee for the Lithium Valley Needs Assessment;
- Facilitate up to three stakeholder/community forum sessions connected with local industry, education institutions; training providers, labor groups, local government agencies, and community based organizations to identify workforce development strategies within the Lithium Industry;
- Work with stakeholders to design and develop local and regional training programs (e.g. career and technical education, apprenticeships);
- Conduct business engagement activities, specifically in the Lithium Industry;
- Write a report that provides a clear action plan for community stakeholders that will utilize existing partnerships and build cross-sector relationships to strengthen community infrastructure and engagement to help identify needs and address them with efficiency and inclusion;

- Based on findings of report, develop a Request for Proposals to procure services to conduct a study/assessment into how the development of the Lithium Industry will affect the County of Imperial in terms of economic development and the local workforce (Lithium Valley Needs Assessment);
- Work with management staff to develop the WIOA Four Year Workforce Development Plan including goals, objectives and strategies for WIOA implementation in the key areas of WDB Administration, One-Stop Delivery System, Youth Services; Business Services, Sector Strategies, Career Pathways, Rapid Response, and write up-dates/modifications to the plan as deemed necessary; and
- Other services included within proposal submitted in response to the Request for Qualifications as requested by the Imperial County Workforce and Economic Development (ICWEDO) Director.

**FISCAL IMPACT:**

Anticipated services related to Lithium Valley Workforce and Economic Development efforts will be covered through EDD Additional Assistance Funds in an amount not to exceed \$50,000. There should be minimal impact to the PY23-24 Regular WIOA Budget.



**Imperial County Workforce Development Board  
Action Agenda Item 8**

**MEETING DATE:** May 24, 2023

**ITEM:** 8

**SUBJECT:** Discussion/Action to approve revisions to the Individual Training Account Policy

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the revisions to the Individual Training Account Policy

**BACKGROUND:**

Training services are provided through Individual Training Accounts (ITAs) that allow adults and dislocated workers to receive training. Training services are intended to be provided in a manner that maximizes informed customer choice and may only be purchased through training providers registered and WIOA eligible on the State's ETPL through CalJOBS, located online at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov).

Imperial County offers several training options through ITA's. At the One-Stop Policy Oversight Committee Meeting that occurred on May 10, 2023, a training provider requested that the Board review the ITA Policy regarding reimbursement of training funds. It is being requested that the ITA's receive trainings reimbursements at the completion of a training instead of at the point of placement.

ICWDB Staff conducted research regarding the request. After reviewing WIOA and consulting with other counties, ICWDB Staff agree with the request and It is recommended that the Board approve the changes to the ITA policy.

**FISCAL IMPACT:**

None

## Other Counties Individual Training Account Reimbursement Schedules:

### Riverside County:

50% at enrollment

50% at completion

### Yuma County:

50% at enrollment

50% at completion

\*however online courses and colleges receive 100% of the training cost at enrollment

### Fresno County:

50% at enrollment

25% at midpoint

25% at completion

### San Bernardino County:

50% at enrollment

50% at completion

### Monterey County:

40% at enrollment

50% at midpoint

10% at completion

### Orange County:

100% at enrollment

### Golden Sierra:

Golden Sierra reports to be flexible with their providers. Some providers are okay with installment payments that are **50% at enrollment and 50% at completions**. Other providers require **100% at enrollment**. Golden Sierra reports to have a very strict refund policy and will always recover unused funds immediately.

**Imperial County Workforce Development Board  
Action Agenda Item 9**

**MEETING DATE:** May 24, 2023

**ITEM:** 9

**SUBJECT:** Discussion/Action to approve the revisions to the Adult and Dislocated Worker - Work Experience and Internship Policy

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the revisions to the Adult and Dislocated Worker - Work Experience and Internship Policy

**BACKGROUND:**

It is recommended to approve revisions made to the Adult and Dislocated Worker - Work Experience and Internship Policy. Work experience is a planned, structured and time-limited learning experience that take place in a workplace. Work experience is not considered a training services but is an individualized career services. A work experience program is based on the identified needs of the WIOA participant that will contribute to the achievement of the participant's career and employment goals, as well as should be directly related to a local in-demand industry.

The work experience program has been very successful within Imperial County; however, some aspects of the policy have been updated in order to better serve the Local Area. Changes include reducing the total amount of allowable hours to 500 hours for both full-time and part-time participants. In determining the appropriate hours, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience and the participant's IEP.

