



**County of Los Angeles
COMMUNITY AND SENIOR SERVICES**

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September 20, 2011

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

17 September 20, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE THE WORKFORCE INVESTMENT ACT
LOCAL PLAN MODIFICATION FOR PROGRAM YEAR 2011-12
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This Board Letter recommends: 1) approval of the County’s Workforce Investment Act (WIA) Local Plan Modification for Program Year 2011-2012; and 2) that your Board authorize and instruct the Mayor sign the WIA Local Plan Modification signature page, which is required to execute the Modification.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the WIA Local Plan Modification for Program Year (PY) 2011-12, which has been approved by the Los Angeles County Workforce Investment Board (LACWIB). The Modification provides details on the County’s current processes and future plans to deliver workforce development services to job seekers and businesses throughout the County’s local workforce investment area (LWIA).
2. Authorize and instruct the Mayor of Los Angeles County Board of Supervisors, as the Chief Elected Official (CEO), to sign the Signature Page of the WIA Local Plan Modification PY 2011-12 for Los Angeles County Workforce Investment Area. (Attachment A).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Execution of the Program Year (PY) 2011-2012 WIA Local Plan Modification will ensure the Los Angeles County LWIA continues to receive WIA funds allocated by the State of California Employment Development Department from the U.S. Department of Labor. The State requires that this update to the Five-Year WIA Local Plan be submitted with the approval and signature of the Mayor of the Los Angeles County Board of Supervisors and the Chair of the LACWIB.

The PY 2011-12 WIA Local Plan Modification includes current information and data, along with projections regarding business needs, industry growth and the labor market information that relate to the provision of workforce development services under the WIA Adult, Dislocated Worker, and Youth programs. Specifically, the WIA Local Plan Modification provides updated information regarding various areas of WIA management and operations, such as:

- Processes used by the LACWIB to gather information on the principal needs of WIA's two key target groups: job seekers and businesses.
- Current and projected growth industries and demand occupations on which the LACWIB will focus services.
- Plans to adopt sector strategies and to participate in industry-focused regional partnerships.
- Description of service adjustments that have resulted from the economic downturn.
- Identification of partnerships with various programs and efforts to leverage WIA funds for the benefits of Los Angeles County residents.
- Coordination of multiple programs and fund streams through the County's network of WorkSource Centers.
- Process for annual review of one-stop operators.
- LACWIB's system for promoting continuous quality improvement throughout its service delivery system.
- Management of training providers and funds under the County's Individual Training Account (ITA) system, along with descriptions of training time and cost limits adopted by the LACWIB.
- Rapid Response services provided to companies facing closure or significant reduction in workforce and to workers affected by such dislocation events.
- Efforts within the County's workforce development system to ready workers to meet skill requirements associated with "green jobs."
- Services available to youth and young adults under the County's WIA program.
- Specialized services that the LACWIB has implemented to meet the needs of veterans, ex-offenders and persons with disabilities.
- An overview of the LACWIB's structure.

Implementation of Strategic Plan Goals

The recommended actions support the County-wide Strategic Plan Goal 1: Service Excellence.

Performance Measures

The performance evaluation is aligned with the County's Performance Counts! Initiative. The Department will assess the program's performance through its analysis of program reports produced by the WIA Operations Division. The performance measurement standard for program effectiveness is indicated by programs achieving the following positive outcome:

- Increase self-sufficiency by providing services that lead to successful transition into the workforce, continued training or education.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The WIA regulations require each Local Workforce Investment Area to submit to the State, a comprehensive Five-Year WIA Local Plan. The plan is to be developed by the local WIB and approved by the Chief Elected Official. As changes occur, the plan must be modified in accordance with WIA requirements.

The original Strategic Five-Year Local WIA Plan was approved by your Board on October 9, 2001. The term of the original plan was July 1, 2000, through June 30, 2005. The initial Five-Year WIA Local Plan Modification was approved by your Board on June 21, 2005, and annual plan modifications have subsequently been required each year.

The WIB approved the WIA Local Plan Modification for PY 2011-12 at its meeting on June 9, 2011. To meet the “public comment” provisions of WIA with respect to the Local Plan and any modifications, the plan was posted on the Community and Senior Services and WorkSource California websites for public review and comment for a period of 30 days, ending on June 29, 2011. A public hearing on the Plan Modification was also held on June 9, 2011. During the comment period, no substantive comments on the PY 2011-2012 were received.

CONTRACTING PROCESS

The current contractors that serve the LWIA will continue to provide services until a new Request for Proposal is released.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will ensure the continued provision of efficient, customer-focused and results-driven WIA services to residents and businesses in the County of Los Angeles.

CONCLUSION

Upon Board approval, please mail one copy of the adopted Board Letter to Maggie Mireles at CSS, 3175 West Sixth Street, Los Angeles, CA 90020. If you have any questions, please contact Maggie

The Honorable Board of Supervisors

9/20/2011

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Mireles by phone at 213-738-2198 or via e-mail at mmireles@css.lacounty.gov.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks".

CYNTHIA D. BANKS

Director

CDB:JM:MM

MDU:mdu

Enclosures

c: Chief Executive Officer
County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors



Workforce Investment Act Local Plan Modification Program Year 2011-12

Local Workforce Investment Area (local area):

Name of Local Area: Los Angeles County

Submitted on: June 30, 2011

Contact Person: Josie Marquez

Contact Person's Phone Number: 213 738 - 3175
AREA CODE PHONE NUMBER

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION QUESTIONS

The WIA gives states and Local Workforce Investment Areas (local areas) a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan should represent a collaborative process among the Chief Elected Official (CEO) and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. Additionally, the local plan should reflect the current and future strategies of the local area. Please respond to each question by describing and assessing your local area's current and future strategies and identifying steps to implement and improve your service level or actions as appropriate.

- 1. *Identify the workforce investment needs of businesses and job seekers in your local area. [WIA Section 118(b)(1)(a)]***

The Los Angeles County Workforce Investment Board (LACWIB) and County Local Workforce Investment Area (LWIA) representatives have implemented systems to identify the workforce investment needs of both businesses and job seekers, as described below.

Business Needs

The LACWIB has contracted with Beacon Management Group to conduct business outreach and job development on behalf of the County's WIA programs. As part of this process, Beacon collects information regarding the workforce needs of business and disseminates the information and opportunities throughout the county system in coordination with business service representatives at our 17 One Stop Centers. Beacon's efforts have focused on augmenting, complementing and supplementing the business outreach efforts of the WorkSource Centers (One Stops). Beacon focused on two steps to develop and implement a regional approach to meeting the needs of businesses. First, it analyzed data on growth sectors in the L.A. County economy from respected sources such as the Los Angeles County Economic Development Corporation (LAEDC) and Beacon Economics to inform and shape its business outreach efforts. Next, Beacon shares the latest data on growth sectors and employment trends with the WorkSource Centers, which use this information to focus their efforts with regard to job development and identifying training for job seekers. In addition, Beacon coordinates regular meetings with business services representatives to review efforts and align business outreach initiatives consistent with the Board's commitment to capacity building of staff and improve business outreach.

The County's WorkSource Centers also perform business outreach and assess the needs of the businesses they contact. Based on recent business outreach efforts, business workforce needs that have recently been identified include:

- Given that fewer staff is available to perform HR functions, businesses are asking WorkSource Centers to post openings, recruit and fully screen candidates and train individuals who are hired to meet position requirements.
- Some businesses are requesting that Centers conduct reference checks on the candidates they refer.
- Candidates should be fully job ready and require minimal training.
- Job candidates should be trained in business etiquette and workplace behaviors.
- Some businesses are requesting that WorkSource Centers conduct specific skills assessments and provide them with candidates' scores.

The County is addressing these needs through direct response by the WorkSource Centers.

Job Seeker Needs

While client characteristics and demographic data may provide the County information as to services needed by job seekers, workforce needs and service priorities are best determined by WorkSource Centers through their contacts with clients. One method of determining customer needs is through surveys, which are particularly useful in obtaining feedback for clients using Core A resources to support their self-directed job search. Core A services provide clients with employment statistics information including job vacancy listings, job skill requirements for job listings, information on demand occupations and performance information on eligible training providers and on the local One Stop delivery system to assist jobseekers on their self-directed job search. For job seekers who enroll in WIA, WorkSource Centers use a variety of assessments to determine their precise needs. Given the current economic downturn, clients have needed more support services (both directly from WIA and through referrals) to enable their participation in the program. In addition, because so many clients have been laid off from occupations that are no longer in demand, more and more require some form of occupational skills training in order to qualify for positions in a new field.

- 2. What are the current and projected employment opportunities in your local area? [WIA Section 118(b)(1)(B) and California Unemployment Insurance Code (CUIC) Section 14221(a)]**

LAEDC recently published its report, *The Next Decade: Industries and occupations for Los Angeles County*. Based on data contained in this report, along with information gleaned through business outreach and job development efforts in the County LWIA, the following seven industries hold promise for County job seekers over the period 2010 to 2020:

- Healthcare
- Construction
- Hospitality and Tourism
- Energy and other Green Jobs
- Biotech
- Transportation and Logistics
- Finance

The WIB is currently working to narrow occupational targets within each of these industries to achieve greater regional alignment and adopt strategies in coordination with the City of Los Angeles and other local areas within L.A. County and other surrounding counties.

