



Business and Planning Committee

Thursday, May 9, 2024

1550 W. Main Street

El Centro, CA 92243

12:00 p.m.

Business and Planning 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 Committee’s 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. January 11, 2024.....p 2-3

ACTION AGENDA

- 4. Discussion/Action to approve the submission of WIOA Waiver Application – Transitional Jobs upon release of EDD Directive on Waiver Guidance.....p 4-8
- 5. Discussion/Action to approve the submission of WIOA Waiver Application – On-the-Job-Training upon release of EDD Directive on Waiver Guidance.....p 9-12

INFORMATIONAL AGENDA

- 6. Public Comment: *This is an opportunity for members of the public to address the Committee on any subject matter within the 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 Business and Planning Committee Chair. When addressing the Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*
- 7. Business Services Report
- 8. Committee Member Reports
- 9. Meeting adjournment



Next Business and Planning Committee Meeting, Thursday, July 11, 2024, at 12:00 p.m.

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



MINUTES
MEETING OF THE
WORKFORCE DEVELOPMENT BOARD
BUSINESS AND PLANNING COMMITTEE

January 11, 2024
12:00 P.M.

MEMBERS PRESENT: Mark Gran, Timothy Kelley, Alma Silva, and Shelby Trim

ABSENT: Jason Jackson

STAFF: Jeff Burquist, Priscilla Lopez, and Francisca German

AGENDA ITEMS

1. Call to order:

The meeting called to order by ICWDB Committee Chair Mr. Gran at 12:04 p.m. with quorum present.

- 3. Approval of Minutes for March 23, 2023: MOTION** by Mr. Kelley, Second by Mr. Gran, to approve minutes for March 23, 2023. Opposed: None. Abstained: None. Motion carried.

DISCUSSION/ACTION AGENDA

None

INFORMATIONAL AGENDA

4. Public Comments:

Mr. Kelley spoke on Chairman Freeman's request to digitize the program process, future meetings by zoom, S.E.R.F project and grant funds/usage.

5. Report on recent Business Services initiatives and activities:

Mr. Burquist reported on effort done with Valley Lithium Project – Community Forum and the release with timeline of the Request for Proposals (RFP) for the Lithium Valley Workforce and Economic Needs Assessment.

Director Lopez provided an update of the mobile job center.

6. Business Services Report:

Mr. Lopez reported on the second job fair for Jacumba Hot Springs scheduled to happen in the month of January, mentioned current work done for the OJTs program in Calexico and at Viejas Casino, and mentioned future job fairs recruitments.

7. Committee Member Reports:

Mr. Kelley provided updates on OJTs with IVEDC, reported the annual dinner is coming up.

Mr. Lopez provided an update on WEX program.

Mr. Burquist reported the Partner Alliance will be held on January 29th; meeting details would be sent out closer to the meeting date.

ADJOURNMENT

8. The meeting adjourned at 12:45 p.m. The next regularly scheduled meeting date for March 11, 2024.

**Imperial County Workforce Development Board
Business and Planning Committee
Action Agenda Item 4**

MEETING DATE: May 9, 2024

ITEM: 4

SUBJECT: Discussion/Action to approve the submission of WIOA Waiver Application – Transitional Jobs upon release of EDD Directive on Waiver Guidance

FROM: Priscilla A. Lopez, ICWEDO Director

RECOMMENDATION:

ICWEDO Director recommends to approve submission of WIOA Waiver Application – Transitional Jobs upon release of EDD Directive on Waiver Guidance

BACKGROUND:

On December 14, 2022, this committee reviewed and approved a WIOA Transitional Jobs (TJ) Policy in an effort to provide time-limited work experience, which is wage-paid and is in the public, private, or non-profit sectors for individuals with barriers to employment who are chronically unemployed or have inconsistent work history. TJs are viewed as a tool for encouraging employers to hire new employees, especially individuals with barriers to employment to meet local labor market demand. The approval of the TJ Policy was the first step to begin allowing America’s Job Centers (AJCs) in Imperial County to enroll participants as TJs rather than Work Experience, to enable those training expenditures to count toward the WIOA mandated 30% training expenditure requirement as outline in *Workforce Services Directive 18-10 WIOA Training Expenditure Requirement*. Under WIOA Section 134(d)(5), a Local Board may use up to 10 percent of their combined WIOA Title I Adult and Dislocated Worker formula funds for the provision of TJs.