**FISCAL IMPACT:**

Determined by qualified participant

POLICY	ORIGINAL DATE	LAST REVISION
WIOA Adult and Dislocated Worker- Work Experience and Internship Policy	FISCAL YEAR 2020-2021	December 14, 2022

### **POLICY OVERVIEW:**

The purpose of this policy is to provide guidance and criteria to be used by the Imperial County Workforce Development Board (ICWDB), the Imperial County Workforce and Economic Development Office (ICWED), America's Job Center of California (AJCC) staff, and Workforce Innovation and Opportunity Act (WIOA) Title I funded service providers, in the provision of work experience activities for eligible WIOA Adult and Dislocated Workers served with WIOA Title I funds.

### **REFERENCES:**

- DOL TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules
- WIOA Section 134(c)(2)(A)(xii)(VII)
- 20 CFR 680.180
- 20 CFR 683.200(g)

### **BACKGROUND:**

WIOA acknowledges the critical role work experiences and internships play in helping individuals obtain the skills they need to succeed in the workplace. Work experience is applicable to all WIOA core programs because it is an invaluable tool to engage businesses and to support job seekers in overcoming barriers to employment. Work experiences are designed to help individuals to establish work history, gain experience, demonstrate success in the workplace, and develop the skills that lead to unsubsidized employment.

### **POLICY:**

WIOA section 134(c)(2)(A)(xii)(VII) defines an internship or work experience is a planned, structured, time-limited learning experience that takes place in a workplace. WIOA does not discern between "work experience" or "internship." The definition of both is the same in WIOA for adults and dislocated workers. Work experiences are **not** training services. Work experience for WIOA Adult and Dislocated Workers is an individualized career service within Career Services. A work experience must be based on the identified needs of the WIOA participant, must provide a planned and structured learning experience that will contribute to the achievement of the participant's career and employment goals, and should be directly related to local in-demand industry sectors. ***Note: A participants career and employment goals can be to have continuous employment and/or a livable wage.*** Work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Job activities must be consistent with the Fair Labor Standards Act and other applicable laws. Work Experience is not designed to replace an existing employee or position. Work experience wages are paid directly to the work experience participant and not the employer. Employers are not monetarily

compensated. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act.

### **Participant Eligibility**

All work experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Employment Plan (IEP) that documents the participant's need for and benefit from work experience. A Work Experience is not intended for long-term skill building within the occupation, but rather as an entry step for the participant to explore the occupation, develop their skills, gain work history and references.

Per WIOA, if America Job Center of California (AJCC) staff determine that individualized career services, which include internship and work experience that are linked to careers, are appropriate for an individual to obtain or retain employment, these services **must** be made available to the individual. AJCC staff must document the participant's need for an internship/work experience and may use recent or previous assessments by partner programs to help determine if individualized career services would be appropriate. WIOA provides a focus on serving individuals with barriers to employment and seeks to ensure access to these populations.

Individuals that may be determined to have a need may include, but are not limited to, the following categories:

- Have little or no prior experience in the workplace;
- Have experienced difficulty in maintaining employment in the past due to barriers that can best be addressed and overcome through work experience enrollment;
- Is seeking long-term employment in a particular industry or occupation but does not have the requisite experience to qualify for entry-level employment in the field;
- A career seeker who has recently concluded or will soon conclude a training or educational program, including and Individual Training Account (ITA) or job specific skills training, in a particular industry but possesses a strong need for practical work experience to qualify for entry-level employment in the training or education related field (This can include an individual who possess a higher level of education but has difficulty obtaining employment due to lack of experience).

Individuals who have received funding through an ITA, or other WIOA funded training, are also eligible for work experience. Funding for training and work experiences are separate.

### **Compensation and Duration**

Work experience occurs over a limited time period, which is not to exceed one (1) year. If a participant requires an extension in their work experience, it must be approved by the Program and Compliance Manager. A work experience can be part-time (20-30 hours per week) or full-time (32-40 hours per week) and is not to exceed 500 hours. In determining the appropriate time for each work experience, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's IEP.

Participants enrolled in a paid work experience shall be compensated an hourly wage not less or more than the State or local minimum wage, whichever is higher. All wage information must be reported to ICWED. Working hours should follow all state and local laws. A participants cannot opt-out of a break, as it is a violation of State labor laws. Participants shall be paid only for the hours worked during the



work experience. Hours worked and breaks **must** be recorded on the participant's time sheet. Work experience participants cannot be paid for lunch breaks, sick leave, vacation time, or a holiday recognized by the work site as a "paid holiday". Work experience participants are not authorized to work overtime.

### **Employer Eligibility**

An employer can qualify for up to two (2) work experience participants, per work site, within a calendar year. ICWED will determine an employer's eligibility for participating in the work experience program. An internship or work experience may be within the private for-profit sector, the non-profit sector, or the public sector. The employment must be entry-level and within an identified in-demand industry sector, as defined by the local area.

