

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Alliance Worknet

BOARD AGENDA #: B-9

AGENDA DATE: April 5, 2016

**SUBJECT:**

Approval to Initiate Actions Associated with the Workforce Innovation and Opportunity Act Including the Dissolution of the Workforce Investment Board; Establishment and Recruitment of a New Workforce Development Board; Issuance of a Request for Proposals for One Stop Operator, Business and Career Services; Approval of a Reduction-In-Force for Six Full-Time Positions in the Alliance Worknet and Related Actions

**BOARD ACTION AS FOLLOWS:**

**No.** 2016-171

On motion of Supervisor O'Brien, **Seconded by Supervisor** Withrow  
and approved by the following vote,

**Ayes: Supervisors:** O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

**Noes: Supervisors:** None

**Excused or Absent: Supervisors:** None

**Abstaining: Supervisor:** None

1)  **Approved as recommended**

2)  **Denied**

3)  **Approved as amended**

4)  **Other:**

**MOTION:**

ATTEST: Elizabeth A. King  
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No. BD-88-1  
BD-76-6

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Alliance Worknet

Urgent

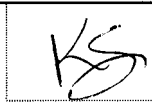
Routine

BOARD AGENDA #:           B-9          

AGENDA DATE: April 5, 2016

CEO CONCURRENCE: *pkc*

4/5 Vote Required: Yes  No



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**SUBJECT:**

Approval to Initiate Actions Associated with the Workforce Innovation and Opportunity Act Including the Dissolution of the Workforce Investment Board; Establishment and Recruitment of a New Workforce Development Board; Issuance of a Request for Proposals for One Stop Operator, Business and Career Services; Approval of a Reduction-In-Force for Six Full-Time Positions in the Alliance Worknet and Related Actions

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**STAFF RECOMMENDATIONS:**

1. Authorize the Chairman of the Board of Supervisors to dissolve the current Workforce Investment Board and all subcommittees and terminate any and all extant agreements or contracts with the Stanislaus County Business Alliance as of June 30, 2016.
2. Authorize the formation of a new Workforce Development Board that will satisfy the requirements of the Workforce Innovation and Opportunity Act.
3. Approve bylaws for the Workforce Development Board which will allow the new Board to function as of July 1, 2016.
4. Authorize the Chief Executive Officer and Director of Alliance Worknet to begin recruitment for the new Workforce Development Board and direct staff to post Workforce Development Board vacancies.
5. Authorize the Purchasing Agent, on behalf of Alliance Worknet, to issue a Request for Proposals (RFP) for One-Stop Operator, Business and Career Services in accordance with the provisions of Workforce Innovation and Opportunity Act for adults, dislocated workers and youth that will best serve the needs of job seekers and businesses in Stanislaus County.
6. Approve the Reduction-In-Force of six full-time positions in the Alliance Worknet budget unit as outlined in the Staffing Impacts section of this report effective July 18, 2016.
7. Amend the Salary and Position Allocation Resolution to reflect the changes as outlined in the Staffing Impacts section of this report effective July 18, 2016.

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**DISCUSSION:**

The Alliance Worknet is governed primarily by the Workforce Innovation and Opportunity Act (WIOA), which was signed into law by President Obama in July of 2014 and went into effect on January 1, 2015. The new act represents the first legislative reform of the public workforce system in over 15 years and promises to change how employment and workforce development services will be delivered for years to come. WIOA mandates a variety of workforce development partnerships that will streamline service delivery and improve employment opportunities and outcomes, particularly for the County's most vulnerable populations. It streamlines and strengthens Workforce Development Boards (WDB), specifically mandating the competitive procurement of one or more One-Stop Operators in the open market. Therefore, Stanislaus County must procure One-Stop Operator Services, Career Services (currently in draft regulations), Business Services, and Youth Services according to a timetable established by the Federal Department of Labor and the State Employment Development Department (EDD). The County must be in full compliance with these changes by July 1, 2017.