Starting PY23-24, AJCs began implementing the Transitional Jobs Policy and enrolled eligible participants interested in receiving paid work experience’s as Transitional Job Participants. As of April 30, 2024, a total of 41 participants have been enrolled in the training activity.

In previous years, the Employment Development Department (EDD) has released Waivers to provide Local Boards additional flexibility when assisting individuals from the most vulnerable populations and with high barriers to employment, as part of the California Unified Strategic Workforce Development Plan.

The EDD released Draft Directive WSDD-252 WIOA Waiver Guidance on December 30, 2023, and a final draft is expected to be released soon given the time urgency. Within the draft, Waiver of WIOA Section 134(d)(5) allows up to 30 percent of WIOA Title I Adult and Dislocated Worker (DW) local formula funds to be used to provide transitional jobs. Utilizing this waiver would provide additional assistance to local employers who may need to hire additional employees to adjust and meet new service standards and operating procedures.

With the implementation of the TJ training in PY23-24, it is being recommended that the Imperial County Workforce Development Board submit a WIOA Waiver application for Transitional Jobs requesting to use up to 30 percent of Adult and DW funds to expand program offering in the county for PY24-25.

FISCAL IMPACT:

If approved, up to 30 percent of Adult and Dislocated Worker formula funds may be allocated towards TJ training activities in PY24-25.

WIOA Waiver Application – Transitional Jobs

Workforce Innovation and Opportunity Act (WIOA) Section 134(d)(5) and Section 189(h)(i)(3): Waiver to allow up to 30 percent of adult and dislocated worker funds to be spent on transitional jobs.

In order to comply with DOL requirements, applications must be completed every year the waiver is in effect.

LOCAL WORKFORCE DEVELOPMENT BOARD (LOCAL BOARD) INFORMATION

Local Board: [Imperial County Workforce Development Board \(ICWDB\)](#)

Contact Name, Title: [Priscilla Lopez, Director](#)

Contact Phone Number: [442-265-4968](#)

Contact Email: PriscillaLopez@co.imperial.ca.us

APPLICATION

1. Provide a justification for this waiver request as a separate attachment to this application, answering the following:

- Explain why the current 10 percent cap is too restricting and/or inhibits service delivery.
- A challenge Imperial County continuously faces is a shortage of service providers in the area offering training programs that counts towards meeting the 30 percent minimum training expenditure requirement. The 10 percent cap that local areas may use of their combined total of Adult and Dislocated Worker formula funds for Transitional Jobs limits Imperial County's offering of this effective training program beneficial for both job seekers and employers.
- Demonstrate how using this waiver aligns with your Regional and Local Plans. During the development of Imperial County's PY2021-2024 Local Plan and Biennial Modification, discussions were held at public forums to address the needs of the county's workforce development system. Based on these discussions, several topics were identified that warranted further exploration, development, and enhancement. Particularly, developing strategies that directly target the needs of small businesses. Strategies that address support for hiring, onboarding, and training new staff, along with the upskilling needs of current employees. Additionally, expanding the availability of "soft skills" training for workers and creating a unified strategy to teach job applicants how to market their "work appropriate" attitudes and behaviors to businesses seeking qualified candidates for employment.

ICWDB recognizes Transitional Jobs is a proven tool that encourages and incentivizes employers to hire new employees, specifically individuals with barriers to employment, to meet local employment demands and expectations of businesses in the area.