Because internships and work experiences must be planned, structured learning experiences, the entity hosting the work/intern experience must designate an appropriate manager(s) to provide supervision and feedback to the WIOA participant at regular intervals during the course of the program. Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild. The work experience participant must be supervised by one of their assigned supervisors at all times during their working hours and **CANNOT** be left at the worksite by themselves. A manager cannot supervisor more than two (2) work experience participants at any given time.

The employer is under no obligation to offer regular employment to the participant subsequent to the conclusion of the work experience/internship program, although the work experience/internship is intended to provide employers with a pool of technically trained employees from which to fulfill future positions and reduce recruitment costs.

Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. A business will **not** qualify for work experience if they participated in any past or current violations of local, state or federal law; unfair labor practices; and/or other unallowable conditions identified during the course of conducting the initial employer assessments and reviewing contract requirements, assurances, and certifications with the local WDB director or staff.

Participating employers must agree to cooperate with monitoring requirements as required by WIOA and comply with all applicable Federal, State, and local laws and regulations, including those dealing with employment, discrimination, and safety.

### **Worker Displacement Prohibition**

Work experience and/or internships will **not** be made available to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

WIOA prohibits the layoff of employees in order to replace them with WIOA participants and is against using WIOA participants to replace employees who have been terminated, with the intent of so

replacing them. WIOA further prohibits infringement on the promotional opportunities of currently employed workers.

### **Employer Application Procedures**

ICWDB only accepts applications from organizations who are conducting business in Imperial County. Business Services will conduct an evaluation of each employer in order to determine if they meet the work experience requirements. The following documents need to be submitted in order to be considered for work experience:

1. A completed and signed Work Experience Questionnaire
2. Current Business License
3. Any other documentation, as needed

Completed Applications will be reviewed within the 30 days of the received documents. Once an employer has been approved, the following must be submitted:

1. Work Experience Worksite Agreement. (To be signed by the Employer and the participant)
2. Occupational Skills Form
3. Time sheets submitted on a bi-weekly basis (to be signed by the participant, the employer and the AJCC site supervisor)

**\*Time sheets must be submitted in a timely manner in order to ensure on time payment to the participant**

### **Work Experience/Internship Agreement**

Worksite agreements must be signed by the employer and the WIOA Participant. Work experience agreements must contain, at a minimum, the following information:

- Clear statement of purpose;
- A descriptive training plan;
- Job description, if applicable;
- Identification of all parties including the work experience participant;
- Requirements of the work experience employer and work experience participant;
- Work experience start and end dates;
- Training job title and responsibilities;
- Required work attire, if applicable;
- Supportive services that are needed by the participant, if applicable;
- Signatures and dates of all parties to the agreement.

Work experience agreements may be modified. In the event of a local, state or federal emergency declaration, a program participant's time commitment, stipend structure, and/or work experience terms may be modified at the discretion of the ICWED Director. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of work experience agreements are not valid.

Under emergency situations, a digital signature is considered a valid signature. The client's original/digital signature on their program application will be validated by the site supervisor and all additional documentation. The site supervisor will be required to initial all applicable forms confirming the individual's signature is valid.

### **Appeal Process**

If an application is denied, the business will be notified in writing along with the reason(s) for denial and will be provided information with the appeal process. An appeal request must be submitted in writing to

the ICWDB within 30 days of issuance of the denial. The appeal must include: a) name of the business(s) (b) business point of contact d) point of contact phone and email e) a statement of the desire to appeal f) reasons for the appeal, including documentation supporting the grounds for the appeal g) signature of the appropriate contact person. All appeals must be submitted to the following:

Imperial County Workforce and Economic Development Office  
2799 S. 4<sup>th</sup> Street  
El Centro, CA, 92243

Staff will then set up an informal meeting with the business as an attempt to identify a simple solution to resolve the dispute. A final decision will be made within 30 days following the meeting. The business will be notified of the final decision in writing.

#### **Documentation to be Maintained**

Documentation of work experience activities must be maintained in the WIOA participant's file. At a minimum, the following items will be kept on file:

- An objective assessment and Individual Employment Plan (IEP) indicating a need for the work experience;
- A copy of the agreement between the participant, the worksite and the ICWED, including any attachments to the agreement, such as a training plan; and
- Time sheets, attendance sheets and performance records, as appropriate.

#### **MONITORING:**

ICWED and AJCC staff is responsible for ensuring regular and on-going monitoring and oversight of work experience activities. Monitoring will include on-site visits and phone/email communication with employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the work experience agreement should be dealt with promptly.