Since 2002, the Stanislaus Economic Development and Workforce Alliance (The Alliance) has been operating under a Memorandum of Understanding (MOU) with Stanislaus County with a goal of better coordinating economic and workforce development activities. Within three years of establishing The Alliance, the County Department of Employment and Training was renamed to Alliance Worknet to further strengthen the tie between the two organizations. Since then, The Alliance and Alliance Worknet have cooperatively provided economic and workforce development services. In 2014, the County Board of Supervisors authorized the renaming of the Stanislaus Economic Development and Workforce Alliance to the Stanislaus Business Alliance, also known as The Alliance. The Alliance received Workforce Investment Act (WIA) and now WIOA funds to deliver business services mandated under the provisions of both acts. By agreement, the Alliance Worknet Director reports to the Chief Executive Officer (CEO) of The Alliance and the CEO of the County. Alliance Worknet staff augment The Alliance in providing business services to the community and fulfilling Workforce Investment Board and all subcommittees administrative duties.

In June 2015, the Board of Supervisors approved the submission to the State Employment Development Department (EDD) of the application for "Initial Area Designation" of the existing Stanislaus County Workforce Development Area and initial certification of the Workforce Development Board (previously known as the Workforce Investment Board and all subcommittees under WIA). This was done in anticipation of further guidelines from Federal and State lawmakers expected to reach local areas late in 2015. Based on the provisions of the newly received WIOA implementation guidelines, Alliance Worknet and The Alliance brought an agenda item to the Workforce Investment Board (WIB) on January 13, 2016 asking for approval to procure WIOA One-Stop Operator, Career Services, and Business Services. Youth services were already being procured on an annual basis and will continue to be

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procured under Workforce Innovation and Opportunity Act. With the approval at that January meeting, the WIB Executive Committee adopted a new organizational model which makes the current Memorandum of Understanding (MOU), implemented in 2002, obsolete. As a result, the WIB Executive Committee decided that the existing MOU would terminate as of June 30, 2016. In order to provide a seamless delivery of services to the County's workforce clients and participants, and in order to smoothly transition workforce development responsibilities away from The Alliance, a new WDB must become functional by July 1, 2016.

An important consideration in the ongoing WIOA transition process is the relationship of Alliance Worknet to the Community Services Agency (CSA) and specifically the Welfare to Work (WtW) program. For nearly 20 years, Alliance Worknet has contracted with CSA to provide services to their CalWORKS customers participating in WtW activities. While the WIOA program is undergoing major changes as outlined above, Alliance Worknet will continue to provide a variety of employment services for CSA's WtW population including Job Readiness, Community Service, and the Subsidized Employment Program, which allow CSA WtW customers to receive hands on employment experience at no cost to employers.

#### ***Dissolution of the Current Workforce Investment Board and all Subcommittees***

Shortly after learning of the implications of the WIOA, Alliance Worknet sought specialized legal counsel to advise the County on how to establish a new WDB which would meet all the requirements of WIOA. Alliance Worknet further sought guidance on developing new bylaws which will clarify the role and relationship of the WDB to the County. Alliance Worknet, in close coordination with the Chief Executive Office, will be following the recommended legal process to achieve a new, high functioning WDB with appropriate administrative support by the Alliance Worknet. This process consists of creating a new WDB, creating new bylaws for the Board and defining the roles and duties of the supporting staff to the new WDB which would be provided by the County to the WDB.

#### ***A Phased Approach to Procurement of Services***

WIOA requires Local Workforce Development Areas to procure Business, Career (currently in draft regulations), and One-Stop Operator Services, and be fully operational by July 1, 2017. In order to thoughtfully implement these major changes by the deadline, Alliance Worknet is proposing a phased implementation. By using a phased approach, Alliance Worknet will insure that final regulations are reviewed and analyzed and both the County and the future vendor(s) have a high probability for successfully implementing the new service delivery system. A phased approach will also assist in placing County staff into other departments in same or similar classifications, minimizing the impact to our valued current employees.