3. Describe any significant changes in your local area resulting from the current economic downturn and any differences in the way services are being delivered. [Title 20 Code of Federal Regulations (Title 20 CFR) Part 661.355]

With the drastic increases in unemployment and fewer job opportunities than have existed for decades, the current economic downturn has affected both job seekers and businesses and has created challenges for the local workforce development system. Major changes and challenges include the following:

Workers at all experience levels are competing for entry-level jobs. In the past, less experienced and younger workers were the primary candidates for entry-level (and, generally, lower-paying) jobs. However, with so few opportunities available, many workers with significant levels of experience are applying for entry-level positions. To assist less experienced job seekers in competing for jobs, greater efforts are being made by providers to increase both the job-specific skills and the soft skills of these workers.

Job seeker expectations are higher, while salaries are lower. Many of the job seekers now using the one-stop system are those who have been traditionally employed and are, therefore, not familiar with labor market opportunities. They tend to have very high expectations; often anticipating that WorkSource staff should be able to identify positions paying the same as, or more than, those from which they were laid off. Given these expectations, along with the current competitive labor market, L.A. County WorkSource Center staff has revised client orientation processes to provide current, relevant labor market information. The

purpose of these changes is to promote more realistic expectations among job seekers using the system.

Businesses are hiring more part-time positions and a large number of positions are being filled through temporary staffing agencies. As a result, WorkSource staff is developing more services plans with an "interim employment step" for clients that will precede their return to more a traditional employment scenario.

Businesses want "job ready" workers. To address this need, a greater emphasis is being put on both soft skills and job specific skills training. Also, on-the-job training is being used more than it has in the past in an effort to encourage businesses to provide training to address skills gaps of new hires.

4. How is your local area serving Unemployment Insurance claimants? How is your local area supporting workers receiving benefits under the Trade Adjustment Assistance program? [WIA Section 121(b)(1)(B)(xii)]

The majority of unemployment insurance claimants served by County WIA programs are enrolled in the Dislocated Worker programs. They receive the full range of WIA services available through the County's WorkSource Center system, along with referrals to services of the one-stop partners and local service agencies.

Over the course of Program Years 2009-10 and 2010-11, 37 TAA participants have been co-enrolled in the County's WIA program. The majority have received supportive services and case management through WIA, while TAA has covered the cost of retraining.

5. What programs and funding streams support service delivery through the One-Stop Career Center (One-Stop) system? If applicable, what are the anticipated changes to those programs or funding streams? [WIA Section 121(b)(1)(B)]

WIA Adult and Dislocated Worker funds remain the primary source of funding for the County's Work Source/One-Stop Center system. Additional financial support comes from the one-stop partners. Funding from EDD programs (principally, Wagner-Peyser) comprise the greatest source of partner contributions to the system. Rehabilitation Act, Carl Perkins, Adult Education, OAA Title V, TANF and CSBG funds also available in limited amounts to support the operations of some Centers' facilities and services. Each WorkSource/One-Stop Center functions as a One-Stop operator, and, in this regard, maintains a Resource Sharing Agreement, which describes the financial contributions of all partners.

It is anticipated that federal budget cuts will results in the availability of fewer partner funds to support the County's WorkSource Center system.

6. **Are each of the required WIA partners included in your One-Stop delivery system? If a required partner is not involved, explain the reason. [WIA Section 117(b)(2)(A)]**

All of the required partners are included in the Los Angeles County WprkSource/One-Stop delivery system, with the exception of Migrant and Seasonal farm worker programs, as these are not active in the County.

7. **Describe how your local area's WIA funds are used to leverage other federal, state, local, and private resources. How do these coordinated resources lead to a more effective local system that expands the involvement of business, employers and individuals? [WIA Section 112(b)(10) and 121(c)(2)(A)(ii)]**

Agencies operating the County's WorkSource Center system have successfully leveraged WIA resources to access a variety of other fund sources to support the system's services to job seekers and businesses. While WIA remains the central funding source for One-Stop service delivery, supported by contributions from some of the One-Stop partners, WorkSource Centers have developed relationships with a wide range of other partners that offer services provided through other fund streams. Many WorkSource Centers have developed relationships with community- and faith-based agencies that provide services ranging from substance abuse counseling to temporary housing. Most often, the source of funding from these non-profit partners are private contributions and corporate/foundation grants. Other sources of funding used to support training, support services and WorkSource Center operations includes federal earmarks, EDA funds, community college CTE funding, Employment Training Panel funds, and municipal general funds.

8. **Describe and assess how the services provided by each of the One-Stop partners are coordinated and made available in your local One-Stop system. [WIA Section 118(b)(2) and Section 121 (c)(2) and CUIC Section 14221 (a) and (b)]**

Partner services are made available at the County's Work Source/One-Stop Centers (through full- or part-time collocation), at partner facilities and through electronic connections. The methods through which partner services are delivered vary from WorkSource center to WorkSource center, based on size, clients' needs and partner capacity. All County-funded WorkSource Centers maintain an operational MOU with each partner that outlines the method through which their services will be made available to WorkSource Center clients.

At the WorkSource Center level, partner coordination is the responsibility of the One-Stop operator. Coordination of services and activities is achieved through regularly scheduled meetings among the partners (including meetings to promote

continuous quality improvement), conducting joint orientation session for job seekers and co-enrollments across partner programs.

- 9. Local boards are required to review and assess the eligibility of One-Stop operations annually. What criteria does your local board use to review One-Stop operator agreements in your local area? Include a copy of your local policy as an attachment to this document. [CUIC Section 14206(d)]**

In April 2010, the LACWIB voted to adopt a new One-Stop operator structure under which the agencies funded to provide WIA Adult and Dislocated Worker program services at the County's 17 WorkSource Centers would fulfill this function. The One-Stop operator agreements with the providers specify that each of the operators will be funded specifically for the administrative responsibilities required to develop and maintain Resource Sharing Agreements and Memoranda of Understanding, which are necessary to operate the One-Stop and coordinate the services on the partners.

The requirements of the One-Stop operator agreement are annually monitored by the Los Angeles County Auditor-Controller, which reports the outcomes of this review to the LACWIB to ensure compliance with established policy.

- 10. Describe and assess how your local board ensures continuous improvement of eligible providers of services through the One-Stop system. How does your local board ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]**

At the time that WIA was implemented, the LACWIB adopted a certification process for its WorkSource Centers. Once WorkSource Centers are procured, they are required to undergo certification in order to continue to deliver services and receive WIA funding from the County. The County certification system borrows its evaluation criteria from the Malcolm Baldrige National Quality Award. These criteria include:

- Leadership
- Strategic planning
- Customer and market focus
- Use and analysis of data
- Human resource focus
- Process management
- Business results

The certification process requires that WorkSource Centers prepare a written application describing how they meet the foregoing criteria. These descriptions include detailed accounts of how providers conduct outreach, collect data and

employ other means to determine and then meet the needs of job seekers and businesses. Certification reviews are conducted by members of the WIB who are supported by County staff.

A feature of the County requirements for certification is that WorkSource Centers adopt and implement a continuous quality improvement system that guides its partnership (consisting on the WIA-required one-stop partners and optional local partners) in the delivery of services.

The LACWIB policy on certification and subsequent recertification provides approval for 2 to 4 years. The length of certification/recertification is based on the score received by the WorkSource Center. The LACWIB is currently examining options for improving and streamlining the certification process to increase regional alignment given that many agencies are providers for more than one area.

- 11. The State has been granted eight waivers through June 30, 2011, which directly affect how local areas may serve adults, dislocated workers, and incumbent workers. List each of the waivers your local area is currently using and describe how each waiver used has impacted the services provided to these customer groups. Indicate which waivers will be used in your local area in the future and how each will be utilized. [WIA Section 189(i)(4)(B) and WSD10-10]**

L.A. County has taken advantage of California's waiver allowing the use of a portion of WIA Formula rapid response funds to conduct incumbent worker training (IWT). The County also used the waiver allowing the use of ARRA funds for IWT as a layoff aversion strategy where participants are enrolled as Dislocated Workers. These waivers, which increased training and employment opportunities for individuals facing the potential of layoff, expired on June 30, 2011.

- 12. How does your local area administer Individual Training Accounts (ITA)? [WIA Section 134(d)(4)(G)] Include any limitations you impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the ITA process, describe the process you used to procure and justify these exceptions. In addition, include your local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]**

The LACWIB contracts with the South Bay WIB to maintain the local Eligible Training Provider List (ETPL) through its I-TRAIN system. Approved training programs are accessible to job seekers enrolled in the County's WIA Adult and Dislocated Worker programs. Case managers and job seekers work together to

identify occupational skills training suitable to the client to prepare them for employment.