Work experience participant's training and payroll records may be reviewed by Federal, State, and ICWED fiscal and program monitors. These entities have the right to access, examine, and inspect any site where any phase of the work experience program is being conducted. Proper work experience documentation must be maintained in such a way to facilitate an audit. Work experience training and payroll records must be maintained for five (5) years after the participant's conclusion of the work experience.

#### **ACTION:**

Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.

<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 10</b></p>
--

**MEETING DATE:** May 24, 2023

**ITEM:** 10

**SUBJECT:** Discussion/Action to approve revisions to the Transitional Jobs Policy

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

ICWED Director recommends to approve the revisions to the Transitional Jobs Policy

**BACKGROUND:**

It is recommended to approve the revisions made to the Transitional Jobs Policy. A transitional job is defined as a job that provides a time-limited work experience that is wage paid and subsidized for individuals with barriers to employment who are chronically unemployed or have inconsistent work history. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

This policy has been updated in order to clarify what defines a transitional job, what are the requirements in order to qualify and the allowable hours per participant for full and part time. In determining the appropriate hours, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience and the participant's IEP.

**FISCAL IMPACT:**

None

POLICY	ORIGINAL DATE	LAST REVISION
WIOA Transitional Jobs Policy	FISCAL YEAR 2019-2020	December 14, 2022

### **POLICY OVERVIEW:**

The purpose of this policy is to provide guidance and criteria to be used by the Imperial County Workforce Development Board (ICWDB), the Imperial County Workforce and Economic Development Office (ICWED), America's Job Center of California (AJCC) staff, and Workforce Innovation and Opportunity Act (WIOA) Title I funded service providers, in the provision of transitional job activities for eligible WIOA Adult and Dislocated Workers served with WIOA Title I funds.

### **REFERENCES:**

- DOL TEGL 3-15, Guidance on Services Provider through the Adult and Dislocated Worker Program under WIOA
- 20 CFR 680.190
- Training and Employment Guidance Letter WIOA NO. 19-16 Operating Guidance for WIOA
- WIOA Section 134(d)(5)

### **BACKGROUND:**

A transitional job is defined as a job that provides a time-limited work experience that is wage paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. Local areas may use up to 10% of its combined total adult and dislocated worker allotments for Transitional Jobs.

These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Transitional job activities must be combined with comprehensive career and supportive services provided prior to, or concurrently with, the transitional job activity.

Transitional jobs should be designed to provide a participant with time-limited work experiences to help him/her establish a work history, achieve success in the workplace, and develop the skills needed to obtain and retain unsubsidized employment.

### **PARTICIPANT ELIGIBILITY REQUIREMENTS**

In addition to meeting general eligibility requirements for the WIOA program and being unemployed at the date of application to the WIOA program, the participant must also have: (1) one or more barriers to employment; and (2) be chronically unemployed or have an inconsistent work history. These eligibility requirements must be documented in the participant file.

1. Barriers to Employment - For the purpose of participant eligibility for transitional job activities, barriers to employment include one or more of the following:

:

- Displaced homemakers;
- Low-income individuals;



- Indians, Alaska Natives, and Native Hawaiians;
  - Individuals with disabilities;
  - Older individuals (age 55 or older);
  - Ex-offenders;
  - Homeless individuals;
  - Youth who are in, adopted, or have aged out of the foster care system;
  - English language learners;
  - Individuals who have low levels of literacy;
  - Individuals facing substantial cultural barriers;
  - Eligible migrant and seasonal farmworkers;
  - Individuals within two years of exhausting lifetime TANF eligibility;
  - Single parents (including single pregnant women);
  - Long-term unemployed individuals (unemployed for 27 or more consecutive weeks);
  - and
2. Chronically Unemployed or Inconsistent Work History – For the purpose of participant eligibility for transitional job activities, individuals are considered to be chronically unemployed or to have an inconsistent work history when they meet one or more of the following criteria:
- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
  - Has been fired from a job within the 12 months prior to application
  - Has held three or more jobs in the 52 weeks prior to application
  - Is on parole or probation, or has been released from prison/jail within the 12 months prior to application
  - Has been unemployed for the 13 consecutive weeks prior to application
  - Has been unemployed for 15 or more of the 26 weeks prior to application

In addition to including documentation of an individual's eligibility under items 1 and 2 above, eligibility documentation will be attained to indicate the individual is eligible to participate in a transitional job activity during participation in the WIOA program.

Typically, one would not assume that a dislocated worker would be eligible for transitional job activities with respect to being chronically unemployed or have an inconsistent work history. Displaced homemakers and spouses of members of the Armed Force on active duty may, however, have a need for this service. While other categories of dislocated workers may meet the eligibility requirements and receive such services, it is anticipated that most individuals who participate in transitional job activities will be enrolled in the WIOA Adult program. AJCC staff should take extra care during the assessment and IEP development process to ensure that the rationale for participating in transitional job activities as a participant of the WIOA Dislocated Worker program is clearly outlined in the IEP and case notes.