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On January 13, 2016 the Executive Committee voted to dissolve the current WIB and all subcommittees, effectively separating economic and workforce development activities. As a result, Business Services must also be procured as part of the on-going implementation of WIOA. The following schedule identifies anticipated procurement dates for the various services required:

<b>RFP</b>	<b>Estimated Release Date</b>	<b>Estimated Award Date</b>
Business Services	May 2016	July 8, 2016
One-Stop Operations	November 2016	February 2017
Career Services	November 2016	February 2017
Youth Services	November 2016	February 2017

As seen by the chart above, Alliance Worknet will use a phased timetable to procure the services required by WIOA. A Request for Proposals (RFP) for Business Services will be released in May 2016. One-Stop Operator, Career Services for adults, dislocated workers and youth will follow in November 2016. As part of the procurement process, Alliance Worknet will be working on an “onboarding plan” for each vendor awarded a contract in response to the RFP processes. The Department of Labor has released draft regulations on the topic of service delivery, performance measures and the procurement of career services. Using a phased approach will also allow Alliance Worknet staff to review and analyze draft regulations that may impact the implementation plan.

***The Transition to a New Workforce Development Board***

The Workforce Development Board of Stanislaus County will be a Board with a minimum of 19 members. This will be a business led public body whose members are appointed by the Board of Supervisors to oversee activities funded by the Workforce Innovation and Opportunity Act (WIOA). The WDB is responsible for shaping and strengthening local and regional workforce development efforts to support small, medium and large business job growth. The diversity of representatives brings a broad and varied perspective to setting policy direction for the local and regional workforce system. The WDB will provide policy direction, and a strategic vision for the following activities:

- Select qualified providers to deliver employment related services to adults, dislocated workers, youth, and business.
- Initiate workforce research and labor market analysis to inform the efforts of the WDB and other entities across the region.
- Convene regional stakeholders and forge collaborations among business, government, educational institutions, training providers, and community groups to further the goals of the workforce system.

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- Lead efforts to engage with a diverse range of employers to better align the skills of the workforce with employers' needs and to support employer utilization of the workforce development system.
- Develop career pathways within the local area by aligning employment, training, education, and supportive services, particularly for individuals with barriers to employment.
- Create and set measurable goals for a demand-driven workforce development system.

The size of the Workforce Development Board was established under WIOA with a minimum of 19 seats with representation from business, workforce, education and training, government, and economic development. The minimum make-up of the WDB is as follows;

<b>WDB Seats required under WIOA</b>	<b>Minimum Number of seats required</b>	<b>Term Appointment (years)</b>
<b>Business</b>	<b>10</b>	<b>2</b>
<b>Labor Organization (includes Joint Labor Management Apprenticeship Program)</b>	<b>4</b>	<b>4</b>
<b>Adult Education and Literacy</b>	<b>1</b>	<b>2</b>
<b>Higher Education</b>	<b>1</b>	<b>4</b>
<b>Economic and Community Development</b>	<b>1</b>	<b>2</b>
<b>State Employment Office/EDD</b>	<b>1</b>	<b>4</b>
<b>Vocational Rehabilitation</b>	<b>1</b>	<b>4</b>
<b>Other Representatives</b>	<b>At the Discretion of the Board</b>	<b>4</b>

All members of the Workforce Development Board will be required to attend and participate in a series of trainings that will cover the Workforce Innovation and Opportunity Act, workforce strategies, and the workforce landscape in the Central Valley. Initial term appointments will be for a 2 or 4 year period depending on the seat. Subsequently, the Workforce Development Board will meet once a quarter. The average time commitment for members is estimated to be three (3) hours per meeting. Participation at these meetings is required.

Alliance Worknet will work with the Chief Executive Office to recruit potential members and develop new bylaws (included) and policies for the new WDB. The Chief Executive Office and the Alliance Worknet will be using the County's existing Board application and board recruitment process. The goal set by the outgoing WIB for a new board to be established and functioning by July 1, 2016.