2. What are the current numbers and percentages of all adult and dislocated worker participants using transitional jobs for Program Year (PY) 2022-23?

WIOA Waiver Application – Transitional Jobs

Workforce Innovation and Opportunity Act (WIOA) Section 134(d)(5) and Section 189(h)(i)(3): Waiver to allow up to 30 percent of adult and dislocated worker funds to be spent on transitional jobs.

In order to comply with DOL requirements, applications must be completed every year the waiver is in effect.

With Imperial County beginning to provide Transitional Jobs at the start of PY 23-24, the numbers and percentages below are from PY 23-24 as of April 30, 2024.

Adult

Number of participants: 37

Percentage of participants: Pending

Dislocated Worker

Number of participants: 4

Percentage of participants: Pending

3. What number and percentage increase in transitional job placement do you anticipate in PY 24-25 by using this waiver?

Adult

Number of participants: 55

Percentage of participants: Pending

Dislocated Worker

Number of participants: 6

Percentage of participants: Pending

4. How do you anticipate this waiver will impact your participants, community, and service delivery?

Increasing the cap to 30 percent would enable Imperial County to expand on this program offered through the network of America's Job Centers. As a result, more businesses would be able to take advantage of the program and more job seekers would be provided vital work experience.

I request a waiver to allow up to 30 percent of adult and dislocated worker formula funds to be spent on transitional jobs for participants.

Local Board Executive Director Name: Click here to enter text.

Local Board Executive Director Signature:

WIOA Waiver Application – Transitional Jobs

Workforce Innovation and Opportunity Act (WIOA) Section 134(d)(5) and Section 189(h)(i)(3): Waiver to allow up to 30 percent of adult and dislocated worker funds to be spent on transitional jobs.

In order to comply with DOL requirements, applications must be completed every year the waiver is in effect.

Date: Click here to enter text.

Submit Waiver Request to PolicyUnit@cwdb.ca.gov

Subject Line: "WIOA Waiver Request Application"

**Imperial County Workforce Development Board
Business and Planning Committee
Action Agenda Item 5**

MEETING DATE: May 9, 2024

ITEM: 5

SUBJECT: Discussion/Action to approve the submission of WIOA Waiver Application – On-the-Job-Training upon release of EDD Directive on Waiver Guidance

FROM: Priscilla A. Lopez, ICWEDO Director

RECOMMENDATION:

ICWEDO Director recommends to approve submission of WIOA Waiver Application – On-the-Job Training upon release of EDD Directive on Waiver Guidance

BACKGROUND:

The previous two program years, the Employment Development Department (EDD) has released Waivers to allow for more flexibility in assisting businesses by increasing reimbursement of On-the-Job Training (OJT) costs from 75% to 90% for businesses with 50 or few employees. The ICWDB submitted applications requesting approval for both PY22-23 and PY23-24, which were subsequently approved by the EDD.

The EDD released Draft Directive WSDD-252 WIOA Waiver Guidance on December 30, 2023, and a final draft is expected to be released soon given the time urgency. Within the draft, Waiver of WIOA Section 134(c)(3)(H)(i) allows up to 90% reimbursement of OJT costs for businesses with 50 or fewer employees.

It is being recommended that the Imperial County Workforce Development Board (ICWDB) submit applications once final guidelines are released by EDD. If approved, the waiver would provide additional relief and cost savings to small businesses that may be more risk-averse when it comes to hiring and training new employees.

FISCAL IMPACT:

If approved, up to 90% reimbursement of OJT costs for businesses with 50 or fewer employees.

WIOA Waiver Application – On-The-Job-Training

Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(H)(i) and Section 189(g): Waiver to allow a reimbursement of up to 90 percent of on-the-job (OJT) training costs for *small businesses with 50 or fewer employees* (referred to as small business hereinafter).

In order to comply with DOL requirements, applications must be completed for every year the waiver is in effect.

