



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-4

For the meeting of: March 22, 2016

Date: February 25, 2016
To: Board of Supervisors
From: ^{CD} Cheryl Dillingham, Interim County Administrative Officer
Subject: Local Workforce Development Board Recertification

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Authorize and direct the Chair of the Board of Supervisors to sign two copies of the Local Workforce Development Board Recertification Application (Attachment A), and;
- 2) Direct the Clerk of the Board to return two signed copies of the request to the Economic Development office.

SOURCE OF FUNDING: Economic Development Fund - Workforce Innovation and Opportunity Act (WIOA)

DISCUSSION: WIOA was signed into law on July 22, 2014 and, in general, took effect on July 1, 2015. WIOA restructures and reauthorizes the local workforce system and effectively supersedes the Workforce Investment Act (WIA) of 1998. WIOA requires that each local area establish a local Workforce Development Board to carry out the following functions:

Prepared by: Cindy Harrington, HC-WDB Executive Director CAO Approval *Amy Wessen*

REVIEW:	Auditor _____	County Counsel _____	Human Resources _____	Other _____
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TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Fennell Seconded by Supervisor Bass
 Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. C-10
 Meeting of: 04/28/15

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: March 22, 2016
 By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

1. Develop and comply with local plan;
2. Workforce research and labor market analysis;
3. Convene stakeholders and leverage resources and expertise;
4. Engage employers;
5. Develop and implement career pathways;
6. Identify and promote proven and promising practices;
7. Develop strategies for using technology to maximize access and effectiveness of the local workforce development system;
8. Provide program oversight;
9. Negotiate local performance accountability measures;
10. Select one-stop operators and youth providers;
11. Coordinate with education and training providers;
12. Develop a budget for the activities of the local board; and
13. Ensure accessibility for individuals with disabilities.

The Governor is charged with certifying one local board for each local area in the state once every two years. The initial certification as prescribed by WIOA was approved by your Board on April 28, 2015. That certification applies for a one year period. This recertification will cover a two year period, effective July 1, 2016 through June 31, 2018.

In order to be recertified, the local board must have met four key WIOA requirements. The four criteria used to determine local board recertification are:

1. The Local Board met the membership requirements set forth in WIOA Section 107(b);
2. The Local Board met or exceeded performance accountability measures;
3. The Local Board achieved sustained fiscal integrity; and
4. The Local Board provided status updates on key WIOA provisions.

The Humboldt County Workforce Development Board was in existence under WIA and has successfully made adjustments for membership composition to meet WIOA requirements. The Local Board is in compliance with all four criteria listed above.

Staff recommends that the Board sign the Local Board Recertification application to ensure ongoing funding for Humboldt County.

FINANCIAL IMPACT: Notice of funding amounts is received annually from the State of California Employment Development Department, and funding varies from year to year. It is estimated that annual formula funding will be approximately \$1,300,000. With local board certification annual funding will continue and in addition, there are opportunities to apply for Additional Assistance funds when appropriate and funding through the California Workforce Development Board (CA-WDB) grants and initiatives programs. The Humboldt County Workforce Development Board has been approved for a Slingshot grant by the CA-WDB and will receive up to one million dollars over the course of the next two years.

This action supports the County's core role of "Supporting business, workforce development and creation of private sector jobs" in your Board's Strategic Framework.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your board could choose to not certify the local Workforce Development Board. This is not recommended because it would jeopardize current and future funding for WIOA programs and services that support employment needs in our community.

ATTACHMENTS:

Attachment A: Local Workforce Development Board Recertification Application (2 copies)

ATTACHMENT A:
Local Workforce Development Board Recertification Request (2 copies)

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
Humboldt County**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYS) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

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

Humboldt County Workforce Development
Board

Name of Local Board

520 E Street

Mailing Address

Eureka, CA

95501

City, State

Zip

Cindy Harrington

Contact Person

707-476-4806

Contact Person's Phone Number

Date of Submission

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Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting "Update Table" on the top left corner.