Outside Counsel was consulted regarding the most efficient way to indemnify the County from potential liabilities also known as 'misused or disallowed' WIOA funds by vendors. Under

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WIOA, chief local elected officials (for Stanislaus County, this is the Chairman of the Board of Supervisors) are statutorily liable for any misuse of grant funds allocated to the County under Title 1 of WIOA. This risk is a concern for any designated workforce development area which has the responsibility for operating or administering WIOA programs. There currently does not appear to be a legislative or regulatory mechanism that would allow Stanislaus County's Chairman of the Board to delegate or shift this fiscal liability. Because of this statutory liability, the Chief Executive Office and Alliance Worknet in consultation with County Counsel and outside counsel are proposing to establish the WDB as a County Board. The Alliance Worknet would remain in a fiduciary and programmatic audit or oversight function. While a 501(c)(3) status for the new WDB may add some indemnification of the County through current California laws pertaining to corporations and non-profits, it would place the auditing, administering and oversight of funds and vendors on the new WDB with ultimate fiscal liability on the County. The County is proposing to maintain oversight of the WIOA funds and programs, at this time. This would not prevent the County from approving or applying for non-profit status of the WDB in the future.

In order to prepare the new WDB for the duties and responsibilities of overseeing the Local Workforce Development Area and the Workforce System under the County, Alliance Worknet staff will develop informational briefings and charter documents to ensure successful startup of the new WDB. Alliance Worknet will work with the Chief Executive Office to clarify and articulate functions, duties and responsibilities of various board officers, members and staff. Working with County Chief Executive Office and outside counsel, Alliance Worknet will also draft appropriate agreements with service providers and partner agencies for review and approval by the new WDB when they convene in July 2016. Again, Alliance Worknet will remain in a role to audit and review expenditures which will assist in indemnifying the County against potential disallowed costs of the WIOA program by any prospective subcontractor or vendor of WIOA services. Alliance Worknet will ensure that all prospective contractors or vendors that receive WIOA funds spend and operate in compliance with all applicable federal, state and local laws and regulations. This will be a primary safeguard in preventing and protecting, to the greatest extent possible, the County from the risk of liability related to any potential disallowed costs.

During the transition process, Alliance Worknet will be releasing RFPs for WIOA services and using the County Reduction-In-Force process to place impacted staff at other County departments as described above.

Alliance Worknet will administer contracts with vendors and partners for both the WIOA and CSA's WtW programs. Alliance Worknet staff will be applying for potential grant funds which would then be utilized by contractor/vendors to perform WIOA required services. While the future of grant awards is unpredictable, Alliance Worknet has been successful in obtaining Federal and State level grants in the past and see this capacity as an important part of WIOA administration in the future.

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When the County terminates the MOU with The Alliance, The Alliance will no longer be performing administrative duties for the newly formed WDB; therefore, WIOA funding for business services activities to The Alliance will cease. Alliance Worknet staff will also no longer be augmenting The Alliance with staffing or WIOA funding. This will impact six full time positions at the Alliance Worknet.

***Staff Impacted by WIOA Related Changes and One-Stop Operator and Career Services Request For Proposals***

Alliance Worknet currently serves as the One-Stop Career Center Operator in Stanislaus County at sites in Modesto, Oakdale, and Patterson. Additionally, Alliance Worknet, in conjunction with CSA is beginning negotiations for a center in Turlock. One-Stop Career Centers offer public employment services such as resume writing assistance, labor market information, vocational training information, public internet access for job search purposes, peer networking and support classes, and intensive case management activities. There are 38 full-time positions performing these duties at the One-Stop Center sites in the County. These positions will be impacted in 2017 with the phased implementation approach. All Alliance Worknet staff have been informed of the potential changes to the One-Stop Center and Career Services program. These changes will be taking place in 2017 in order to provide ample time to allow the Department and Chief Executive Office to work with other County Departments in developing a transition process to provide the impacted employees alternative employment opportunities within the County.

**POLICY ISSUE:**

Alliance Worknet, as the administrative entity on behalf of Stanislaus County, will procure One-Stop Operator, Career Services, Business Services, and Youth Services as directed by the Federal Department of Labor and the EDD. If the County does not adhere to such requirements, Stanislaus County's WIOA funding could be placed in significant jeopardy.

**FISCAL IMPACT:**

In Fiscal Year 2015-2016, Federal funding for all WIOA activities is approximately \$7 million. Of this amount, approximately \$650,000 was budgeted for an MOU with The Alliance for other business related services, which will terminate on June 30, 2016 and all funding will cease. Business Services previously provided by The Alliance are estimated to cost \$600,000 beginning in Fiscal Year 2016-2017. After factoring in allowances for operations and maintenance, it is estimated the amount available for contracting Business Services will not exceed \$900,000.



