



County of Los Angeles Community and Senior Services Workforce Investment Act (WIA)

WIA OPERATIONS ADULT AND DISLOCATED WORKER QUARTERLY CONTRACTORS' MEETING

October 14, 2010

Agenda:

I. Welcome and Introductions

II. WIB Initiative Updates

III. WorkSource System Updates

- **A. Operations Division**
- **B. Contracts Division**
- **C. Financial Management Division**
- **D. Research and Statistics Division**

VII. Questions and Answers



WIB INITIATIVE UPDATE

Upcoming WIB Committee and Council Meetings

Wednesday, October 27, 2010 at CSS

- Certification and Quality Committee at 10:30 a.m. to 1:00 p.m.

Friday, October 29, 2010 at Almansor Court

- WIB Strategic Planning Retreat at 9:30 a.m. to 11:00 a.m.

Friday, October 29, 2010 at Almansor Court

- WIB Executive Committee at 2:00 p.m. to 3:00 p.m.

Thursday, November 18, 2010 at CSS

- Finance Committee 10:00 a.m. to 11:30 a.m.
- Full Quarterly Board 12:00 p.m. to 2:30 p.m.

Thursday, November 23, 2010 at CSS

- Mature Worker Council at 10:00 a.m. to 11:30 a.m.
- Intergovernmental Relations Committee at 12:00 p.m. to 1:30 p.m.
- Youth Council at 2:00 p.m. to 4:00 p.m.

*Almansor Court : 700 S. Almansor Street, Alhambra, CA 91801



WorkSource Managers Outreach & Education Plan: Next Steps

**Celina Shands Gradijan – President/CEO
Project Consultant**

O&EP Goals



Improve awareness, comprehension and value of the WIB and its network of WorkSource Centers among identified target audiences

O&EP Goals

Increase market
penetration among
targeted audiences and
stakeholders



O&EP Goals



Enhance the position of the WIB among local, state and federal stakeholders and funders.

Analysis: Methodology

Secondary Research

Primary Research

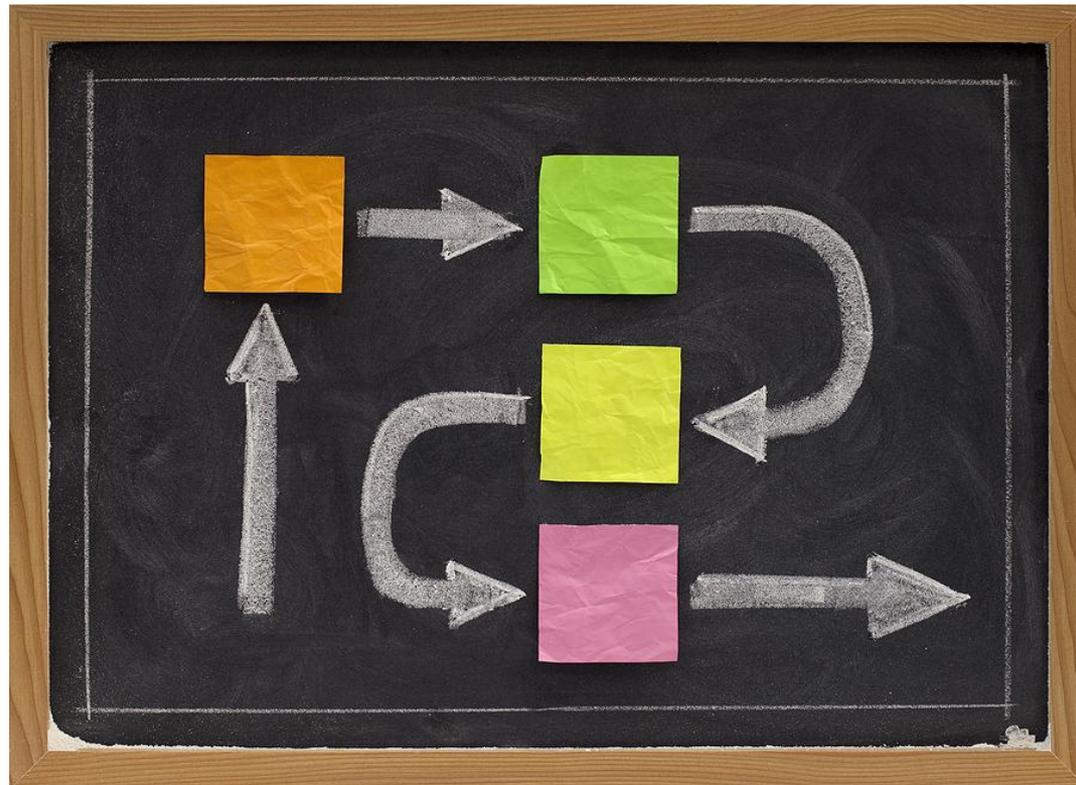
Contractor Interviews

Communications Audit: Websites/Collaterals

Mystery Shopping

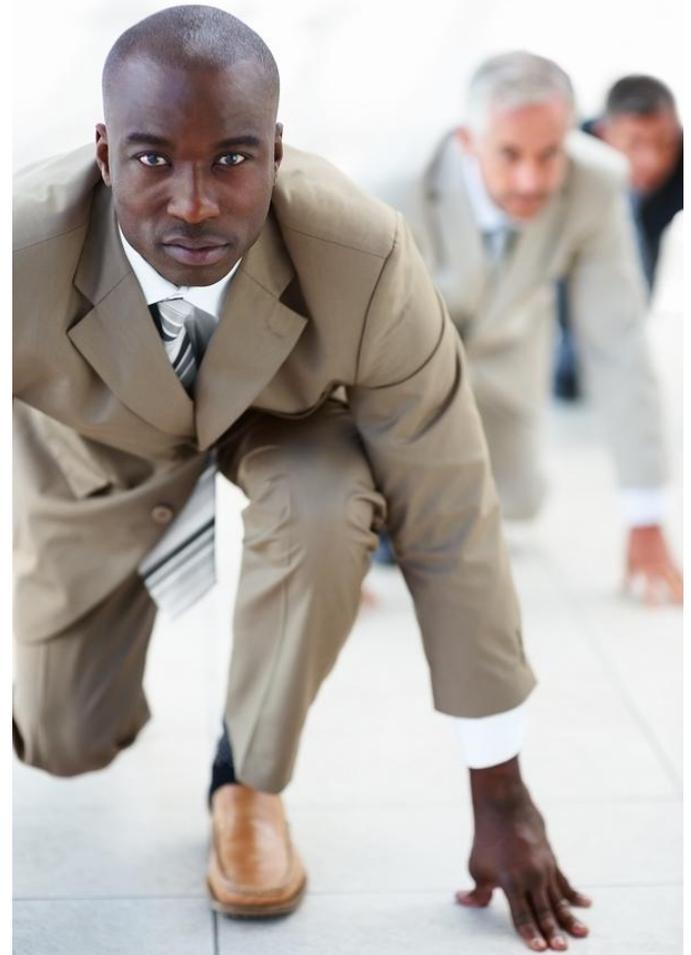


Final Report & Recommendations



Next Steps

- WS Managers Strategy Session
- Potential Dates:
 - November 4th
 - November 5th



Consultant Contact Information

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Questions or Comments?
Contact Us!