Local Board Membership

Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Carol Hill	Chairperson/ Executive Director	Changing Tides	7/3/2012	6/30/2016
Mike Wilson	Small Business/ Owner	HWR Engineering and Sciences	9/11/2012	6/30/2016
Dave Wells	Small Business/ Executive Director	Wells Commercial	4/12/2011	6/30/2017
Dan Heinen	Operations Manager	Express Employment Professionals	8/19/2014	6/30/2017
Maggie Gainer	Owner	Gainer & Associates	7/3/2012	6/30/2016
Jeff Nelson	Chief Executive Officer	SHN Consulting	7/3/2016	6/30/2016
Evelyn Giddings	Manager	Umpqua Bank	6/28/2011	6/30/2017
Terry Coltra	Executive Director	Northern CA Indian Development Council	7/3/2012	6/30/2016
Alison Talbott	Government Relations Relationships	PG&E	7/3/2012	6/30/2016
Steve Kimberling	EVP Sales/Marketing	Eureka Payments	6/10/2014	6/30/2016
Cedar Reuben	Owner	Humboldt Investment Capital	7/3/2012	6/30/2016
Mike Newman	Commercial Insurance Broker	Shaw & Peterson Insurance	9/11/2012	6/30/2016

Libby Maynard	Executive Director	Ink People Center for the Arts	7/3/2012	6/30/2016
Alex Stillman	Owner	Arcata Stay	6/28/2011	6/30/2017
Dennis Leonardi	Owner	Leonardi Dairy	8/19/2014	6/30/2016

WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
John Frahm	Labor Organization/ Union Representative	UFCW Local 5	6/28/2011	6/30/2017
Michael Hetticher	Labor Organization/ Board President	American Postal Workers Union, Local 1056	12/15/2015	6/30/2017
Mariann Hassler	Registered Apprenticeship/ Field Representative	Carpenter's Local 751	7/3/2012	6/30/2016
Harriet Lawlor	Business Agent	AFSCME Local 1684	7/1/2013	6/30/2017

Kari Love	Senior Planner	Redwood Community Action Agency	12/15/2015	6/30/2017
* Terry Coltra	Executive Director	Northern CA Indian Development Council	7/3/2012	6/30/2016

EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Rick Jordan	Adult Education & Literacy/ Director of Adult Education	Eureka Adult School	10/6/2015	6/30/2017
Ahn Fielding	Institution Higher Education/ Executive Director	College of the Redwoods	2/23/2016	2/30/2018

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
*Maggie Gainer	Economic & Community Dev/ Owner	Gainer & Associates	7/3/2012	6/30/2016
Robyn Stalcup	Employment Service / Redwood Empire Cluster Manager	State of CA Employment Development Department	2/23/2016	2/23/2018
Lawrence Siler	Rehabilitation Act of 1973/ Regional Supervisor	CA Dept of Rehabilitation	9/11/2012	6/30/2016

ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
Jon Sapper	Asst. Superintendent	Humboldt County Office of Education	7/3/2012	6/30/2016
Mark Lovelace	Board of Supervisor	Humboldt County Board of Supervisor	1/13/2009	6/30/2016
Deanna Sisk	Field Representative	Assemblyman Wood	10/8/2015	6/30/2017

CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

**Humboldt County is a rural area with limited labor unions. There are four representatives that are available for the area, therefore we meet the 10% requirement.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	27
Number of vacancies currently on local board =	0
Total local board membership =	27
Total number of Business Representatives currently sitting on local board =	15
Number of Business Representative vacancies currently on local board =	0
Total local board Business Representatives =	15
Divide total local board Business Representatives by total local board membership =	55.56%
	(Must be greater than 50%)

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	27
Number of vacancies currently on local board =	0
Total local board membership =	27
Total number of Workforce Representatives currently sitting on local board =	6
Number of Workforce Representatives vacancies currently on local board =	0
Total local board Workforce Representatives =	6
Divide total local board Workforce Representatives by total local board membership =	22.22%
	(Must not be less than 20%)
Total number of Labor Organization Representatives currently sitting on local board =	3
Total number of Apprenticeship Program Representatives currently sitting on local board =	1
Number of Labor Org/Apprenticeship Program Representatives vacancies =	0
Total local board Labor Representatives =	4
Divide total local board Labor Representatives by total local board membership =	14.81%
	(Must be at least 15%)

Local Board Performance Accountability Measures

Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>Humboldt County</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate	63.4	52.3		
Employment Retention Rate	81.0	79.8		
Average Earnings	14,400	12,277		
Dislocated Worker				
Entered Employment Rate	68.0	71.7		
Employment Retention Rate	84.5	88.5		
Average Earnings	15,500	14,658		
Youth (ages 14-21)				
Placement in Employment or Education	64	53.8		
Attainment of a Degree or Certificate	68.0	71.3		
Literacy and Numeracy Gains	60.5	0.0		

** The State has not released the final performance measures for the "Actual PY 2014-2015" column. The 2014-2015 negotiated and actual columns will be filled in once the information is released. This is guidance provided by the State and we have been assured Humboldt County met performance requirements. Eight of the nine performance measures have to be met to be in compliance. The actual for Youth, Literacy and Numeracy Gains for PY 13-14 shows 0.0. This is because the State does not track if the number of youth who are deficient is below 4. In our case the number was below four, this is not considered a failure.

Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

- a. Developing new services

Humboldt's One-Stop System is continuously looking at new and better ways to engage and support the clients that use the System. Changes and additional services include:

- Development and addition of a retention workshop, "Succeeding at Work", that provides training in workplace and career readiness skills. This open entry/open exit workshop covers a new topic each week in a rotation of 26 total skill areas. It also provides time for participants to discuss their own work situations or concerns, ways to problem solve and insight from the instructor and their peers on how best to manage workplace difficulties or demands.

While this workshop is open to the public, it is mandated to ex-offenders under an AB109-funded program and to Welfare to Work clients who are participating in a work experience placement to augment their work-readiness training and to help ensure for their success.

- Addition of a new training lab at the One-Stop Center funded and staffed by College of the Redwood instructors. The lab provides drop-in, one-on-one assistance three days a week, as well as scheduled workshops for computer training, resume and interviewing development and work readiness skills the other two days of the week.
- Updating information and use of the One-Stop system website is currently under development. The goal is to provide an updated and better organized site so that the available online job search tools and materials are more effective and user friendly. We are also working to add "curated" links to free online training opportunities for job seekers and employers alike.
- Employer Services has been enhanced with the addition of a private-sector personnel agency, Sequoia Personnel. Sequoia Personnel joins an existing cross-agency team that includes; California Employment Development Department, Workforce Services staff; County Employment Training Division, Business Services team; and the North Coast Small Business Development Center staff. Sequoia Personnel will provide "deep dive" business analysis when Rapid Response preventative supports are needed. This broadened team will also be looking to shore up business engagement and work to provide more training for employers and their staff.

b. Entering into collaborative partnerships

Humboldt's One-Stop System has a strong history of collaboration and coordination across multiple workforce, educational and social service agencies. Due to this we already meet the requirements of WIOA for integration and financial supports to the System from the required partners. Beyond required partners, the One-Stop system supports our local Probation Department with dedicated staff and customized services for ex-offenders, including work experience and on-the-job training placements; the System supports the local Department of Health and Human Services General Relief and Transitional Age Youth programs also with dedicated vocational staff and services; and the System provides significant support to our CalWORKs division providing job readiness workshops, job search and job development and services. What Humboldt hopes to improve upon going forward is to provide more in-depth involvement and assistance to local businesses, more industry-informed customized trainings followed by on-the-job training placements, and more vocational training through the community college's onsite training lab.

c. Creating innovative workforce development strategies in alignment with WIOA

Again, due to Humboldt's current strong alignment and coordination across required partners and the One-Stop System's broad base of services, Humboldt's current strategies and services are in full compliance with the WIOA vision and goals. Going forward, Humboldt will be looking to improve and innovate chiefly in the business services areas and with even more focused career trainings and pathways to feed local industry needs. Three key areas of innovation that we will research and explore through the use of Slingshot funds include programs to help grow and meet the needs of the region's technology firms and our higher-than-average number of niche manufacturers. We will also be looking at creating a Youth Entrepreneur Academy.

d. Redesigning service delivery

The new One-Stop Operators have already begun reviewing client flow and referral processes through the System to insure for the best possible customer service and for seamless flow between partner agencies. During the transition period to full implementation of WIOA, transitional funds will be used to revamp the One-Stop Center reception and lobby areas, as well as Center signage. The intent is to enhance and simplify the customer experience. Signage and outreach materials will be redesigned to ensure for clear customer flow through facilities and more immediate understanding of available services.

The One-Stop System website will be refreshed during the WIOA transition period to bring all information up to date and to add more opportunity for client assistance and training through this online resource.

e. Other WIOA transitional activities to design a better system for customers

New One-Stop Center service and operational manuals are under development for use in cross-training and to support sustaining changes and improvements made under WIOA. Digital "Desk References" will be developed for all partner agencies to assist with referrals and maintaining a shared understanding of services and operations. These will be living documents that are updated as progress continues through new service development and innovations under WIOA.