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<b>Cost of recommended action:</b>		\$ 900,000
<b>Source(s) of Funding:</b>		
Workforce Innovation and Opportunity Act (WIOA)	\$ 900,000	
<b>Funding Total:</b>		<u>\$ 900,000</u>
<b>Net Cost to County General Fund</b>		<u>\$ -</u>

<b>Fiscal Year:</b>	2016-2017
<b>Budget Adjustment/Appropriations needed:</b>	No

**Fund Balance as of 1/1/2016** \$ 1,171,116

**BOARD OF SUPERVISORS' PRIORITY:**

The recommended action supports the Board of Supervisor's goals and priorities as follows:

A Strong Local Economy

The WDB oversees the local workforce system providing a variety of services to businesses and to job seekers within Stanislaus County to enhance local business profitability and improve opportunities for advancement in the local labor market.

Efficient Delivery of Public Services

WIOA mandates greater business involvement in the planning of local human capital development and incentivizes greater partner cooperation in the delivery of workforce development services with a goal of building a community, partnership-based service delivery system.

Effective Partnerships

Approval of the recommended actions allows the Alliance Worknet to deliver employment and training services as required by WIOA. WIOA requires strong partnerships across agencies that serve mutual clients, thus providing seamless services. Such agencies include the EDD, California Department of Rehabilitation, and local agencies providing educational services to adults under WIOA.

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**STAFFING IMPACT:**

The MOU with The Alliance will be terminated as of June 30, 2016 and the six full-time Alliance Worknet positions associated with the MOU will be deleted from the Alliance Worknet effective July 18, 2016. This timeframe of approximately two additional weeks will allow for continuity of operations as the new vendor transitions into place. One Family Services Supervisor and five Family Services Specialist III positions will be deleted. Currently, three of the six positions are vacant. One additional position will become vacant effective July 16, 2016 due to a confirmed retirement. Alliance Worknet and the County’s Chief Executive Office will be working to find positions in other County departments for the two impacted employees as the transition to vendor services takes place. All Alliance Worknet staff and the labor organization have been notified of the upcoming transition process and the potential impact on staffing.

The six Alliance Worknet positions to be impacted by the WIOA transition are depicted in the table below:

Alliance Worknet Recommend Changes to Salary and Position Allocation Resolution effective July 18, 2016					
Allocated Budget Unit	Position	Allocated Classification	Filled/ Vacant	Filled Classification	Recommendation
Alliance Worknet	2239	Family Services Supervisor	Vacant*	FSS	Delete position
Alliance Worknet	8617	Family Services Specialist III	Vacant	FSS III	Delete position
Alliance Worknet	6153	Family Services Specialist III	Vacant	FSS III	Delete position
Alliance Worknet	6569	Family Services Specialist III	Vacant**	FSS III	Delete position
Alliance Worknet	8235	Family Services Specialist III	Filled	FSS III	Delete position
Alliance Worknet	8622	Family Services Specialist III	Filled	FSS III	Delete position

\*One Family Services Supervisor resigned in February 2016 precluding the Reduction-In-Force.

\*\*Position will be vacant effective July 16, 2016 due to a confirmed retirement.

The Alliance Worknet currently procures all WIOA Youth Services, so no County staff positions will be impacted by Youth procurement.

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**CONTACT PERSON:**

Kristen Santos, Alliance Worknet Director  
Keith D. Boggs, Assistant Executive Officer

Telephone: 209-558-2113  
Telephone: 209-652-1514

**ATTACHMENT(S):**

By-Laws

**ATTACHMENT  
BY LAWS**

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE I  
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II  
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (the "WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 *et seq.*

**ARTICLE III  
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; and (v) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV  
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. The Board shall consist of no more than 25 members, consistent with the WIOA, as it may be amended from time to time, and the following requirements:

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

1. **Business Representatives.** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector.