Directive No. LACO-WIAD08-9, which was issued by the County on March 17, 2008, includes the following policy requirements:

1. An Individual Training Account (ITA) may not be written in an amount that exceeds \$7,500. The ITA shall cover tuition and other necessary costs of participation in training. However, training-related tools and supplies may be purchased as supportive services.
2. The maximum duration (training period) for an ITA is 12 months from the date of enrollment.
3. Participants are required to apply for Pell Grants, when such funds are available in connection with desired training. In cases where Pell Grants are awarded, the WIA ITA shall fund the balance of tuition and other necessary training-related costs.
4. Priority for ITAs shall be given to programs in industry clusters targeted by the WIB, other growth industries/occupations, and occupations with identified career ladders.
5. A work-first approach to the three tiers of service under WIA (core, intensive and training) is not required. Participants may concurrently receive any combination of services necessary from these tiers to meet their employment objectives. A determination that a job seeker needs training may be made without regard to how long and to what extent such an individual has participated in core and intensive services.
6. While WIA funding is limited to \$7,500, customers may use other fund sources (Pell Grants, scholarships, severance pay, etc.) to cover costs in excess of this amount for programs costing more than \$7,500. Contractors must inform participants that they are not required to pursue non-WIA funding (e.g., student loans) to participate in training.
7. WIA contractors may request a waiver from Los Angeles County CSS to the ITA maximum amount and duration.

The maximum amount established for ITAs was based on a combination of market rate and the overall availability of funds within the LWIA.

13. **Sector strategies are state policies that promote regional partnerships of employers, educators, workforce developers, and other stakeholders that address the skills needs of critical industries in a region. The California**

Workforce Investment Board has adopted a sector strategies approach to assist local areas in developing their workforce solutions. Describe and assess your efforts to plan/implement sector strategies, develop regional partnerships, or target industries that are important in the local area or region. Describe what changes may be necessary to improve these regional strategies and partnerships. [CUIC Section 15001(a)(6)]

In addition to using local labor market data from sources such as the LAEDC to identify promising industry sectors, the LACWIB collaborates with other economic and workforce stakeholders in order to develop regional sector strategies for the County of Los Angeles. Specifically, the LACWIB actively participates in the Los Angeles Workforce Systems Collaborative (Collaborative), which is comprised of business, economic development, civic, education, workforce development and philanthropic leaders. The Collaborative is committed to leveraging the collective and individual assets of stakeholders to create pathways to high demand, high growth industries and sustainable careers to ensure the economic competitiveness of the Los Angeles region. Among the policy priorities of the Collaborative for workforce development are the following:

- Job creation can be strengthened through public and private investments in workforce development.
- Federal, state and local economic and workforce development programs should seek to align priorities and goals.
- Workforce programs should focus equally on the needs of businesses and job seekers.
- There should be more coordination among federal investments, including, but not limited to programs administered by the Departments of Labor, Health and Human Services, Education and Justice.
- Program should invest in sector strategies.

Currently, the LACWIB is assessing data recently published by LAEDC to determine priorities among target industries indicated in the response to item 2 above.

14. Describe how your local board utilizes the principles of sector strategies to identify employer needs and guide training efforts to meet those needs. [CUIC Section 15001(a)(6)]

As described in response to item 1 above, the LACWIB has contracted with Beacon Management Group to provide business outreach and job development services. A key component of this activity is to work with employers in targeted growth industries to identify their specific needs and then to communicate these to the County's WorkSource Center operators so that they are able to prepare workers (through recruitments, orientation, soft skills training and occupational training) to meet these demands.

- 15. California's Green Collar Jobs Act of 2008 was passed to address the State's green economy and the increasing demand for a highly skilled and well-trained green collar workforce. How does your local area recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding? [CUIC Section 15000]**

Currently, the LACWIB is operating a California Clean Energy program in partnership with the Los Angeles Community College District. The project will provide training for nearly 200 incumbent and unemployed workers in the green building sector and alternative/renewable fuel and vehicle technology. It is funded through various sources including ARRAWIA 15% funds, ARRA Energy Commission funds, and funding provided under California AB 118.

Several agencies operating within the County's WorkSource Center system have implemented training and employment services focused on green occupations and technology. Community Career Development, Goodwill Southern California, LA Works and Urban League all are providing training and services related to retrofitting homes and businesses for energy efficiency.

- 16. What rapid response assistance is available to dislocated workers and employers? Who provides this assistance? [WIA Section 118(b)(4) and (5)]**

L.A. County staff coordinates the delivery of rapid response assistance through the following three service providers:

- Goodwill Southern California
- Jewish Vocational Service (JVS) Los Angeles
- Southeast Area Social Services Funding Authority (SASSFA)

Once information on layoffs or business closures is received by County staff, companies (or specific sites for businesses with more than one affected facility) are assigned to a service provider. The provider then arranges, delivers and follows-up on rapid response in accordance with the following requirements:

- Within 24 hours of being notified by the County, the provider is to make contact with the employer, representatives of the affected workers, and the local community, to develop an assessment of:
 - Employer's layoff plans and scheduled layoff dates;
 - Employer's potential for averting layoff(s) in consultation with State or local economic development agencies, including private sector economic development entities;
 - Background and probable assistance needs of the affected workers;
 - Reemployment prospects for workers in the local community; and

- Available resources to meet short and long-term assistance needs of affected workers.
- Coordinate with EDD and other local agencies to provide information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment & training activities. Specific information includes:
 - Unemployment Insurance Benefit information;
 - Job Services;
 - NAFTA and Trade Adjustment Act (TAA): and
 - Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Provide the affected business with guidance and/or financial assistance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community.
- Provide notification and updates as needed to the LACWIB in the affected area, on efforts to develop a coordinated response to the dislocation events.

Other key features of the County's Rapid Response services include:

- Service providers are required to accommodate all work hour shifts, including day, evening and night shifts in order to be responsive to the companies' needs and to accommodate the employees' work schedules.
- Providers are required to implement an emergency back-up plan which includes, but is not limited to, providing 24/7 coverage, cross-training staff on Rapid Response activities and/or hiring additional staff, in the event of multiple WARNs.
- When providers become aware of a non-WARN dislocation (under 75 employees over a sixty day period), they implement the same procedures that apply to business that are subject to WARN.
- Service providers also offer:
 - Referrals to financial counseling/planning resources;
 - Access to various training opportunities and training programs that will help successfully transition the impacted worker to other in demand jobs and industries that are on the rise; and

- Exploration of customized training opportunities through the WorkSource/One-Stop Center workforce development system and other available resources through the State and/or other funding organizations that can be leveraged to benefit the impacted organization.

17. Layoff aversion activities are a critical component of rapid response. Please describe the layoff aversion activities your local board provides to businesses. [WIA Section 118(b)(4) and (5)]

L.A. County has long incorporated layoff aversion strategies into the array of rapid response services it offers to businesses readying for layoffs/closures and to the workers that are affected by these events. Traditionally, layoff aversion services activities in the County have included the following categories:

- Referrals to other workforce partners, and community and government services, such as Small Business Development Centers and Los Angeles Economic Development Corporation and financial planning entities;
- Development of plans which include, at a minimum, strategies to be used, timelines and responsible parties; and
- Follow-up with the business to ensure that the plan is being implemented.

With WIA rapid response funds made available under ARRA, the County was able to vastly expand the type and scope of layoff aversion services to include many of those outlined in EDD WIA Information Notice WSIN09-47, such as: business intervention strategies; incumbent worker training; outreach and early identification of at-risk businesses; pre-feasibility study/business assessment tools to determine needs of at risk businesses; and creation and implementation of a menu of services to assist at risk businesses to avert layoff/plant closure.

Since ARRA funds have not been available since June 30, 2011, the County is applying successful strategies identified through ARRA to its overall rapid response and layoff aversion services to the extent that they are allowable and that funding is sufficient to provide these services.

18. Describe your area's eligible youth population and needs in general. Describe the partnerships and collaborations that provide services to the youth in your local area. What youth activities are available in your local area? Identify successful providers of such activities. [WIA Section 118(b)(6) and CUI Section 14221(g)]

Within the Los Angeles County LWIA, there are large numbers of eligible youth who demonstrate significant barriers to employment and are from low income families. Characteristics for the 2,456 youth who enrolled in County WIA Formula Youth program in Program Year 2009-2010 include the following:

Gender - Female	1,320
Gender - Male	1,136
Age 14 – 18	1,629
Age 19 – 21	827
Race/Ethnicity – American Indian/Alaskan Native	21
Race/Ethnicity – Asian	108
Race/Ethnicity – Black/African American	576
Race/Ethnicity – Hawaiian Native/Other Pacific Islander	3
Race/Ethnicity – White	101
Race/Ethnicity – Ethnicity Hispanic or Latino	1,720
Labor Force Status – Employed	37
Labor Force Status – Unemployed	2,419
Public Assistance – TANF	394
Public Assistance – GA, RCA, SSI	208
Public Assistance – Pell Grant	18
Public Assistance – Food Stamps	542
Education Status – Student High School or Less	1,203
Education Status – Student, Attending Post High School	119
Education Status – Out-of-School – High School Drop Out	370
Education Status – Out-of-School – Graduate with Employment Diff.	694
Education Status – Out-of-School – Grad, No Employment Difficulty	5
Education Status – Alternative School	124
UI Claimant	45
UI Exhaustee	17
Employment Barrier – Disabled	148
Employment Barrier – Limited English Proficiency	57
Employment Barrier – Single Parent	156
Employment Barrier – Worker Profiling/Reemployment Services Refl	1
Employment Barrier – Low Income	2,403
Employment Barrier – Offender	101
Employment Barrier – Homeless	57
Employment Barrier – Runaway	10
Employment Barrier – Pregnant/Parenting	258
Employment Barrier – Youth Needing Additional Assistance	820
Employment Barrier – Basic Literacy Skills Deficient	2,145
Employment Barrier – Substance Abuse	16
Employment Barrier – Foster Youth	116