### **EMPLOYER REQUIREMENTS**

Employers willing to work with participants in transitional job activities may be from the private for-profit sector, the private non-profit sector, or the public sector. As transitional jobs are structured to help participants achieve success in the workplace and develop the skills needed to obtain and retain unsubsidized employment, the employer must be able to provide supervision and appropriate feedback to the participant at regular intervals during the course of the activity.

Transitional jobs shall be developed, to the extent practicable, with an employer in an industry that is of interest to the participant. It is anticipated that most transitional jobs will be entry level positions, and the participant shall be paid minimum.

Employers must also be willing to participate in the required on-site monitoring visits conducted by ICWED and AJCC staff to evaluate the participant's performance.

There is no expectation that the employer will retain the participant at the completion of the transitional job. However, if the employer is interested in hiring the participant after the transitional job activity has been completed, and additional training is needed, an OJT may be developed that follows the requirements of ICWDB's OJT Policy.

### **PROVISION OF TRANSITIONAL JOB SERVICES**

Participants who are unemployed at the point of application, have a qualifying barrier to employment, and who are chronically unemployed or have an inconsistent work history may participate in transitional job activities.

All eligible participants must first undergo an appropriate assessment and develop an Individual Employment Plan (IEP) that includes the rationale for a transitional job, with the assistance of AJCC staff.

The transitional job must be accompanied by comprehensive career and supportive services delivered prior to, or concurrently with, the transitional job. Supportive service needs shall be determined during the assessment process, and the identified supportive service needs and how they will be delivered shall be outlined in the IEP.

The appropriate mix of career services shall also be outlined in the IEP and must include, at a minimum, at least one of the following individualized career services:

- Career Planning
- Group and/or Individual Counseling
- Short-term Prevocational Services (including soft skills training)
- Workforce Preparation Activities
- Financial Literacy Services
- Out-of-Area Job Search Assistance and Relocation Assistance
- English language acquisition and integrated education and training programs

Individualized career services may also be delivered upon completion of the transitional job activity, as long as one or more of the above are delivered prior to or during the transitional job.

### **COMPENSATION**

Participants enrolled in a Transitional Jobs shall be compensated an hourly wage not less than the State or local minimum wage, whichever is higher. All wage information must be reported to ICWED. Participants shall be paid only for the hours worked as documented on the participant's time sheet. Participants cannot be paid for lunch breaks, sick leave, vacation time, or a holiday recognized by the work site as a "paid holiday". Participants are not authorized to work overtime. Working hours should follow all state and local laws. A participants cannot opt-out of a break, as it is a violation of State labor laws.

## **DURATION**

Transitional Jobs occurs over a limited time period, which is not to exceed one (1) year. Eligible participants can participate in up to 500 hours of transitional job activities at either full-time (30 and 40 hours per week) part-time (less than 30 hours per week). Employers must offer participants a 20 hour work week minimum. The participant may be placed with more than one employer during the transitional job activity, but the total number of hours for all worksites may not exceed 500 hours,

An 8-week extension may be granted if the participant is an individual with a disability who requires more time to establish a sufficient work history and to develop employable skills, but the extension will not increase the maximum number of hours of transitional job activities. All extensions must be approved by the ICWED Program and Compliance Manager.

## **WORKSITE AGREEMENT**

ICWED requires a written, signed agreement between qualified employers, the participant and the Workforce Development Board prior to the start of work. These worksite agreements will be similar to those used for internships and other work-based learning activities where the participant is being paid and the employer providing the supervision for the participant is not the employer of record. The length of the agreement will vary per participant (full-time participants or part-time participants). Extensions must be approved by the ICWED Program and Compliance Manager. The length of an agreement cannot exceed one year.

## **MONITORING:**

ICWED is responsible for ensuring oversight of the WIOA Title I funded programs. Monitoring shall take place by means of on-site visits to America's Job Center of California and qualified employers. Site visits shall be performed at least once each calendar month during the transitional job period. All monitoring results must be documented in the participant's file. This on-site monitoring shall include not only an evaluation of soft skills, but an evaluation of occupational skills listed in the job description/training plan that is incorporated into the Worksite Agreement.

## **TRACKING AND REPORTING:**

All participants must be eligible and enrolled in WIOA (either the local adult or dislocated worker program or a discretionary grant), and any data about them that is required to be reported must be entered into the CALJOBS. Transitional Jobs participants may also be co-enrolled in other state-funded WIOA programs.

[Activity Code 321- Transitional Job](#) is to be used for all individuals receiving transitional job services.