WORKSOURCE SYSTEM UPDATES

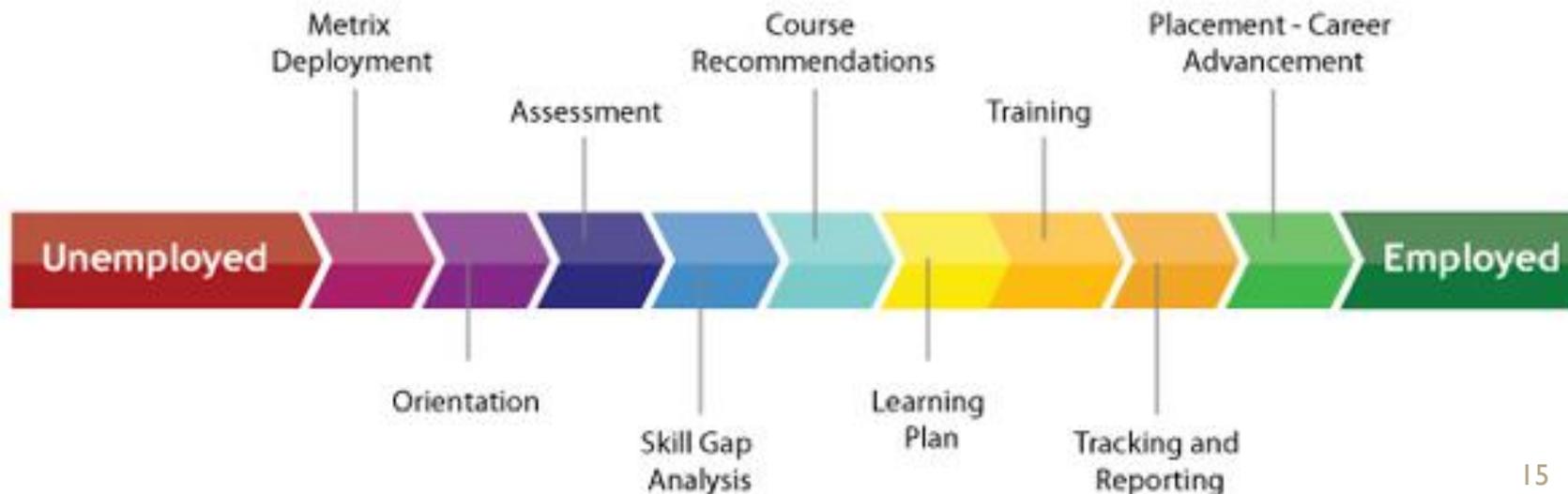


OPERATIONS DIVISION

Best Practices: Metrix Learning

Metrix Learning is:

- A complete Public Workforce eTraining and Skill Enhancement program offering full Learning Management capabilities in a single platform.
- An easy to use, cost effective system that provides measurable results for A/DW training programs.



Best Practices: Metrix Learning (cont.)

LA County will begin a pilot program by November



4 WorkSource Centers will be given 25 of the 100 free pilot licenses on a first-come basis



Agencies that have a Prove It! License will have priority



Services available (in multiple languages):

120+ certification & skill tracks

5,000 courses

Integrated job listings

Career planning tools

OSO Updates

One Stop Operators for Adult and Dislocated Contracts
FY 2010-11



One Stop Operators are required to maintain and update the RSAs

Due on a quarterly basis to update any changes



1st Quarter Updates

Were turned in Tuesday October 12, 2010



OSO Conference Call will be scheduled to review RSAs

Hosted by Linda Manion

EDD Updates:

EDD Physical & Program Accessibility (PPA) Self-Assessment

Required

- Each WSC and YS is required to complete the PPA Self-Assessment Checklist for each one of their locations

Notes

- These documents must be completed by a team
 - Ex: Equal Opportunity Complaints Officer, the Disability Coordinator, or the Program Director
- Work on these checklists steadily in case minor accessibility problems are discovered they can be corrected timely

Due Date

- Must complete and submit the PPA Checklist electronically no later than **Monday, November 1st 2010 by 5:00 p.m.**
to Irene Pelayo via email at iPelayo@css.lacounty.gov

EDD Updates (Cont.)

Project Process

EO Officer, Disability Coordinator, or Program Director will receive an email from Operations Division containing:

- Their Agency's distinct Authentication Identification Code to access and complete the checklists,
- An electronic link to the EMC and PPA self-assessment checklists, and
- A Guideline on how to complete the EMC and PPA Checklists.

EDD Updates (Cont.)

WebEx Training Sessions held on:

Wednesday, October 20, 2010

Morning Session: 10:00 a.m. to 11:00 a.m.