L.A. County WIA Youth programs provide services and activities that correspond to all ten required Youth Program elements prescribed by the Act. These include vocational skills training, basic skills remediation, work experience, tutoring, leadership skills development, work maturity skills training, specialized workshops and counseling, mentoring and more. Through a network of 16 service providers, the County's WIA Program has developed strong program

linkages with local education agencies for training; community-based youth service programs (including those operated by faith-based agencies) for leadership development and citizenship training; health services organizations for workshops on pregnancy and STD prevention; Job Corps Centers; Big Brother/Big Sisters for mentoring; business and industry associations supporting the employment objectives of the program; law enforcement and foster care agencies providing referrals to the program; and other organizations providing a wide range of youth support services.

- 19. Describe and assess your local area's delivery of services to people with disabilities. What partnerships and collaborations exist to provide services to this population? What training services and employment opportunities are available to this population in your local area? [WIA Section 112(b)(17)(A)(iv) and Section 409]**

Early in the implementation of WIA, the LACWIB took action to ensure that essential services were in place throughout the County's One-Stop network to provide necessary support to individuals with disabilities. Content, parameters and guidelines for accessibility were largely based on U.S. DOL Training and Employment Information Notice No. 16-99, "Workforce Investment Act of 1998 Section 188 Interim Final Rule and Accessibility Checklists for Service Delivery Systems."

In order for County WorkSource Centers to be certified by the LACWIB (a requirement for funding), they must demonstrate through an on-site evaluation by WIB members and County staff that they have the following services and support systems in place:

- The WorkSource Center's facilities must comply with ADA requirements for accessibility.
- Each WorkSource Center must designate and maintain a Disability Services Coordinator who acts as the principal advocate for customers with disabilities and as the chief liaison with disability services partners.
- Information technology hardware must be accessible for clients with a variety of disabilities. Such equipment includes computers, telephones, printers, copiers, etc.
- Computer software must have accessibility features to meet the needs of a wide range of customers with disabilities. This includes the availability of voice reader software and similar programs.
- Each WorkSource Center has entered into an MOU with the State Department of Rehabilitation to ensure coordination of services among WIA, the Rehabilitation Act program and the programs and services of the other one-stop partners.

WorkSource Centers are subject to a recertification review every 2 to 4 years, at which time their capacity to provide services to individuals with disabilities is reassessed in accordance with the requirements outlined above.

In addition meeting LACWIB requirements, various County WorkSource Centers have expanded their efforts to provide high quality services to individuals with disabilities. Such efforts include:

- Websites have been designed to be maneuvered more easily by clients with various disabilities.
- Actively promoting services to customers with disabilities through highlighting accessibility services in print and web-based advertisements.
- Encouraging staff to obtain "Disability Specialist" certification available through a specialized program of San Diego State University.
- Obtaining WorkSource Center accreditation through the Commission on the Accreditation of Rehabilitation Facilities (CARF).
- Networking with disability service agencies to encourage their clients' use of the County's WorkSource Center system.

An individual assessment of each client (including individuals with disabilities) enrolled in the County's WIA program enables the case manager and job seeker to identify appropriate and suitable training (if needed) and employment opportunities.

20. **If your local area received funds to operate Project New Start to provide parolees support in seeking, securing and maintaining employment as they transition from prison to their home communities, describe and assess your service delivery and partnerships in serving this population group. Describe what changes in your local area may be necessary to improve the level of service. [WIA Section 134(d)(4)(G)(iv)(II, and IV) and Section 188(a)(5)]**

Project CA New Start was implemented to improve the vocational aptitude of offenders, while in custody, and increase the likelihood of their securing employment upon release from prison. In addition, the program establishes partnerships with a network of local career centers and connects parolees to local employment opportunities. The target population consists of parolees referred directly by the California Department of Corrections and Rehabilitation (CDCR) or others that can provide documentation to demonstrate parolee status.

Project New Start services are currently delivered by three County WorkSource Centers:

- Career Partners
- LA Works
- Southeast Area Social Services Funding Authority (SASSFA)

As with all County WIA participants, parolees enrolled in Project New Start have access to the full range of Core A and Core B services, including those available through the one-stop partners. While WIA registration is not required for Core A Services, WIA registration is required to receive Core B services. Core B services include staff assisted job search and placement assistance, career counseling and follow up services including counseling regarding the workplace. In addition, once enrolled, participants have access to a wide array of support that enables their participation in WIA services, training and employment.

Occupational skills training services available to parolees include classroom training (available through the County's ITA system), on-the-job training and customized training programs. Participants may also receive remediation, basic skills and literacy training.

Specialized features and services of L.A. County's Project New Start program include:

- Job search seminars focused on demand jobs and employment opportunities for which participants are most likely to qualify.
- Individual employment plans that emphasize the specific skills of the parolee and identify a career path to help guide placement decisions.
- Assistance in obtaining documents needed to secure employment.
- Specialized counseling to support the goals of parole and employment.
- Job readiness workshops to ensure that parolees have the requisite knowledge and skills to seek employment, participate in interviews and succeed in the workplace once employed.
- Job development and employment referrals – Service providers actively seek out businesses ready to hire parolees and refer participants to these businesses.

While the County is meeting the programmatic and performance objectives of the program, staff and service providers have identified two key challenges to the operation of Project New Start that have impacted progress, especially at the onset. The first is communication with representatives of the CDCR to ensure that referrals are consistently being made to the program. The second major challenge has been the short length of the program. Providers have indicated that operating the program over a longer period of time would enable them to develop greater momentum and expertise and would result in more successful services and outcomes for project participants.

21. **Local areas must incorporate priority of service for veterans and eligible spouses in accordance with the provisions of Training and Employment Notice 15-10 (11/10/10). This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income**

individuals. Describe what programs and processes your local area is using to achieve these goals. [WIA Section 112(b)(17)(B), WIA Section 121(b)(1)(B)(1)]

The process by which the priority of services to veterans and other covered persons is to be applied by County WIA service providers is specified in the County's WIA Eligibility Technical Assistance Guide (TAG), which was last updated in July 2010. The TAG includes the following statement regarding the process for implementing this priority.

On November 7, 2002, President Bush signed the Jobs for Veterans Act to revise and improve employment, training, and placement services furnished to veterans. The Act mandated priority of service for veterans (and some spouses) "who otherwise meet the eligibility requirements for participation" in WIA Adult and Dislocated Worker programs.

Veterans' priority is required under federal law; however, it is not intended to displace existing eligibility requirements for WIA. An individual must first qualify for WIA services before a priority of service can be applied. Providers of service must use the following guidelines when determining priority for WIA-funded services:

- In the event there is a service being provided with limited opportunities or funds, priority must be given to any identified eligible veterans.
- For example: If there is a capacity limit for a training program and there is only one remaining slot and there are two applicants (one of whom is a veteran), the veteran must be given priority for the open training slot.

Veterans are a key target group for L.A. County WIA programs. Under ARRA, the WIB adopted a policy requiring that 5% of Adult and Dislocated Worker funds be used for veterans. Several County WorkSource Centers (including those managed by LA Works and Managed Career Solutions) are operating specialized Veterans' Employment-Related Assistance Programs funded by Governor's Discretionary 15 Percent funds. To increase services to veterans, in 2010, the LACWIB allocated \$770,000 to a Veterans Pilot Project aimed at serving recently separated veterans, those who are long-term unemployed, low income veterans and eligible spouses.

- 22. What role do Veterans Workforce Specialists and Veteran Employment Service Specialists have in the local One-Stop system? How do you ensure adherence to the legislative requirements for veterans' staff? [Title 38 United States Code Part III, Chapter 41 and Title 20 CFR Part 1001.120]**

Since the time that the County's One-Stop system was being developed in the mid-1990s, EDD staff, including Veterans representatives have been collocated full or part-time at many of the centers and have served an important role in connecting veterans to WIA services and in ensuring that veterans enrolled in County WIA programs have access to other services such a housing assistance, healthcare, and counseling. Each WorkSource Center in the County system maintains an MOU with EDD that describes the support they provide to the Center, including staffing support from Veterans Workforce Specialists and Veteran Employment Service Specialists. WorkSource Centers, such as the Antelope Valley WorkSource Center, have several veterans' services staff available on a full-time basis, while others secure on-site support from veterans staff on an as-needed basis.