And as mentioned earlier, enhancements to the System's website will be made during the transition to WIOA to revitalize the site and improve its effectiveness as a tool for clients looking to learn more about and leverage the Systems resources.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

During 2014-2015 we requested that all contractors begin the transition from serving the majority of in-school to out-of-school. As of July 1, 2015, we ended contracts with three of the four school districts and entered into contracts with more appropriate agencies that are better suited to serve a majority of out-of-school youth. The remaining school district has a very effective model for serving out-of-school youth, so continue under WIOA in a very competent manner. Locally, the Workforce Development Board approved a 25% work experience and 10% supportive service requirement. This local policy will ensure the State's 20% requirement will be met and that contractors continue to provide supportive services. New contracts, effective July 2015, included obligations to meet WIOA out-of-school and work experience requirements.

3. Describe your efforts to comply with the Uniform Guidance requirements.

Based on review of the Uniform Guidance and attending two workshops, we are on track and already following policy.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

As a key partner and future operator in the new Humboldt County One-Stop Operators' Consortium, the community college, College of the Redwoods, is fully engaged and working continuously with the One-Stop System to ensure for trainings and career pathways related to Humboldt's well researched and identified "Targets of Opportunity" industries and occupations. Through College of the Redwood's career technical certificate and credential programs, College of the Redwood's provides several vocational training opportunities directly in line with high demand local occupations as developed in coordination with industry and the Workforce Development Board over the last several

years. Ongoing, and along with the Humboldt Employment and Training Division, another One-Stop System operator, these operators engage with local industry to identify their most immediate and highest workforce needs. Custom, short-term trainings are developed and provided with direct curricular input from local companies. Six to eight such trainings are provided each year and supported with WIOA on-the-job trainings for participants at completion, to ensure for job placement.

Career Pathways are supported more globally within Humboldt County through a local initiative entitled "Decade of Difference". This initiative bridges K-12 school districts, College of the Redwoods and Humboldt State University to align educational and training pathways across the County's educational systems and in to local industry need.

One-Stop operators also coordinate and work closely with local Unions to encourage and support clients into Union apprenticeship programs helping to pay their training and in many cases travel expenses to programs out of the away with WIOA training funds.

Currently, the Workforce Development Board is working with the State of California Employment Development Department, Labor Market Information Division to update the Targets of Opportunity and Occupations Reports. The reports will be finalized by June 30, 2016.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

The Humboldt One-Stop Career Center was named and branded under WIA as The Job Market. During the WIOA transition period from March 1, 2016 through June 30, 2016, Humboldt County will be adding the America's Job Center of California (AJCC) brand to all of the outreach and informational materials and interior and exterior building signage. The implementation of the AJCC brand will be complete by July 1, 2016.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

The one-stop procurement in Humboldt County has been completed. An award has been made by the local Workforce Development Board and Board of Supervisors to a three agency lead consortium, to take effect July 1, 2016. We are actively working on the MOU and will have phase I complete by June 30, 2016. Several representatives from required partner agencies attended the MOU training in Sacramento in February. The following week we met to determine our timeline and to assign individuals to work on drafts of the MOU, mission statement, and accompanying documents. We have successfully met on several occasions and have developed a final product. The documents are being circulated among the partner agencies and based on the review, we may need to revise the documents or move forward.

Our biggest challenge is the fast timeline. Direction for the MOU and training occurred in February, leaving only four months to create, finalize, approve and sign documents among

all partners. Many of the agencies are government and the process to get approval and signatures can be lengthy. In addition, every agency has their own complicated set of legalities. Coming to an agreement on legal language in the actual MOU and in documents such as the universal, Release of Information form, is an intricate process.

Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

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

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

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

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: AB 1234 Ethics Training for Local Officials.
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).


Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board
Chair**



Signature

Carol Hill

Name

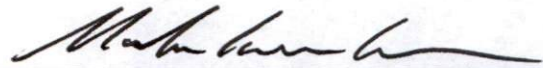
Executive Director, Changing Tides

Title

2-26-16

Date

Local Chief Elected Official



Signature

Mark Lovelace

Name

Humboldt County Board of Supervisor

Chair

Title

3-22-16

Date