or

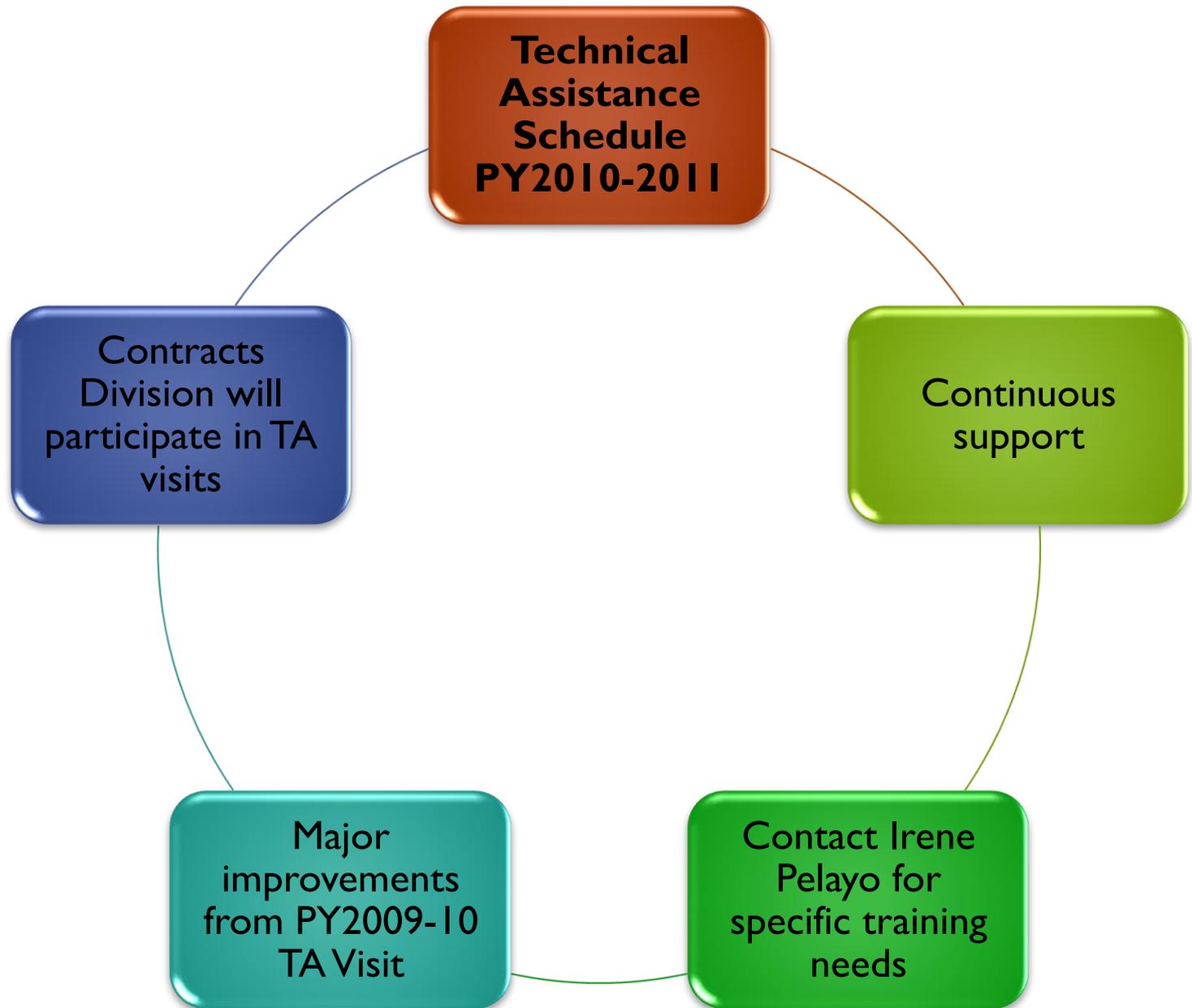
Afternoon Session: 2:00 p.m. to 3:00 p.m.

*For any questions or concerns please contact
May Maalouly at (213) 351-5392 or via email at
mmaalouly@css.lacounty.gov*

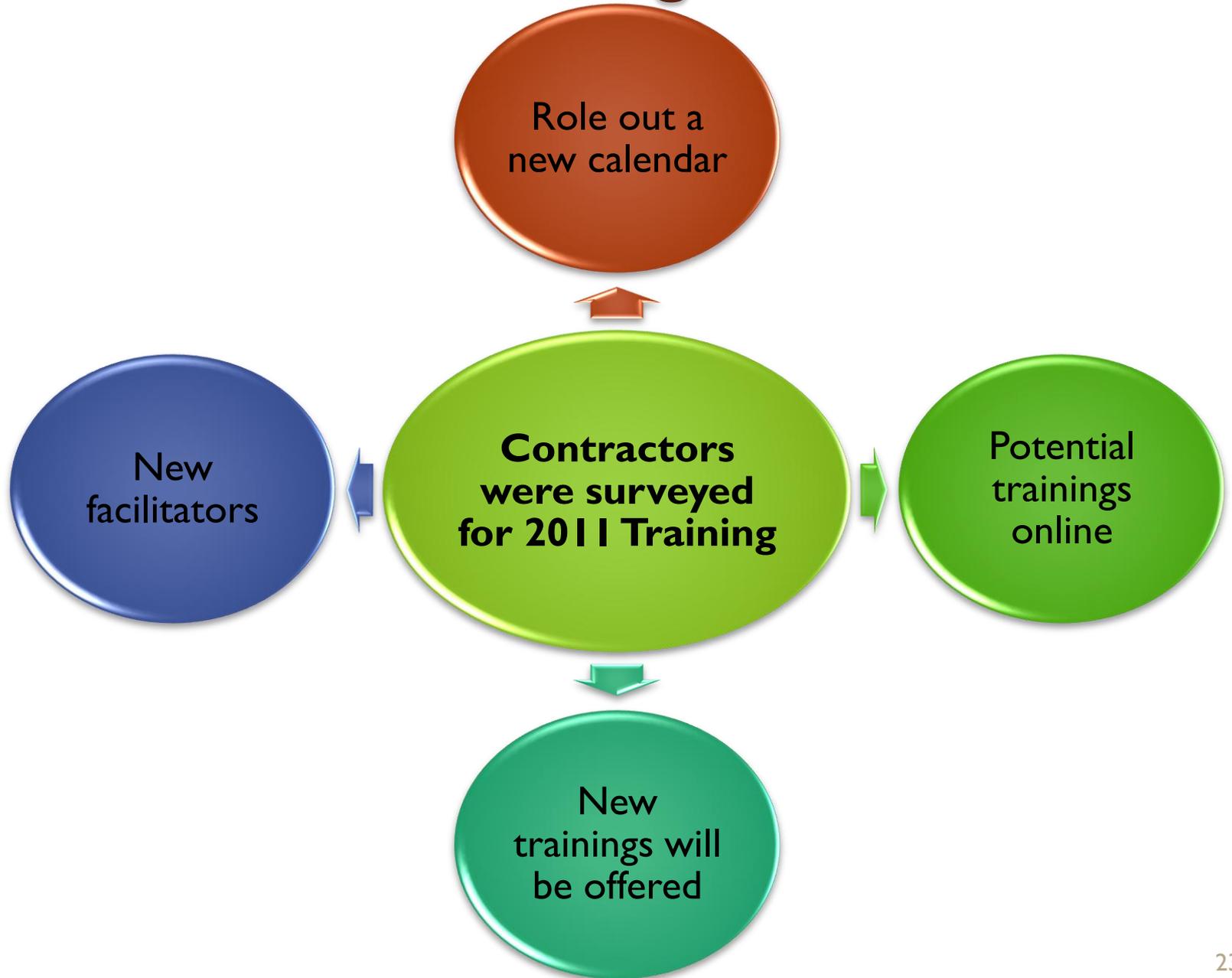
Directives Updates:

- **RS MIS 10-01:**
 - MIS Coding of Dislocated Worker Participants Receiving Additional Assistance Services (September 15, 2010)
- **WIA ADY D-10-02:**
 - 2010 70 Percent LLSIL and Poverty Guidelines (September 17, 2010)
- **WIA ADY D-10-03:**
 - FY 2009-10 Fiscal/Invoicing Guidelines (Adult Programs) (September 29, 2010)
- **WIA ADY D-10-04:**
 - FY 2009-10 Fiscal/Invoicing Guidelines (Dislocated Worker Programs) (September 29, 2010)

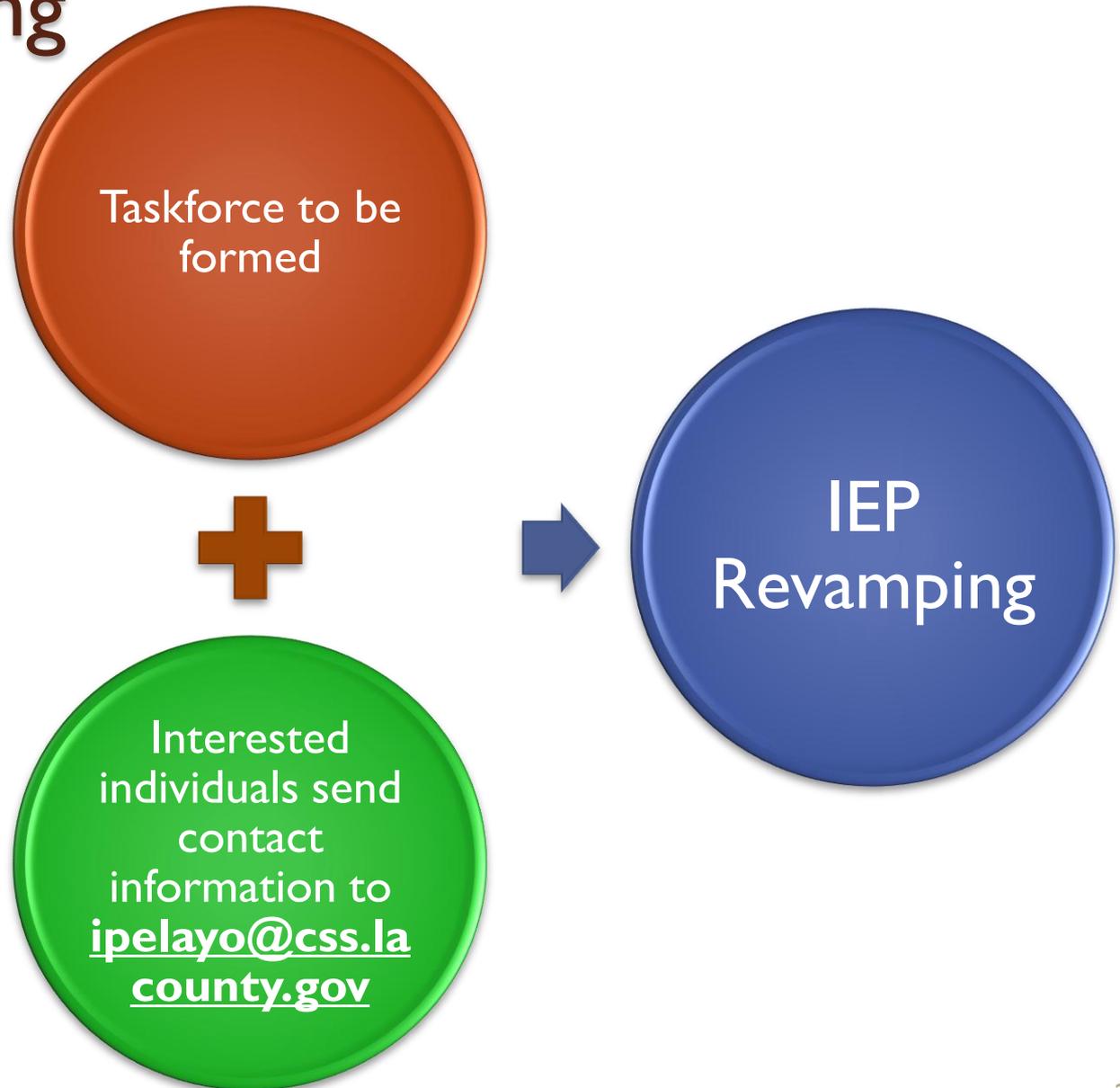
Technical Assistance (TA) Visits



EDD and CSS Staff Trainings



Taskforce for Individual Employment Plan (IEP) Revamping





CONTRACTS DIVISION

FY10-11 WIA Programs Quarterly Expenditure Detail Performance Review

**New process
for
Performance
Review**

Contractor shall ensure that 75% of the maximum contract funds are expended by the end of the third quarter

**To roll out
starting
January**
for October,
November,
and
December
2010

If under performance is persistent Corrective Action Plan (CAP) will be required

New Process (Cont.)

FY 10-11 Workforce Investment Act (WIA) Programs Quarterly Expenditure Detail Performance Review

Contractor: _____

Date: _____

Program: _____

Quarter: _____

Contract Number: _____

Contract Amount: _____

Quarterly Maximum Contract Amount: \$ _____

Quarterly Amount Billed to Date: \$ _____

Pursuant to WIA Youth Contract, Part I, Unique Terms and Conditions, Section 3.0 Contract Sum, Subsection 3.4.1:

3.4.1 Contractor shall ensure that seventy-five percent (75%) of the maximum contract funds are expended by the end of the third quarter of the contract period.

After a review of your agency's invoices, your agency expenditures are currently at _____% of your total contract amount. Please indicate the reason (s) for the under-expenditures and provide a brief explanation justifying the reasons. Return this form to your assigned contract analyst within 3 business days.