2. **Labor Representatives.** No less than twenty percent (20%) of the members of the Board shall consist of representatives of labor organizations who have been nominated by local labor federations and (i) shall include at least one (1) representative, who is a member of a labor organization or a training director, from a joint labor-management apprenticeship program (if no such joint labor-management program exists in Stanislaus County, then the representative shall be a representative of an apprenticeship program within Stanislaus County, if such a program exists); (ii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iii) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

3. **Education/Training Representatives.** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which (i) shall include a representative of eligible providers administering adult education and literacy activities under title II of the WIOA; (ii) shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities; and (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

4. **Economic/Community Development Representatives.** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who (i) shall include a representative of economic and community development activities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County; (iv) may include representatives of agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving Stanislaus County.

5. **Other Representatives.** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with the WIOA. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of the Stanislaus County.

**ARTICLE V  
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of one (1) year. Officers shall be elected annually at a regular meeting of the Board.

The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to an employee of Stanislaus County as approved by the Board of Supervisors.

**ARTICLE VI  
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*), and the provisions of the California Public Records Act (Gov. Code § 6250 *et seq.*), as either or both may be amended from time to time.

**ARTICLE VII  
COMMITTEES**

The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out workforce development activities. Such standing committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

1. **One-Stop Operations.** A standing committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. **Youth Services.** A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.



**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

3. **Individuals with Disabilities.** A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. **Other Committees.** The Board may designate standing committees in addition to the standing committees specified above.

**ARTICLE VIII  
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with *Robert's Rules of Order* and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board.

**ARTICLE IX  
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board may be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X  
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 *et seq.*, as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Conflict of Interest Code, and annually shall file a Statement of Economic Interest as required under that Code.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE XI  
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.



Michael Rossi, Chair   ▪   Tim Rainey, Executive Director   ▪   Edmund G. Brown, Jr., Governor

July 25, 2016

Stanislaus Workforce Development Board  
Honorable Terrence Withrow, Chairman  
1010 10<sup>th</sup> Street, Suite 6500  
Modesto, CA 95354

2016 AUG - 9 A 10:58  
BOARD OF SUPERVISORS

SUBJECT: Application for Certification of Local Workforce Development Board (Local Board)

Dear Chairman Withrow,

The California Workforce Development Board (State Board) has received and carefully assessed your application requesting certification of the Local Board under the new federal Workforce Innovation and Opportunity Act (WIOA) and the California Unemployment Insurance Code.

This letter is to inform you that the Stanislaus Workforce Development Board met the eligibility requirements for certification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 15-13, dated January 22, 2016.

Therefore, your application requesting certification of your Local Board for the period of July 1, 2016, through June 30, 2018, has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

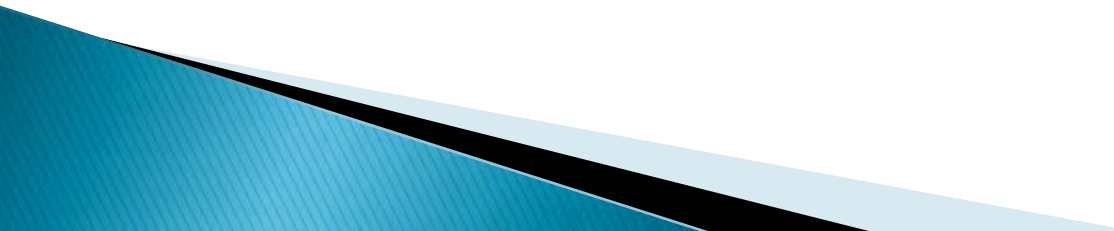
TIM RAINEY, Executive Director

cc:   Kristen Santos, Director, Stanislaus WDB  
      Andre Schroom, Labor and Workforce Development Agency  
      Dennis Petrie, Deputy Director – Workforce Services Branch

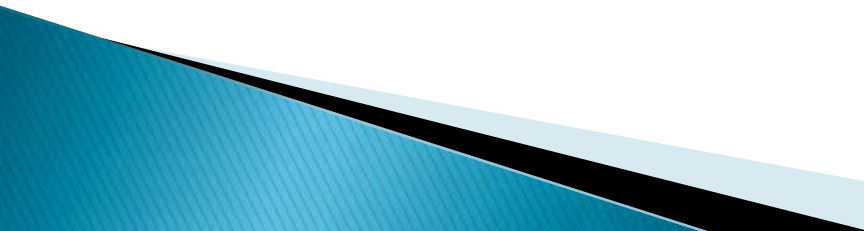
# Workforce Innovation and Opportunity Act