LOCAL WORKFORCE DEVELOPMENT BOARD (LOCAL BOARD) INFORMATION

Local Board: [Imperial County Workforce Development Board](#)

Contact Name and Title: [Priscilla Lopez](#)

Contact Phone Number: [442-265-4968](#)

Contact Email: PriscillaLopez@co.imperial.ca.us

APPLICATION

1. Provide a justification for this waiver request as a separate attachment to this application, answering the following:

Explain how the use of this waiver will align with your Regional and Local Plans.

[This waiver aligns perfectly with our regional local plans by addressing local needs of employers. Imperial County’s and the Southern Border Regional Plans have identified needs to support small businesses in hiring and retaining skilled workers. By increasing the reimbursement rate for OJT, we can better serve employers in building their own trained workforce while reducing their direct costs. As a result, the small businesses utilizing this training program will be able to invest the cost savings in other areas of their business or hire more employees increasing productivity, innovation, and competitiveness.](#)

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2. What are the current numbers and percentages of all adult and dislocated worker participants using OJT placements with small businesses for Program Year (PY) 2022-23?

Adult

Number of participants: [43](#)

Percentage of participants: [Pending](#)

Dislocated Worker

Number of participants: [1](#)

Percentage of participants: [Pending](#)

3. What number and percentage *increase* do you anticipate by using this waiver for all adult and dislocated worker participants using OJT placements with small businesses for PY 2024-25?

WIOA Waiver Application – On-The-Job-Training

Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(H)(i) and Section 189(g): Waiver to allow a reimbursement of up to 90 percent of on-the-job (OJT) training costs for *small businesses with 50 or fewer employees* (referred to as small business hereinafter).

In order to comply with DOL requirements, applications must be completed for every year the waiver is in effect.

Adult

Number of participants: 48

Percentage of participants: Pending

Dislocated Worker

Number of participants: 2

Percentage of participants: Pending

4. How will you ensure this waiver is being used for small businesses 50 or fewer employees? (e.g., validate employer account number, verify with Dun & Bradstreet Corp, etc.)

A significant number of Imperial County businesses are composed of 50 employees or less. According to Lighthouse Labor Market Information (LMI), approximately 97% of employers in the county are considered Small Businesses with 50 or fewer employees.

1 to 4 employees: 32.5% (1,420 businesses)

5 to 9 employees: 30.8% (1,345 businesses)

10 to 19 employees: 21.4% (934 businesses)

20 to 49 employees: 12.4% (542 businesses)

The Imperial County Workforce Development Board, with the assistance of the Imperial County Workforce and Economic Development Business team, will use EDD LMI and other means to verify employer size that are utilizing the program ensuring they do not exceed the 50 employee cap.

5. How do you anticipate this waiver will impact your participants, community, and service delivery?

An increased reimbursement rate of the OJT Program will further incentivize employers in using the program. With more business participation, small businesses will be encouraged to hire and train new employees with limited or no work experience. This

WIOA Waiver Application – On-The-Job-Training

Workforce Innovation and Opportunity Act (WIOA) Section 134(c)(3)(H)(i) and Section 189(g): Waiver to allow a reimbursement of up to 90 percent of on-the-job (OJT) training costs for *small businesses with 50 or fewer employees* (referred to as small business hereinafter).

In order to comply with DOL requirements, applications must be completed for every year the waiver is in effect.

addresses their hiring needs and allows them to build a pipeline of skilled talent for their growth. Additionally, this will create more employment pathways for jobseekers.

I request a waiver to reimburse up to 90 percent of OJT training costs for businesses with 50 or fewer employees.

Local Board Executive Director Name: [Priscilla Lopez](#)

Local Board Executive Director Signature:

Date: Click here to enter text.

Submit Waiver Request to PolicyUnit@cwdb.ca.gov

Subject Line: "WIOA Waiver Request Application"