- Low Client Referrals _____
- MIS/JTA Issues _____
- Staffing Issues _____
- Invoicing Issues _____
- Other _____

As this serves as a first notice of quarterly under -expenditures, continued under -expenditures in subsequent quarters will result in Contractor submitting a Corrective Action Plan and/or suspension of payments. Failure to comply with WIA Youth Contract Section 3.0, Contract Sum, Subsection 3.4.1. may result in Contractor justifying under-expenditures to the Workforce Investment Board (WIB) Finance Committee at their quarterly meeting and/or reallocation of funding.

CA New Start

CA New Start Program

Contract extended until June 30, 2011



3 Contractors:

Career Partners

LA Works

SASSFA



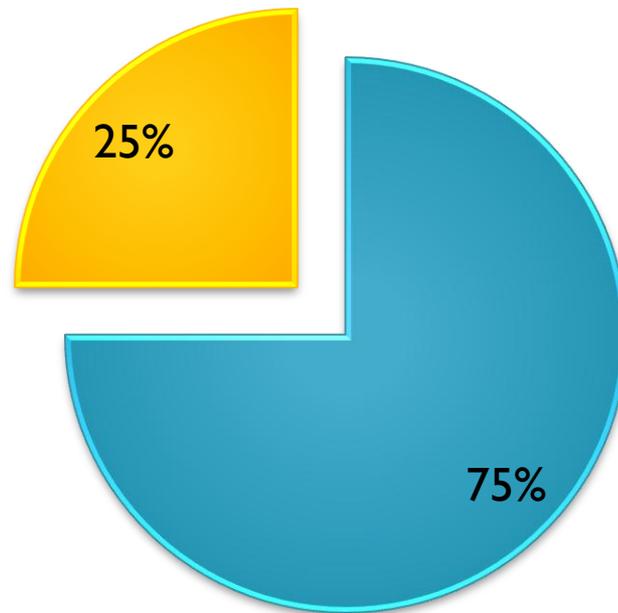
Monthly Reports due on the first Tuesday of each month to Operations Division



FINANCIAL MANAGEMENT DIVISION

Summary of ARRA Contractor Expenditures

ARRA Expenditures as of October 11, 2010

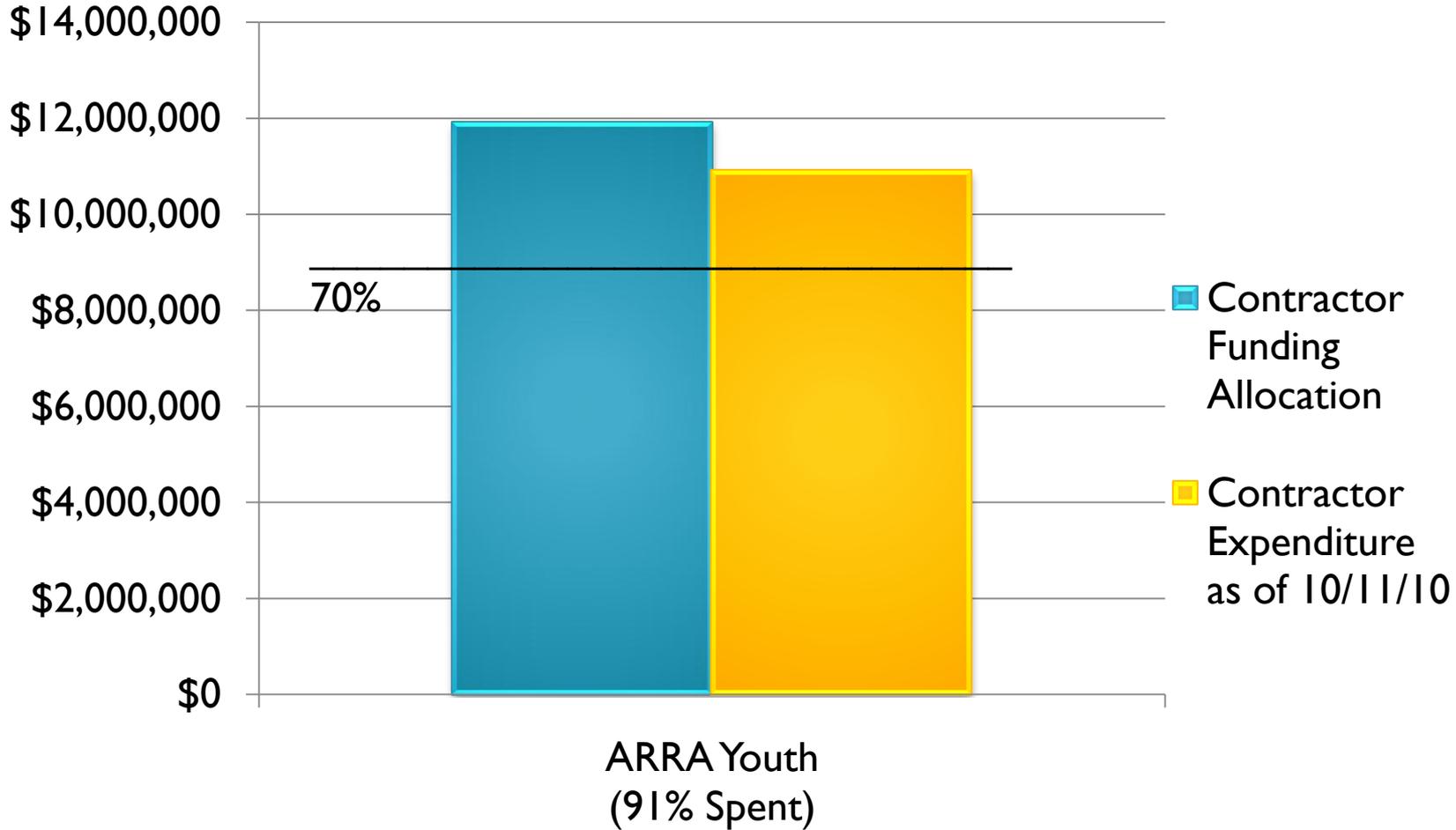


Budget Allocation
(\$28,203,000)

- Spent
(\$21,186,000)
- Unspent
(\$7,017,000)