- 23. Describe and assess how you provide Wagner-Peyser Act services to the agricultural community. Specifically, how do you provide outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How do you provide appropriate services to this population in the One-Stop system? [Title 20 CFR 662.200(b)(1)(vi)]**

Due to a lack of significant agricultural employment in Los Angeles County, a focus on migrant and seasonal farm workers and agricultural employers is not applicable to the local workforce area.

- 24. Local areas may decide locally, based on their prior years' experiences that they will need to change their strategies in order to meet their performance goals. Discuss any strategic changes in your local area to meet performance goals. [Title 20 CFR Part 661.355]**

Since the implementation of WIA, LA County has consistently performed well in meeting State-negotiated performance goals. In the last three years, the County has met required performance levels for all WIA programs. Based on this performance, the LACWIB does not anticipate making significant changes to program requirements or strategies. However, since the completion of ARRA-funded projects on June 30, 2011, the WIB and LWIA staff are reviewing strategies developed in conjunction with these projects to determine the feasibility of applying them to formula-funded programs.

- 25. Discuss any applicable changes to the local board structure (do not include changes to specific individuals on the board). Please attach a copy of your local bylaws that reflect these changes. [Title 20 CFR Part 661.355 and CUI Section 14202]**

Under the LACWIB's current board structure, there are four officers: Chair, Vice-Chair, Treasurer and Secretary. All four belong to a 14 Member Executive Committee, which includes 6 Committee Chairs, 2 Council Chairs and 2 At-Large

Members. The LACWIB's 6 committees are: Executive; Bylaws and Nominations; Certification and Quality, Finance, Business Services/Marketing; and Inter-governmental Relations. In addition, there are two councils (comprised of both WIB and non-WIB members) that report to the LACWIB: the Youth Council and Mature Worker Council.

While there have been no recent changes to the bylaws, there is, at present, one change anticipated. LACWIB members are preparing to propose a change the term of office for individuals filling the one-stop partner seats reserved for WIA Adult, Dislocated Worker and Youth programs. Under this proposal, terms would be changed from two-years (with indefinite reappointment possibility) to a one-year term that would rotate among Directors (or designees) of the County's WIA Program service providers.

Copies of the LACWIB's current bylaws are attached.

MEMORANDUM OF UNDERSTANDING

The WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in specific terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

The MOU must describe: [WIA Section 121(c)(1) and (2) and CUI Section 14230(d)]

- What services will be provided through the One-Stop system.
- How the costs of services and operating costs will be funded, including cost-sharing strategies. Please include any Resource Sharing Agreements.
- What methods will be used for referral of individuals between the One-Stop operator and partners.
- How long the MOU will be in effect.
- What procedures have been developed for amending the MOU.
- Other provisions consistent or as deemed necessary by the local board.
- The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.

ASSURANCES

- A. The Local Workforce Investment Board assures that it will comply with the uniform administrative requirements referred to in WIA Section 184(a)(3).
- B. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.

- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA Section 189(c).
- F. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- G. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- H. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law or policy, including the Workforce Investment Act or State legislation.
- I. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and CUI Section 14230(a)(6)]
- J. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code, and CUI Section 14233]
- K. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- L. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination

under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.

M. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:

1. Through a consortium of at least three or more required One-Stop partners; or
2. Through competitive process such as a Request for Proposal; or
3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Los Angeles County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of July 1, 2011 through June 30, 2012 in accordance with the provisions of the WIA.

Local Workforce Investment Board Chair


Signature

Dr. Dennis W. Neder
Name

L.A. County WIB Chair

Title

9/7/2011

Date

Chief Elected Official


Signature

Michael D. Antonovich
Name

Mayor, L.A. County Board of Supervisors

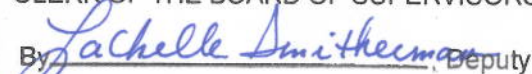
Title

SEP 20 2011

Date



ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

By  Deputy

WIA Local Plan Modification PY 2011-12

Local Area Los Angeles County

Modification # _____

Date: 07/01/11

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		
1. Year of Appropriation	2010	2011
2. Formula Allocation	11,083,530	9,627,828
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	11,083,530	9,627,828
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	9,975,177	8,665,045
A. Core Self Services	1,726,703	1,499,919
B. Core Registered Services	2,257,383	1,960,900
C. Intensive Services	3,126,220	2,715,625
D. Training Services	1,823,462	1,583,970
E. Other	1,041,408	904,631
7. Administration (Line 5 minus 6)	1,108,353	962,783
8. TOTAL (Line 6 plus 7)	11,083,530	9,627,828
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010		
10. December 2010	1,151,201	
11. March 2011	2,652,828	
12. June 2011	9,584,109	
13. September 2011	11,083,530	31,912
14. December 2011		1,000,003
15. March 2012		2,304,408
16. June 2012		8,325,340
17. September 2012		9,627,828
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Sara Lee Dato

(213) 738-2665

5/23/2011

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Modification PY 2011-12

Local Area

Los Angeles County

Modification # _____

Date:

07/01/11

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		K178XXX Subgrant	K282XXX Subgrant
1. Year of Appropriation		2010	2011
2. Formula Allocation		10,015,576	9,330,509
3. Allocation Adjustment - Plus or Minus			
4. Transfers - Plus or Minus			
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		10,015,576	9,330,509
TOTAL ALLOCATION COST CATEGORY PLAN			
6. Program Services (sum of Lines 6.A thru 6.E)		9,014,018	8,397,458
A. Core Self Services		1,384,553	1,289,849
B. Core Registered Services		2,025,450	1,886,909
C. Intensive Services		3,391,975	3,159,963
D. Training Services		1,320,554	1,230,228
E. Other		891,486	830,509
7. Administration (Line 5 minus 6)		1,001,558	933,051
8. TOTAL (Line 6 plus 7)		10,015,576	9,330,509
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)			
9. September 2010			
10. December 2010		422,179	
11. March 2011		5,290,374	
12. June 2011		8,745,156	
13. September 2011		10,015,576	21,715
14. December 2011			393,302
15. March 2012			4,928,512
16. June 2012			8,146,986
17. September 2012			9,330,509
18. December 2012			
19. March 2013			
20. June 2013			
COST COMPLIANCE PLAN (maximum 10%)			
21. % for Administration Expenditures (Line 7/Line 5)		10%	10%

Sara Lee Dato

(213) 738-2665

5/23/2011

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12	Local Area: <u>Los Angeles County</u>
<input type="checkbox"/> Modification # _____	Date: <u>04/01/11</u>

TITLE IB BUDGET PLAN SUMMARY¹ (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 04/01/11 through 06/30/12

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		K178XXX Subgrant	K282XXX Subgrant
1. Year of Appropriation		2010	2011
2. Formula Allocation		11,472,344	10,994,583
3. Allocation Adjustment - Plus or Minus			
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		11,472,344	10,994,583
TOTAL ALLOCATION COST CATEGORY PLAN			
5. Program Services (sum of Lines 5A and 5B)		10,325,110	9,895,125
A. In School		5,162,555	4,947,562
B. Out-of-School (30%)		5,162,555	4,947,563
6. Administration (Line 4 minus 5)		1,147,234	1,099,458
7. TOTAL (Line 5 plus 6)		11,472,344	10,994,583
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2010 and April 1, 2011 respectively)			
8. June 2010		97,794	
9. September 2010		671,541	
10. December 2010		1,903,569	
11. March 2011		4,231,388	
12. June 2011		9,447,817	399,094
13. September 2011		11,472,344	1,375,946
14. December 2011			1,824,296
15. March 2012			4,055,174
16. June 2012			9,054,367
17. September 2012			10,994,583
18. December 2012			
19. March 2013			
20. June 2013			
COST COMPLIANCE PLAN			
21. % for Administration Expenditures (Line 6/Line 4)		10%	10%

Sara Lee Dato	(213) 738-2665	5/23/2011
Contact Person, Title	Telephone Number	Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2011-12	Local Area: _____	LOA
<input type="checkbox"/>	Modification # _____	Date: _____	07/01/11

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2010 (07/01/11 through 06/30/12)			
	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2010	700	753	1,000
2. New Registered Participants for PY 2011	1,367	886	1,340
3. Total Registered Participants for PY 2011 (Line 1 plus 2)	2,067	1,639	2,340
4. Exiters for PY 2011	1,448	1,129	1,672
5. Registered Participants Carried Out to PY 2012 (Line 3 minus 4)	619	510	668

PROGRAM SERVICES			
6. Core Self Services	698,225		
7. Core Registered Services	2,996	2,153	
8. Intensive Services	2,372	1,773	
9. Training Services	1,097	893	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			668
11. Attainment of a High School Diploma, GED, or Certificate			1,019

EXIT STATUS			
12. Entered Employment	1,208	969	370
12A. Training-related	266	189	125
13. Remained with Layoff Employer		20	
14. Entered Military Service			2
15. Entered Advanced Training			90
16. Entered Postsecondary Education			452
17. Entered Apprenticeship Program			
18. Returned to Secondary School			62
19. Exited for Other Reasons	1,554	988	1,142

Josie Marquez, Assistant Director
Contact Person, Title

(213) 738-2671
Telephone Number

31-May-11
Date Prepared

Comments:

WIA Local Plan Modification PY 2011-12 Local Area: LOA

Modification # _____ Date: 07/01/2011

WORKFORCE INVESTMENT ACT TITLE IB

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	56%	56%	56%
Employment Retention Rate	81%	81%	81%
Average Earnings	\$13,000	\$13,000	\$13,000
Dislocated Workers			
Entered Employment Rate	68%	70%	70%
Employment Retention Rate	83%	83%	83%
Average Earnings	\$15,900	\$15,900	\$15,900
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	65%
Attainment of a Degree or Certificate	65%	61%	61%
Literacy and Numeracy Gains	40%	40%	40%

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	74.5%	74.5%	74.5%
Employment Retention Rate	77.5%	77.5%	77.5%
Average Earnings	\$10,8000	\$10,8000	\$10,8000
Dislocated Workers			
Entered Employment Rate	72%	72%	72%
Employment Retention Rate	82%	82%	82%
Average Earnings	\$14,000	\$14,000	\$14,000
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	65%
Attainment of a Degree or Certificate	65%	61%	61%
Literacy and Numeracy Gains	40%	40%	40%

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration Web site](#). Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-6 and WSD10-11.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and was extended for PYs 2008-09, 2009-10, and 2010-11.

STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING
 [WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

LACWIB

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	Los Angeles County Community & Senior Services (CSS)	Cynthia D. Banks Director, CSS	3175 W. 6 th Street Los Angeles. CA 90020	(213) 637-0798 T (213) 380-8275 F cbanks@css.lacounty.gov
Fiscal Agent	Los Angeles County Community & Senior Services (CSS)	Otto Solórzano Chief Deputy, CSS	3175 W. 6th Street Los Angeles. CA 90020	(213) 738-2617 T (213) 487-0379 F osolorzano@css.lacounty.gov
Local Area Administrator	Los Angeles County Community & Senior Services (CSS)	Josie Marquez, Assistant Director, CSS	3175 W. 6th Street Los Angeles. CA 90020	(213) 738-3175 T (213) 487-0379 F jmarquez@css.lacounty.gov
Local Area Administrator Alternate	Los Angeles County Community & Senior Services (CSS)	Richard Verches Executive Director, WIB	3175 W. 6th Street Los Angeles. CA 90020	(213) 738-2597 T (213) 637-7368 F rverches@css.lacounty.gov

Signature: _____

Chief Elected Official

Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.



BYLAWS

OF

THE LOS ANGELES COUNTY WORKFORCE INVESTMENT BOARD

ADOPTED: NOVEMBER 12, 2009

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BYLAWS
OF
THE LOS ANGELES COUNTY
WORKFORCE INVESTMENT BOARD

ARTICLE I - NAME

The name of this organization is the Los Angeles County Workforce Investment Board ("WIB"). The County of Los Angeles ("County") is the workforce investment area.

The principal office for the transaction activities and affairs of the WIB is located at the Department of Community & Senior Services, 3175 West Sixth Street, Los Angeles, in Los Angeles County, California. The WIB may change the location of the principal office within the County. Any change of location of the principal office shall be noted by the Secretary on these Bylaws opposite this Article or this Article may be amended to state the new location.

ARTICLE II - DEFINITIONS

1. **Business Member**
A Business Member is a representative of the private sector who meets the qualifications set forth in Section 117(b)(2)(A)(i) of the Workforce Investment Act ("WIA").
2. **Board of Supervisors**
The Los Angeles County Board of Supervisors are the Chief Elected Officials, as approved by the Governor of California, of the Los Angeles County Workforce Investment Area.
3. **WIB Executive Director**
The Executive Director is an employee of the County of Los Angeles and provides guidance and supportive services to the WIB.
4. **Community and Senior Services ("CSS")**
This is the County department that acts as the administrative entity for the local workforce investment area.

ARTICLE III - OBJECT

The WIB's basic object is to establish policy for and provide oversight of the workforce investment system in the County.

The WIB's mission is to provide leadership by convening and facilitating public and private stakeholders to impact the economic health of the region.

Pursuant to Section 117 of the WIA, the following are mandated responsibilities of the WIB:

1. In partnership with the Board of Supervisors, develop a local plan for the workforce investment area;
2. Selection of one-stop operator(s) with the concurrence of the Board of Supervisors;
3. Identification of eligible providers of youth activities and the awarding of grants or contracts on a competitive basis, based on recommendations of the Youth Council;
4. Identification of eligible providers of training services;
5. Identification of eligible providers of intensive services;
6. Development of a budget for itself, subject to the approval of the Board of Supervisors;
7. In partnership with the Board of Supervisors, oversight of the one-stop delivery system, employment and training activities and youth activities in the County;
8. In partnership with the Board of Supervisors, negotiation of local performance measures with the Governor;
9. Establishment of a Youth Council pursuant to Section 117 of the WIA and, in partnership with the Board of Supervisors, appointment of its members;
10. Provide assistance to the Governor for the development of a statewide employment statistics system;
11. Coordination of workforce development activities conducted under the WIA with local economic development strategies and develop employer linkages with such activities; and

12. Promote the participation of private sector employers in the statewide investment system.

ARTICLE IV - MEMBERS

1. **Composition** -- The authorized number of WIB members shall not be less than 39 nor more than 51. The exact number shall be determined by the WIB pursuant to relevant provisions of the WIA. All members must be approved by the Board of Supervisors.
2. **Qualification, Appointment and Term**
 - (a) A majority of the WIB members shall be Business Members.
 - (b) Members of the WIB shall be approved by the Los Angeles County Board of Supervisors in accordance with Section 117 of the WIA.
 - (c) Members of the WIB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities.
 - (d) Membership shall include:
 - i. **Representative(s) of business in the local area, who:**
 - (I) Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - (II) Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - (III) Are appointed from among individuals nominated by local business organizations and business trade associations;
 - ii. **Representative(s) of local educational entities, including local school boards, entities providing adult education and literacy activities, and post-secondary educational**

institutions, including representatives of community colleges, selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;

- iii. **Representative(s) of labor organizations, including employees** nominated by local labor federations in accordance with Senate Bill 293; **Representative(s) of community-based organizations**, including organizations representing individuals with disabilities and veterans;
- iv. **Representative(s) of economic development agencies** including private sector economic development entities; and
- v. **Representative(s) of each of the one-stop partners, as mandated by WIA.***

- (e) Membership may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- (f) Membership will include up to three members directly nominated by each Supervisor and appointed by the Board of Supervisors.
- (g) In the case of members directly appointed by the Board of Supervisors, the term of office shall be three years from the date a WIB member is appointed. All other members nominated by other entities approved by the Board of Supervisors shall serve a one- or two-year term from the date such member is appointed for the first time, as approved by the Board of Supervisors. Such other members nominated by other entities may be re-appointed to either a one-year term or a two-year term. The WIB shall recommend to the Board of Supervisors, the length of term proposed for each such renewal appointment. Appointments to fill vacancies shall be made in such a way as to maintain these term periods.

3. Vacancies, Resignations, Attendance, and Removal

- (a) A vacancy or vacancies on the WIB shall exist on the occurrence of any one of the following:
- i. The death or resignation of any member;
 - ii. The declaration by resolution of the WIB of a vacancy in the office of a member who has been declared of unsound mind by an order of court, or convicted of a felony;
 - iii. The removal of a member by a two-thirds majority vote of the WIB, and approval by the Board of Supervisors;
 - iv. The increase of the authorized number of members;
 - v. The removal of a member by the Board of Supervisors.
 - vi. The removal of an inactive member by a two-thirds majority vote of the Executive Committee or full WIB.
- (b) No reduction of the authorized number of members shall have the effect of removing any member before that member's term of office expires.
- (c) Except as provided herein, any member may resign by giving written notice to the Chair of the WIB. The resignation shall be effective when the notice is given, unless it specifies a later time for the resignation to become effective. If a member's resignation is effective at a later time, the appointment of a successor to take office shall occur on or after the date when the resignation becomes effective.
- (d) Vacancies on the WIB shall be filled in the same manner as original appointment of such members. The Executive Director shall solicit, accept, and review new nominations from nominating agencies to fill vacancies and forward such nominations directly to the Bylaws and Nominations Committee for review and recommendation to the full WIB.

(e) Attendance at all full WIB and Committee meetings to which a member has been assigned is expected of all members. WIB members who miss two consecutive full WIB or committee meetings without an excuse approved by the Executive Director, will be considered inactive and subject to removal pursuant to section 3(f) and 3(ii) of these Bylaws.

(f) Removal may occur when a member ceases to be representative of the group from which he or she was selected, has other activities or interests detrimental to, or in conflict with the WIB, or does not meet the attendance requirement outlined in section 3(e) and such removal is approved by a two-thirds majority vote of the full WIB or Executive Committee. Any member subject to removal shall be given the opportunity to resign.

i. When a member is identified as ceasing to be a representative of the group from which he or she was selected, or has other interests detrimental to, or in conflict with the interests of the WIB, the WIB Executive Director will notify the WIB Chair, who will notify the Executive Committee that a removal action may be warranted. Upon a two-thirds majority vote, the Executive Committee will forward a recommendation to the full WIB for action. The member in question will be given notice and an opportunity to speak at the meeting(s) where this subject will be discussed.

ii. After a member is absent and inactive as described in section 3(e) above, the WIB Chair will contact the member to find out what problems exist and if the member still has an interest in serving on the WIB. The inactive member will have one more opportunity to attend a meeting. If the member misses a third meeting, the WIB Chair will notify the Executive Committee in writing that the inactive member

should be considered for removal. Upon two-thirds majority vote of either the full WIB or Executive Committee, the member shall be removed. The member in question will be given notice and an opportunity to address the members at the meeting at which this matter will be discussed.