Stanislaus County  
Board of Supervisors Meeting  
April 5, 2016

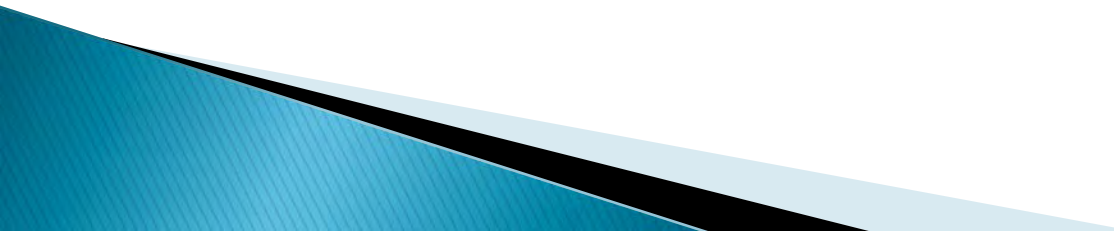
# Brief Background

- ▶ Alliance Worknet is governed by the Workforce Innovation and Opportunity Act (WIOA).
  - ▶ WIOA was written to strengthen Workforce Development Boards and streamline delivery of services with partners for job seekers and employers.
  - ▶ Written to get private business more involved in workforce development.
  - ▶ WIOA also has mandatory competitive procurement language for certain services.
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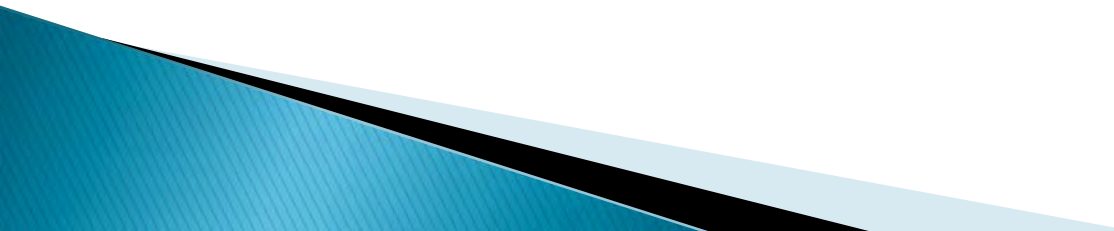
# Dissolution of Workforce Investment Board

- ▶ Action item was taken to the current Workforce Investment Board to request approval to procure One-Stop Operator, Business, Career and Youth Services.
  - ▶ Board approved the action and approved a model that would terminate the Memorandum of Understanding between Alliance Worknet and The Alliance.
  - ▶ Action requires the current Workforce Investment Board and all subcommittees be dissolved as of July 1, 2016.
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# Other Impacts of Action Taken

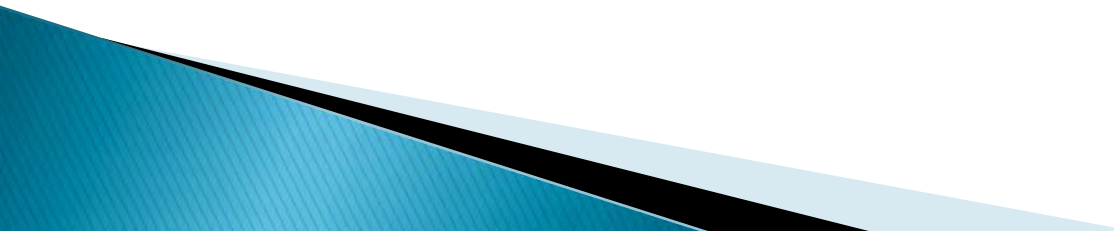
- ▶ Create a new Workforce Development Board in accordance with WIOA effective July 1, 2016.
  - ▶ Board of Supervisors has authority to appoint members to new Workforce Development Board as long as minimum WIOA requirements are met.
  - ▶ Competitively procure out services which County staff are delivering today. These include One-Stop Operator, Business and Career Services (Youth Services are currently procured and requirement to procure Career Services are currently in draft regulations)
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# Staffing Impacts