## **ACTION:**

Please bring this policy to the attention of ICWDB, AJCC system staff and appropriate WIOA funded service providers and sub-recipients. This policy is effective immediately. All submitted forms are live documents and subject to change according to local, State, and Federal needs. Once the forms and exhibits pertaining to this policy are approved by the ICWDB, they will not require board approval if other changes occur, unless the change affects protocols. Should you have any questions, please feel free to contact ICWDB staff at (442) 265-4974, (442) 265-4959, (442) 265- 4955 or the Program and Compliance Manager (442) 265-4963.

### WIOA Populations with barriers to employment

Population	Definitions
Displaced Homemaker	<p>The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who meet meets definitions “a” and one of definitions “b” criteria:</p> <ul style="list-style-type: none"> <li>a. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and meets on of the following;</li> <li>b. Has been dependent on the income of another family member but is no longer supported by that income; <i>or</i> is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the family member.</li> </ul>
Low Income Individual	<p>The term “low-income individual” means an individual who-</p> <ul style="list-style-type: none"> <li>a. Receives, or is a member of a family that receives, cash payments under federal, state, or local income-based public assistance programs (SNAP, TANF, SSI);</li> <li>b. Received an income, or is a member of a family that received a total family income, for the six-month period prior to submitting an application for the program (exclusive of unemployment compensation, child support payments, public assistance, and old age and survivors insurance benefits received under Section 202 of the Social Security Act) that, in relation to family size does not exceed the higher of: <ul style="list-style-type: none"> <li>1. The poverty line, for an equivalent period, or</li> <li>2. Seventy percent of the Lower Living Standard income Level (LLSIL), for an equivalent period</li> </ul> </li> <li>c. Is a member of a household that receives food stamps, or has been determined to be eligible to receive food stamps within the six-month period prior to application);</li> <li>d. Qualifies as a homeless individual;</li> <li>e. Is a foster child on behalf of whom state or local government payments are made;</li> <li>f. Is an individual with a disability whose own income meets the requirements of a program described in (1) or (2), but who is a member of a family whose income does not meet such requirements.</li> </ul>
Indian, Alaska Native, and Native Hawaiian	<p>Defined in WIOA Section 166.</p> <p>(1) ALASKA NATIVE.—The term “Alaska Native” includes a Native and a descendant of a Native, as such terms are defined in subsections (b) and (r) of section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602(b), (r)).</p> <p>(2) INDIAN, INDIAN TRIBE, AND TRIBAL ORGANIZATION.—The terms “Indian”, “Indian tribe”, and “tribal organization” have the meanings given such terms in subsections (d), (e), and</p>

	<p>(l), respectively, of section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b).</p> <p>(3) NATIVE HAWAIIAN AND NATIVE HAWAIIAN ORGANIZATION.—The terms “Native Hawaiian” and “Native Hawaiian organization” have the meanings given such terms in section 7207 of the Native Hawaiian Education Act (20 U.S.C. 7517).</p>
Individual With a Disability	<p>An individual who:</p> <ol style="list-style-type: none"> <li>Has a physical or mental impairment that substantially limits one or more major life activities of such individual;</li> <li>Has a record of such an impairment; or</li> <li>Is regarded as having such an impairment.</li> </ol>
Older Individual	An individual who is age 55 or older.
Ex-Offender	<p>An adult or juvenile who:</p> <ol style="list-style-type: none"> <li>Is or has been subject to any stage of the criminal justice process and for whom workforce services may be beneficial;</li> <li>Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</li> </ol>
Homeless Individual	<p>An individual who lacks a fixed, regular, and adequate nighttime residence including:</p> <ol style="list-style-type: none"> <li>Sharing housing with others due to loss of housing, economic hardship, etc.;</li> <li>Living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;</li> <li>Is living in an emergency or transitional shelter;</li> <li>Is abandoned in a hospital;</li> <li>Is awaiting foster care placement; or</li> <li>Primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.</li> </ol>
Youth who is in, or has aged out of the, the foster care system	<p>An individual who:</p> <ol style="list-style-type: none"> <li>Is in the foster care system;</li> <li>Has aged out of the foster care system;</li> <li>Has attained age 16 and left foster care for kinship guardianship or adoption;</li> <li>Is a child eligible for assistance under the John H. Chagee Foster Care Independence Program; or</li> <li>Is in an out-of-home placement.</li> </ol>
Individual who is an English Language Learner	An individual who has limited ability reading, writing, speaking, or comprehending the English language and whose native language is a language other than English or lives in a family or community environment where a language other than English is the dominant language.
Individuals who have low	An individual who is unable to read, write or speak English at a level necessary to