4. Fees and Compensation

Members shall serve without compensation for their services, provided, however, such members may be reimbursed for authorized expenses incurred in carrying out their respective duties.

ARTICLE V - OFFICERS

1. Designation, Election, and Vacancies of Officers

- (a) The officers of the WIB shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. Every two years, the WIB shall elect a slate of officers.
- (b) Elections of all WIB officers shall be held at the regular WIB meeting in the spring of each even-numbered year. The Bylaws and Nominating Committee shall commence the election process by nominating one or more WIB members for each officer position authorized under the Bylaws. The written report of the Committee, stating the names of the persons so nominated, shall be forwarded to the WIB's spring quarterly Board of Directors meeting, for consideration.
- (c) The Chair and Vice-Chair candidates shall be Business Members.
- (d) Additional nominations for any office may be made by filing, with the WIB Chair at any time prior to thirty (30) days before the annual election, a written nomination signed by at least ten (10) members of the WIB in good standing and entitled to vote.
- (e) The WIB must inform the Board of Supervisors of the election of officers within ten (10) working days of the election.

2. Terms of Office

Each officer shall serve for a period of two years, beginning July 1 of the election year and ending June 30 two years later. Officers are eligible for re-election. Each officer shall serve no more than two (2) consecutive terms.

3. The Powers and Duties of Officers - Chair

- (a) The WIB Chair shall preside at all meetings of the WIB Board of Directors, shall take the chair at the hour appointed for every WIB meeting, shall immediately call the members to order and, except in the absence of a quorum, shall proceed with the business of the WIB in the manner prescribed by the Bylaws.
- (b) The Chair shall, subject to approval of the WIB, appoint members of the WIB to standing and ad hoc committees, including designating members as chairs and vice-chairs of such committees.

4. Vice-Chair

The Vice-Chair shall possess and perform all the powers and duties of the Chair during, for whatever reason, the absence of the Chair.

5. Secretary

The Secretary shall:

- (a) Attend each WIB meeting and shall ensure that a record of all proceedings is maintained;
- (b) Attend, upon request of the Chair of any WIB committee, meetings of that committee and shall ensure that a record of such proceeding is maintained;
- (c) Delegate to the WIB Executive Director the responsibility of preparing the agenda for all regular and special meetings of the WIB and its various committees, and deliver such agenda to each WIB member no later than three (3) days prior to the scheduled meeting. The agenda shall include those matters, complete with all necessary reports relating to each matter,

addressed to the WIB for action and on file with CSS, which have been reviewed by the WIB Executive Director. The agenda shall list closed sessions, except where the session is required because of an emergency situation, in which case the relevant provision of the Brown Act noticing requirements will govern. The agenda shall also state the general reason or reasons for the closed session.

- (d) Delegate to the WIB Executive Director the responsibility to notify the WIB members of the time set for any committee meeting, and shall, at the request of the Chair, call all committee meetings and notify parties interested in the matters pending before such committee of the time and place of the meeting.

6. Treasurer

The treasurer shall oversee the financial stability of the organization, address all financial issues, including fiscal accountability of the WIB, and is charged with ensuring that:

- (a) The WIB receives quarterly financial and performance status reports from the WIB Executive Director;
- (b) Any discrepancies or questions regarding any expenditure of federal grants are fully disclosed and that appropriate action is taken in coordination with CSS to remedy such discrepancies;
- (c) The WIB is provided with follow-up reports on action taken to ensure discrepancies are remedied within a timely and effective manner.

7. Resignation of Officers

Any officer may resign his/her office at any time by giving written notice to the WIB Chair. Any resignation shall take effect at the date of receipt of that notice or at any later time specified in that notice; and unless otherwise specified in that notice, the acceptance of that notice shall not be necessary to make it effective. A WIB Officer who resigns his/her

office continues as a WIB member unless otherwise provided in his/her written notice.

8. Removal of Officers

The WIB members at any regular meeting or special meeting of the WIB may remove any officer, with or without cause, upon a two-thirds majority vote of the WIB.

9. Vacancies

Any vacancy caused by death, resignation, removal, disqualification or otherwise of any officer shall be filled by the WIB for the unexpired portion of the term. In the event of a vacancy of any office other than that of Chair, such vacancy shall be filled temporarily by appointment by the Chair until such time as the WIB shall fill the vacancy by election.

10. Fees and Compensation

Officers shall serve without compensation for their services; provided, however, such officers may be reimbursed for authorized expenses incurred in carrying out their respective duties.

ARTICLE VI - MEETINGS

1. Meeting Location

Meetings of the WIB shall be held at any place within the County of Los Angeles, or other location authorized by law, that has been designated by resolution of the WIB, or in the notice of the meeting, or if not so designated, at the principal office of the WIB.

2. Regular Meetings

Regular meetings of the WIB may be held at such time and place as the WIB may, by resolution, fix from time-to-time.

3. Special Meetings

Special meetings of the WIB for any purpose may be called at any time by the Chair of the WIB, or Vice-Chair if authority is so delegated, or by a majority of the members.

4. Meeting Notices

- (a) Notice of the time and place of special meetings shall be given to each member either by email, personal delivery of written notice, by first class mail postage prepaid, or by telephone either directly to the member or to a person at the member's office who would reasonably be expected to communicate that notice promptly to the member. All such notices shall be emailed or given or sent to the member's postal addresses or telephone number as shown on the WIB roster. Notice shall comply with the timeline stated in the Brown Act. The notice shall state the time of the meeting, and the place if the place is other than the principal place of business.
- (b) Notice of the meeting need not be given to any member who, either before or after the meeting, signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed at the principal place of business or made a part of the minutes of the meetings. Notice of a meeting need not be given to any member who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

5. Quorum and Adjournment

- (a) A majority of the authorized number of members shall constitute a quorum for the transaction of business. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of members, if any action taken or decision made is by vote of at least a majority of the required quorum for that meeting.
- (b) A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place. In

addition, the Chairperson may, in his/her discretion, adjourn any meeting to another time and place. However, the Chairperson may not adjourn the same meeting more than twice.

6. Abstention and Conflicts of Interest

- (a) Members shall abide by conflict of interest requirements in Section 117(g) of WIA;
- (b) **Abstention.** A member must abstain from participating in any decision in which he/she (or any organization that person directly represents) has a financial interest.
 - i. Abstention requires disclosure of the member's interest and notation on the official record of the nature of the interest.
 - ii. Participation includes not only voting on, but also taking part in any discussion or analysis of the decision in which the member has an interest. It also includes any attempt to influence, either directly or indirectly, the decision. Therefore, all members must leave their seats among the WIB during the discussion of the item.
 - iii. However, members who abstain need not leave the room during the discussion or the voting. Members with a conflict may join the seats with the public if they choose and may address the WIB as members of the public, if such distinction is stated at the onset of the commentary period and recorded in the official minutes.
- (c) A financial interest can consist of an income source amounting to as little as \$250.00 in a 12-month period. However, salary from a state or local government agency is not considered "income" for these purposes.

ARTICLE VII - COMMITTEES

1. **General Powers and Limitations**

The WIB shall have the power at any time to create, fill vacancies, change the size of membership of, and/or discharge any committee. Each committee shall have and may exercise such powers as are set forth in these Bylaws or as may be conferred or authorized by the resolution appointing it, provided however, that no such committee shall have the authority to amend, alter or repeal these Bylaws; elect, appoint or adopt a plan of consolidation with another corporation; authorize the sale, lease, exchange or mortgage of all or substantially all the property and assets of the WIB; authorize the voluntary dissolution of the WIB or revoke proceedings thereof; adopt a plan for the distribution of the assets of the WIB; or amend, alter or repeal any resolution of the WIB. The designation and appointment of any committee and the delegation thereto of authority shall not operate to relieve the WIB or any individual member of any responsibility imposed upon it or him/her by law.

All committees, except the Executive Committee, are authorized only to make recommendations for final decision or action, to be directed either to the full WIB or Executive Committee, unless such committee has been delegated authority to take final action by resolution of the WIB or Executive Committee. Such delegation of authority shall be by motion and vote approved by either the full WIB or Executive Committee at a public meeting.

The Chair of the WIB may appoint the membership and Chair or Vice-Chair of each standing committee or working group created by the members of the WIB, and may also appoint, in the same manner, alternate members of any committee or working group who may replace any absent member at any meeting of the committee or working group. Committee Chairs may be appointed for two-year terms to coincide with

the election of WIB Officers. Committee membership shall be presented to and approved by the WIB. Chair and Vice-Chair of committees shall be members of the WIB. A majority of the members appointed to a committee shall constitute a quorum for purposes of conducting committee business. Minutes shall be kept of each meeting of each committee.