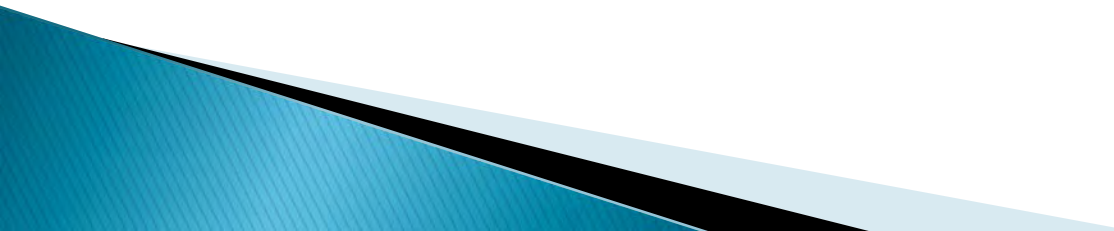
- ▶ Six Full Time Equivalent positions performing Business Services under the direction of The Alliance.
  - ▶ Six Full Time Equivalent positions will no longer be performing these duties effective July 18, 2016.
  - ▶ Use the County's Reduction in Force process to delete these positions and find employment in another County department.
  - ▶ Business Services will be competitively procured out with release of our first Request For Proposal in May 2016.
- 



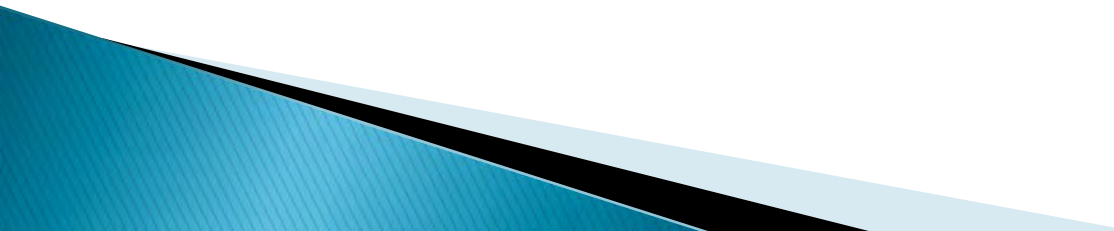
# Other Information

- ▶ WIOA refers to a “waiver” which the Chief Elected Official (for Stanislaus County this is the Chairman of the Board) must submit request to the Governor’s Office for the County to continue delivering services (One Stop Operator, Business and Career Services).
  - ▶ To date, there is no waiver process in place.
  - ▶ Draft regulations on Career Services procurement is/are not finalized by the Department of Labor until estimated late summer of 2016.
  - ▶ When final regulations are released and if substantially different from our current understanding, we will be bringing regulations back to the Board of Supervisors.
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# Staff Recommendations

1. Authorize the Chairman of the Board of Supervisors to dissolve the current Workforce Investment Board and all subcommittees and terminate any and all extant agreements or contracts with the Stanislaus County Business Alliance as of June 30, 2016.
  2. Authorize the formation of a new Workforce Development Board that will satisfy the requirements of the Workforce Innovation and Opportunity Act.
  3. Approve bylaws for the Workforce Development Board which will allow the new Board to function as of July 1, 2016.
  4. Authorize the Chief Executive Officer and Director of Alliance Worknet to begin recruitment for the new Workforce Development Board and direct staff to post Workforce Development Board vacancies.
- 

# Staff Recommendations

5. Authorize the Purchasing Agent, on behalf of Alliance Worknet, to issue a Request for Proposals (RFP) for One-Stop Operator, Business and Career Services in accordance with the provisions of Workforce Innovation and Opportunity Act for adults, dislocated workers and youth that will best serve the needs of job seekers and businesses in Stanislaus County.
  6. Approve the Reduction-In-Force of six full-time positions in the Alliance Worknet budget unit as outlined in the Staffing Impacts section of this report effective July 18, 2016.
  7. Amend the Salary and Position Allocation Resolution to reflect the changes as outlined in the Staffing Impacts section of this report effective July 18, 2016.
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# Questions