levels of literacy	function on the job, or in the individual's family, or in society.
Individuals facing substantial cultural barriers	An individual who perceives themselves as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment.
Eligible migrant and seasonal farmworkers	An individual who is employed, or was employed for the last 12 months in farm work of a seasonal or temporary nature, including those whose agricultural labor requires travel to a job site such that they are unable to travel to a permanent place of residence in the same day.
Individuals within two years of exhausting lifetime TANF eligibility	Recipients of CALWORKS/TANF cash assistance who have received 24 months of more of their maximum 48 months of lifetime cash benefit payments.
Single or Pregnant Parent	An individual, who is either single, separated divorced, or widowed and who has the primary responsibility for one or more dependent children under the age of 18 or a dependent (including a single pregnant woman).
Long term Unemployed Individual	An individual who is currently unemployed and has been unemployed for the last 27 weeks, consecutively.



<p style="text-align: center;"><b>Imperial County Workforce Development Board</b> <b>Action Agenda Item 11</b></p>
--

**MEETING DATE:** May 24, 2023

**ITEM:** 11

**SUBJECT:** Discussion/Action to approve and submit the Application for  
Local Area Subsequent Designation and Local Board  
Recertification for Program Year 2023-25

**FROM:**  
Priscilla Lopez, ICWEDO Director

**RECOMMENDATION:**

ICWED Director recommends to approve and submit the Application for Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25.

**BACKGROUND:**

Per Workforce Services Directive 22-14, Local Area Subsequent Designation and Local Board Recertification PY 23-25, WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification.

Subsequent Designation and Recertification of Local Boards will be effective July 1, 2023 for a two-year period, ending June 30, 2025.

**FISCAL IMPACT:**

None

**Local Area Subsequent Designation  
and  
Local Board Recertification Application  
for  
Program Year 2023-25**

**Local Workforce Development Area**

---

Imperial County

## Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, May 26, 2023, to the CWDB at [PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov).

ImperialCounty

Name of Local Area

2799 S. 4<sup>th</sup> Street

Mailing Address

El Centro, CA 92243

City, State, ZIP

May 24, 2023

Date of Submission

Priscilla Lopez, Director

Contact Person

442-265-4968

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members.

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

**Category: Business** – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Representatives of businesses, including small businesses or business organizations; and
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board's business members and identify the chairperson by typing CHAIR after their name:

### Local Board Business Members

Name	Title	Entity	Appointment Date	Term End Date
Jason Jackson/ <b>CHAIR</b>	President & CEO	Southwest Security	July 1, 2018	June 30, 2021
Timothy Kelley	President & CEO	Imperial Valley Economic Development Corporation	July 1, 2018	June 30, 2021
Eric Freeman	Financial Representative	Northwestern Mutual	July 1, 2018	June 30, 2021
Mark Gran	Community Relations Manager	CAEnergy	July 1, 2018	June 30, 2021
Cesar Rodriquez	President	Artic Air	July 1, 2018	June 30, 2021
Robert Rubio	President	Imperial Printers	July 1, 2018	June 30, 2021
Elvira Anaya	Regional Director	Center for Employment Training	July 1, 2018	June 30, 2021

**Category: Labor** – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

*California Unemployment Insurance Code (CUIC) Section 14202(b)(1)* further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

#### **Local Board Labor Members**

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
Daniel Machain	Program Coordinator	IBEW 569	July 1, 2018	June 30, 2021
Ruth Duarte	Business Agent	Teamsters Local Union 542	July 1, 2018	June 30, 2021
Elvira Anaya	Regional Director	Center for Employment Training	July 1, 2018	June 30, 2021
Edwin Obergfell	Superintendent	Imperial Valley Regional Occupational Program	July 1, 2018	June 30, 2021

**Category: Education** – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers.
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board's education members:

**Local Board Education Members**

Name	Title	Entity	Appointment Date	Term End Date
Darrell Pechtl	Administrator	Central Union Adult School	July 1, 2018	June 30, 2021
Efrain Silva	Dean of Economic & Workforce Development	Imperial Valley College	July 1, 2018	June 30, 2021
Edwin Obergfell	Superintendent	Imperial Valley Regional Occupational Program	July 1, 2018	June 30, 2021

**Category: Economic and Community Development** – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state's employment service office under the Wagner-Peyser Act.
- Programs carried out under Title I of the federal Rehabilitation Act.