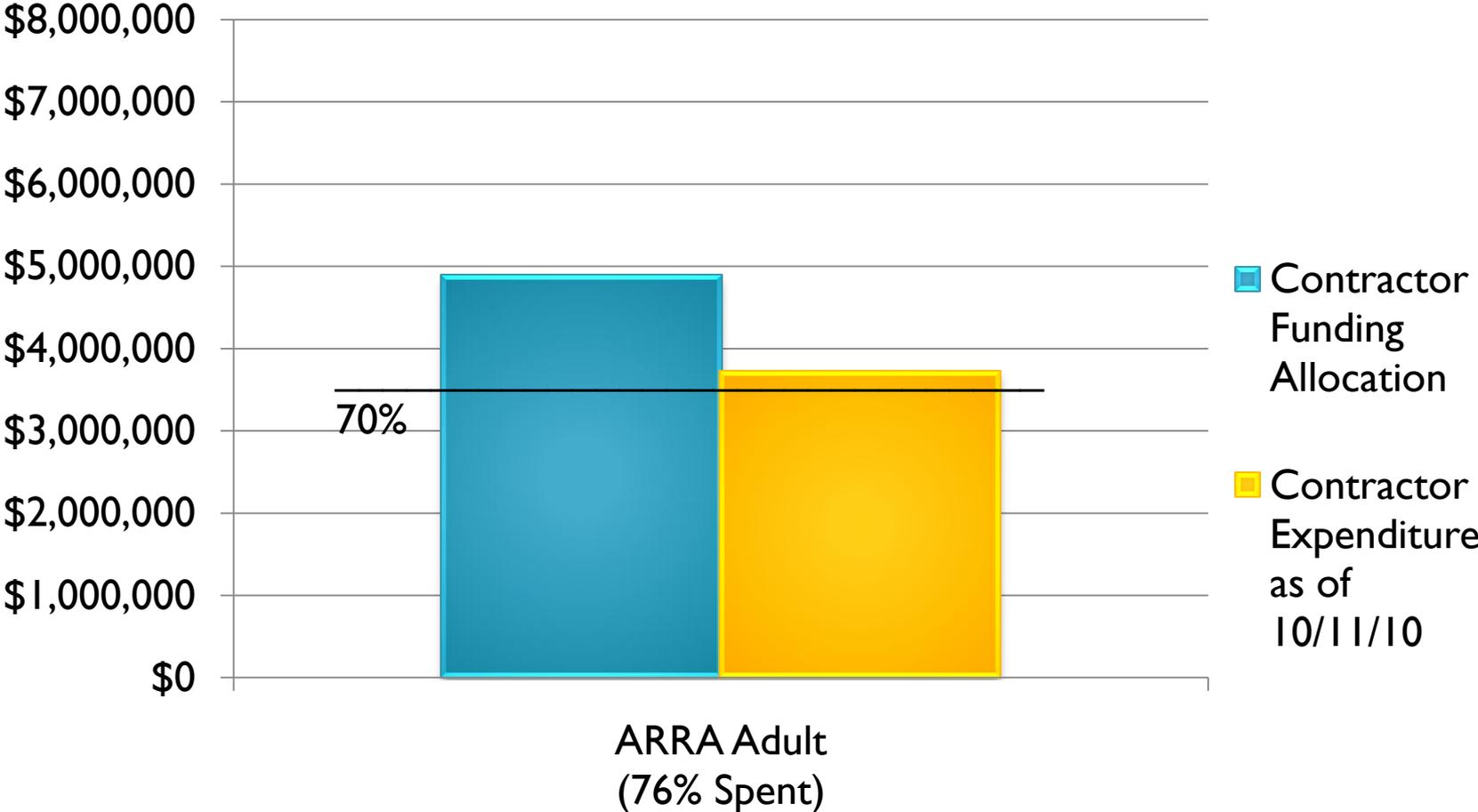
Contractor Expenditures (Cont.)

ARRA Youth



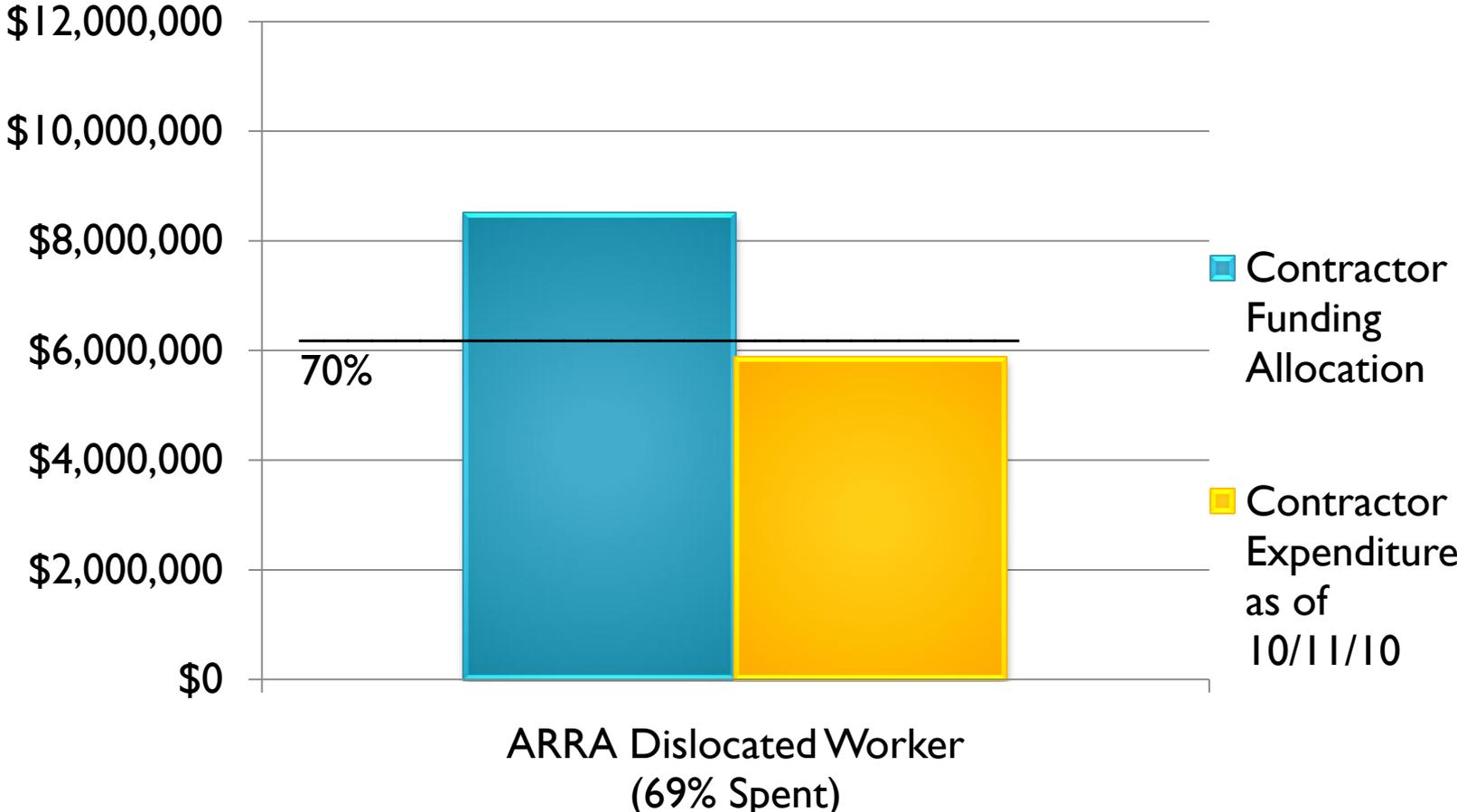
Contractor Expenditures (Cont.)