2. Delegation and Limitations

- (a) The WIB may, if it wishes, delegate to the Executive Committee or to any standing or working committee any and all of its powers, duties and prerogatives, with the exception of the following:
 - i. The approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires approval of the member or approval of a majority of all members;
 - ii. The filling of vacancies on the WIB or in any committee;
 - iii. The amendment or repeal of Bylaws of the adoption of new Bylaws;
 - iv. The amendment or repeal of any resolution of the WIB which by its express terms is not so amendable or repealable; or
 - v. The appointment of other committees of the WIB.
- (b) The Chair of the WIB may appoint the membership and Chair and Vice-chair of each standing committee created by the WIB, and may also appoint, in the same manner, alternative members of any committee who may replace any absent member at any meeting of the committee. Committee membership shall be presented to and approved by the WIB.
- (c) Committee chairs shall serve a one (1) year term commencing July 1 and ending June 30; provided however, that any person appointed to fill a vacancy shall serve for the period remaining in the unexpired term of the previous chairperson. No committee

chairperson shall serve more than two (2) consecutive full terms unless recommended by the Chair and approved by the WIB.

3. Executive Committee

- (a) There is established an Executive Committee of the WIB, consisting of the following members of the WIB: (1) the Chair; (2) the Vice-Chair; (3) Secretary; (4) Treasurer; (5) Chair of all standing committees; (6) the Immediate Past WIB Chair; and (7) four members-at-large appointed by the Chair.
- (b) Membership – a majority of the Executive Committee shall be composed of persons who are Business Members.
- (c) If the WIB delegates authority to the Executive Committee to vote upon the removal of an inactive member, then the Executive Committee shall ensure that all WIB members, including the inactive member in question, receive notice of the relevant meeting agenda.

4. Standing Committees

There are the following Standing Committees: (a) Business Services/Marketing Committee; (b) Bylaws and Nominations Committee; (c) Certification and Quality Committee; (d) Finance Committee; (e) Intergovernmental Relations Committee; (f) Mature Worker Council; and (g) Youth Council.

- (a) **Business Services/Marketing Committee** – This Committee shall:
 - i. Develop linkages with the region's economic development efforts and conduct labor market research (possibly through contracting);
 - ii. Use employer customer data from the Certification and Quality Committee to design services for employers, including labor market information;
 - iii. Validate industry-skill standards and provide them to the Certification and Quality Committee;

- iv. Develop the marketing message to customers, constituents and stakeholders;
- (b) **Bylaws and Nominations Committee** – The Committee shall, as requested by the full WIB, the Executive Committee, the WIB Chair, or on its own initiative:
- i. Interpret Bylaws questions;
 - ii. Draft amendments to the Bylaws;
 - iii. Implement solutions to Bylaws-related problems;
 - iv. Make recommendations to the WIB for renewal appointments of WIB members; Accept and review nominations to fill vacant seats on the WIB, and make recommendations to the full WIB for appointments by the Board of Supervisors; and each even-numbered year, commence the process for election of WIB Officers, by nominating one or more WIB members for each Officer position authorized under the Bylaws. The written report of the Committee, stating the names of the persons so nominated, shall be forwarded to the WIB's spring quarterly Board of Directors meeting, for consideration.
 - v. The Committee shall maintain an official text of the Bylaws incorporating all changes as adopted by the WIB membership and shall verify as correct all published texts of the Bylaws.
- (c) **Certification and Quality Committee** - This Committee shall:
- i. Develop the quality standards required to become certified as a WorkSource Center (One-Stop Center) or an affiliate;
 - ii. Review applications and renewals and ensure that facilities meet the quality standards before being certified as a WorkSource Center (One-Stop Center) or an affiliate site;

- iii. Notify the WIB when WorkSource Centers (One-Stop Center) are certified;
 - iv. Develop outcome measurements beyond customer satisfaction, collect the data and make recommendations to the full WIB on improvements required to meet and exceed all measures of success;
 - v. Develop the "blueprint" for the infrastructure needs of a world-class WorkSource System; and
 - vi. Identify the competencies required to work within an integrated workforce development system and develop the training plan to ensure all staff is proficient.
- (d) **Finance Committee** – This committee shall oversee the financial stability of the organization, address all financial issues, including fiscal accountability of the WIB, and is charged with ensuring that:
- i. The WIB receives quarterly financial and performance status reports from the WIB Executive Director;
 - ii. Any discrepancies or questions regarding any expenditure of federal grants are fully disclosed to the WIB and that appropriate action is taken in coordination with CSS, to remedy such discrepancies;
 - iii. The WIB is provided with follow-up reports on action taken to ensure discrepancies are remedied within a timely and effective manner.
 - iv. Identify new sources of funds to carry out the work of the WIB;
 - v. Monitor the allocation of resources to the One-Stop Centers and affiliate sites; and

- vi. Consider the formula for determining the worth of an Individual Training Account and make recommendations to the full WIB.
- (e) **Intergovernmental Relations Committee** - This Committee shall:
 - i. Educate the congressional representatives on the Workforce Investment Act, on the role of the Workforce Investment Boards, and on the services provided at the WorkSource Centers.
 - ii. Identify critical issues and present recommendations to the WIB.
 - iii. Oversee the preparation of Legislative Reports for the WIB.
- (f) **Mature Worker Council** - This Council plays an advisory role to the WIB and shall provide subject matter expertise in policies and programs to assist the WIB in increasing meaningful employment opportunities for mature workers to achieve economic security and independence. Persons who are members of this Council, need not be on the WIB. However, the Chair of this Council shall be a member of the WIB.
- (g) **Youth Council** – This Council is a subgroup of the WIB. Members of this Council shall be appointed by the WIB in cooperation with the Board of Supervisors. The Council shall:
 - i. Provide expertise in youth workforce development policy and assist the WIB in developing the portions of the local plan relating to eligible youth.
 - ii. Develop and recommend local youth employment and training policy and practices.
 - iii. Broaden the youth employment and training focus in the community to incorporate a youth development perspective.

- iv. Establish linkages with other organizations serving youth in the local area.
- v. The Council shall have no more than thirteen members and membership will be in accordance with WIA section 117(h), and the following:
 - (I) There shall be five members of the WIB with special interest or expertise in youth policy;
 - (II) Representative of youth service agency, including juvenile justice and local law enforcement agencies;
 - (III) Representative of local public housing authority;
 - (IV) Parents of youth seeking assistance under this subtitle;
 - (V) Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;
 - (VI) Representatives of the Job Corps, as appropriate;
 - (VII) And there may be one optional seat.
- vi. Members of the Youth Council who are not otherwise members of the WIB shall be voting members of the Youth Council and nonvoting members of the WIB.

(h) Working Groups

The Chair may appoint working groups of the full WIB, as long as such working groups do not constitute a quorum of any Standing Committee, or the Executive Committee. The Chair of any Standing Committee may also form a working group of their committee for the same purpose. A work group is a non-quorum number of the committee's members. Every work group so formed shall be given a clear charge and time frame within which to carry out such charge, by their Chair. Work group meetings do not require compliance with public open meeting laws.

Work groups are authorized only to make recommendations to the WIB or the Executive Committee, unless a work group has been delegated authority to take final action by resolution of the WIB or Executive Committee. Such delegation of authority shall be made by motion and vote approved by the WIB or Executive Committee. Any final action/decision made by a work group with such delegated authority must be made at a public meeting.

ARTICLE VIII - GENERAL PROVISIONS

1. **Ralph M. Brown Act.** All meetings of the WIB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (Cal. Gov. Code 54950, et seq.). Any conflict between specific provisions of these Bylaws and provisions of the Brown Act shall be resolved in favor of the latter.
2. **Robert's Rules of Order.** When parliamentary procedures are not covered by the Bylaws, Robert's Rules of Order Revised, shall prevail.

ARTICLE IX - AMENDMENT

1. Subject to the limitations set forth in these Bylaws, the members may adopt, amend or repeal these Bylaws.
2. New Bylaws may be adopted, or these Bylaws may be amended or repealed, by approval of a majority of the members of the WIB.
3. No amendment may extend the term of a member beyond that for which the member was appointed.

ARTICLE IX - AMENDMENT

1. Subject to the limitations set forth in these Bylaws, the members may adopt, amend or repeal these Bylaws.
2. New Bylaws may be adopted, or these Bylaws may be amended or repealed, by approval of a majority of the members of the WIB.
3. No amendment may extend the term of a member beyond that for which the member was appointed.

**CERTIFICATE OF SECRETARY OF THE LOS ANGELES COUNTY
WORKFORCE INVESTMENT BOARD**

I DO HEREBY CERTIFY that I am the duly appointed and acting Secretary of the Los Angeles County Workforce Investment Board, that the above Bylaws were duly adopted by resolution of the WIB Members thereof at its meeting of November 12, 2009.

Executed on January 26, 2010 at Los Angeles, California.



**Secretary
Los Angeles County Workforce
Investment Board**