A Local Board may have representatives from transportation, housing and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board's economic and community development members:



## Local Board Economic and Community Development Members

Name	Title	Entity	Appointment Date	Term End Date
Timothy Kelley	President & CEO	Imperial Valley Economic Development Corporation	July 1, 2018	June 30, 2021
Annie Taamilo	Regional Manager	Employment Development Department	July 1, 2018	June 30, 2021
Nicolas Jimenez	Staff Services Manager	Department of Rehabilitation	July 1, 2018	June 30, 2021

## Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 **or** PY 21-22, as described in Workforce Services Directive WSD20-02, *Calculating Local Area Performance and Nonperformance* (September 18, 2020), for the following primary indicators of performance:

- Employment Rate 2<sup>nd</sup> Quarter After Exit
- Median Earnings

**Note: Please report your “performance score” rather than the “adjusted level of performance.”**

## PY 20-21 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>101.0%</u>	<u>104.6%</u>
Median Earnings 2 <sup>nd</sup> Quarter After Exit	<u>\$7,410</u>	<u>\$7,065</u>

## PY 20-21 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2 <sup>nd</sup> Quarter after Exit	<u>94.3%</u>

Median Earnings	\$ <u>2,254</u>

#### PY 21-22 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 <sup>nd</sup> Quarter After Exit	____%	____%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$____	\$____

#### PY 21-22 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2 <sup>nd</sup> Quarter after Exit	____%
Median Earnings	\$____

#### Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation: ☒

## Engaged in Regional Planning

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Southern Border Region (SBR) comprises Imperial and San Diego counties. SBR's two workforce development boards, San Diego Workforce Partnership (SDWP) and Imperial County Workforce Development Board (ICWDB), work together to create workforce development solutions that meet business and job seeker needs within the area. The SBR Plan for PY21-24 was informed by research and community input, lays out a collective sector strategy which guides SBR's investments and activities. To ensure community and stakeholders input was captured, SBR PY 2021-2024 Regional Plan stakeholder engagement meetings were held on December 14, 2022, and January 6, 2023 to discuss and acquire feedback on the following planning topics:

- Fostering Demand-Driven Skills Attainment
- Enabling Upward Mobility for All Californians
- Aligning, Coordinating and Integrating Programs/Services

Community members, participants, partners, employers, CBOs and government partners from both San Diego and Imperial County participated in these stakeholder meetings.

The SBR Two-Year Modification was submitted to the state on March 29, 2023.

In January and February 2023, ICWDB Director participated in Regional Plan Update meetings and discussions facilitated by the SDWP. Additionally, on September 15, 2022, ICWDB Director participated with SDWP in planning and negotiating regional performance measures.

## Local Area Assurances

Through PY 23-25, the Local Area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).

- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

D. The Local Area will select the America's Job Center of California<sup>SM</sup> operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.

F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

## Application Signature Page

**Instructions** – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

---

Signature

---

Signature

---

Name

---

Name

---

Title

---

Title

---

Date

---

Date



MEMBER NAME			ORGANIZATION/COMPANY	Business	Education	Labor	CBO	EcDev	Partner	Other
1	Anaya	Elvira	Center for Employment Training	1			1			
2	Duarte	Ruth	Teamsters Local 542			1				
3	Freeman	Eric	Northwestern Mutual	1						
4	Gran	Mark	CalEnergy	1						
5	Jackson	Jason	Southwest Security Services	1						
6	Jimenez	Nicolas	Department of Rehabilitation				1		1	
7	Kelley	Timothy	IV Economic Development Corp.	1				1		
8	Machain	Daniel	IBEW Local 569			1				
9	Obergfell	Edwin	Imperial Valley Regional Occupational Program		1		1			
10	Pectchl	Darrel	Central Union High School District		1				1	
11	Rodriguez	Cesar	Arctic Air	1						
12	Rubio	Robert	Imperial Printers	1						
13	Silva	Efrain	Imperial Valley College		1				1	
14	Taamilo	Annie	Employment Development Department						1	
				7	3	2	3	1	4	0
				Business	Education	Labor	CBO	Ec Dev	Partner	Other

5-May-23

<p style="text-align: center;"><b>Imperial County Workforce Development Board Action Agenda Item 12</b></p>
---

**MEETING DATE:** May 24, 2023

**ITEM:** 12

**SUBJECT:** Discussion/Action to develop and approve the nomination  
slate of officers for Program Year 2023-2024

**FROM:** Priscilla Lopez, ICWED Director

**RECOMMENDATION:**

In accordance with ICWDB BYLAWS Section 8.3 *Nomination of Officers*, ICWED Director makes the recommendation that the incumbent ICWDB officers develop a slate of nominees to fill the ICWDB offices for the next business year.

**BACKGROUND:**

ICWDB BYLAWS *Article VIII Officers*, Section 8.3 *Nomination of Officers* states, "Prior to the last WDB meeting of each Business Year, the incumbent officers shall develop a slate of nominees to fill the WDB offices for the succeeding Business Year."

**FISCAL IMPACT:**

No Fiscal Impact