ARRA Adult



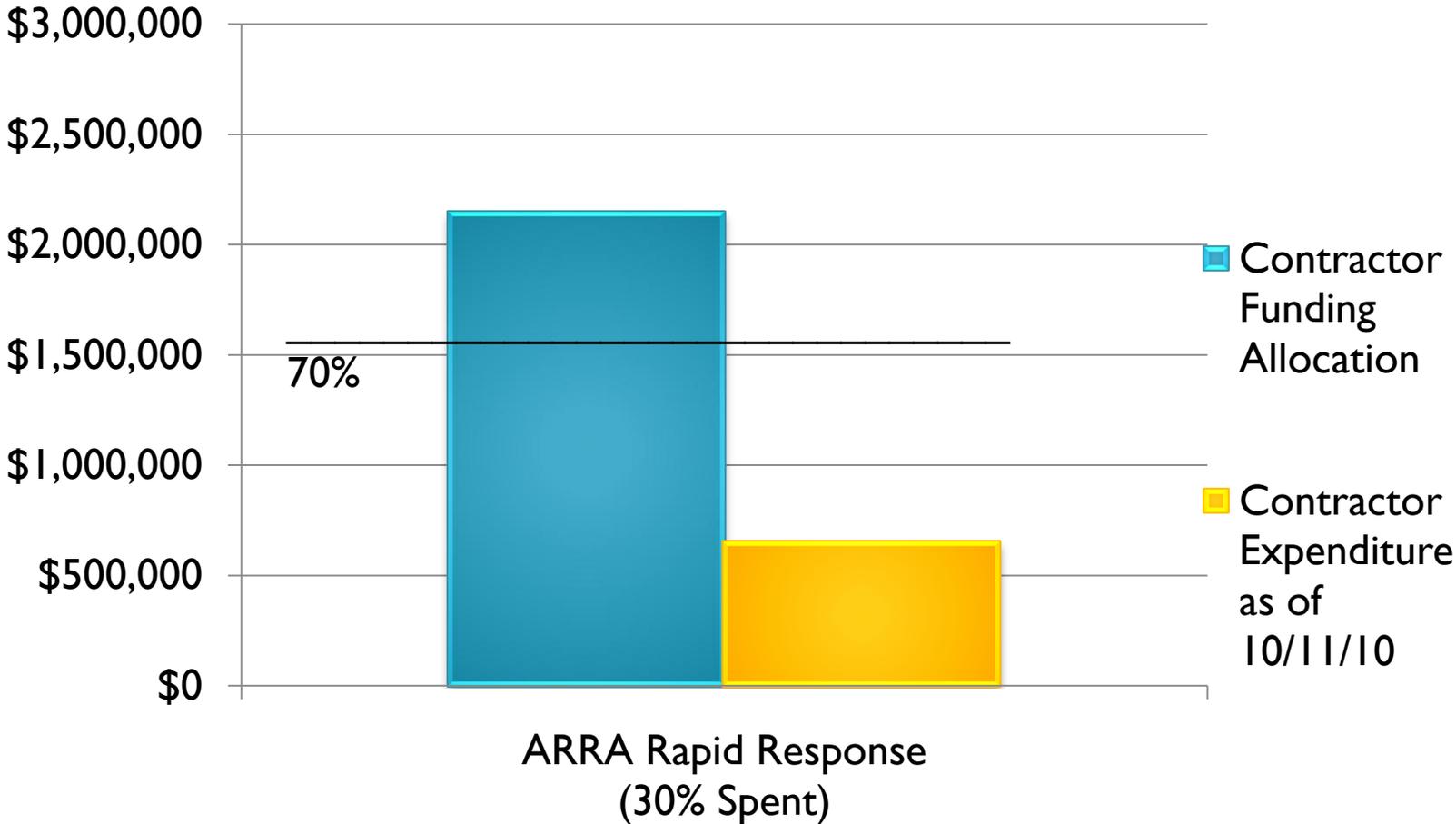
Contractor Expenditures (Cont.)

ARRA Dislocated



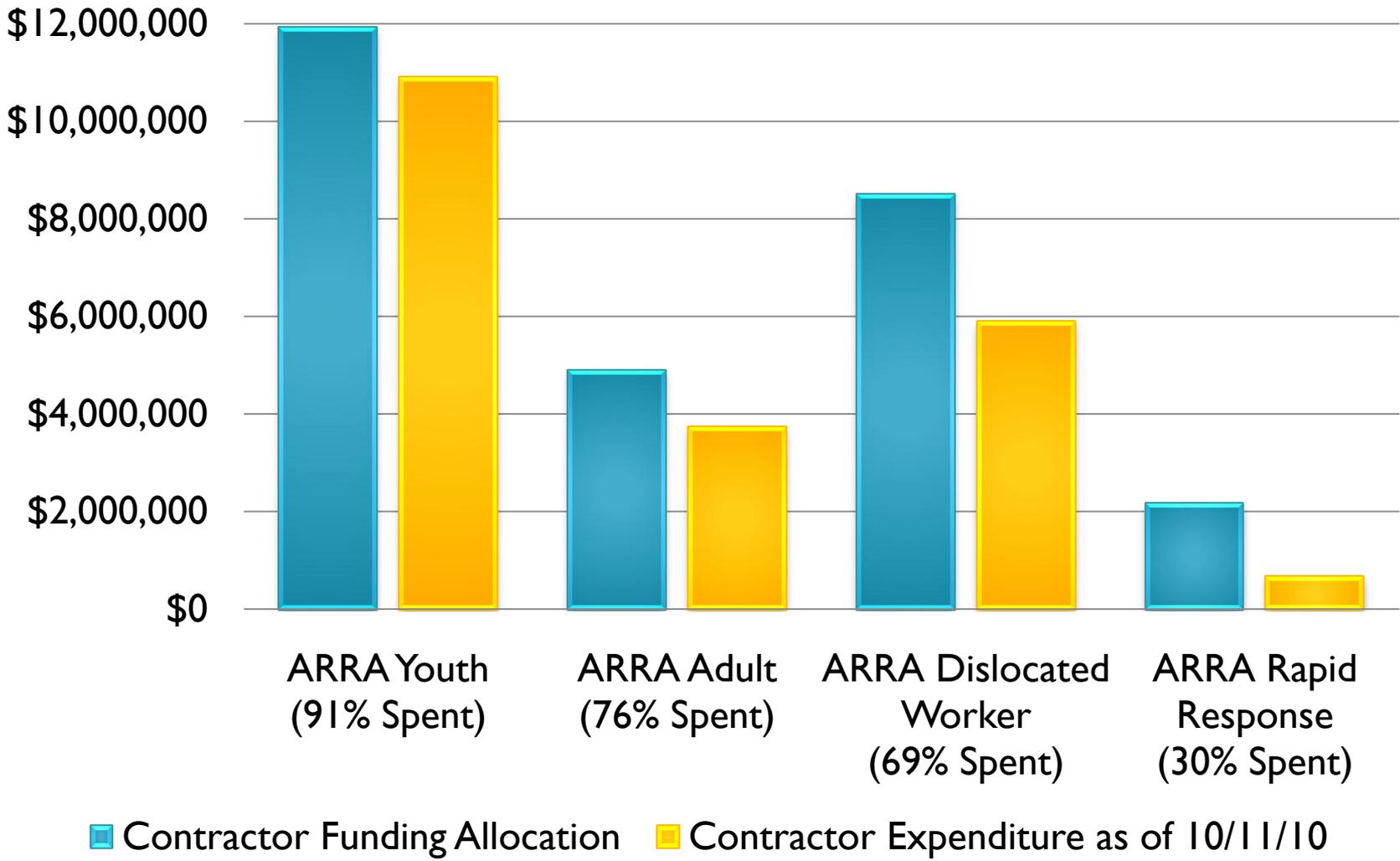
Contractor Expenditures (Cont.)

ARRA Rapid Response



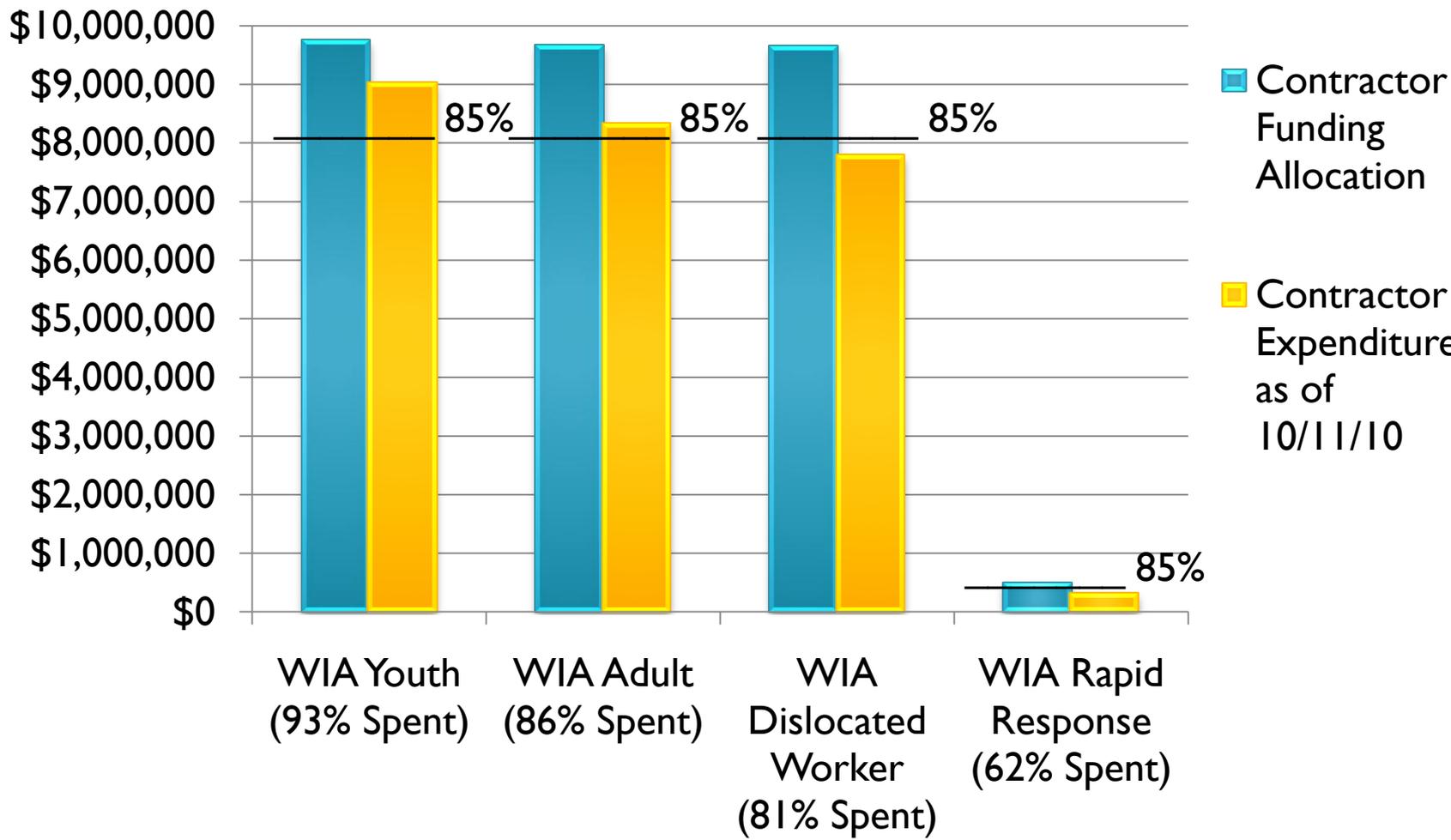
Contractor Expenditures (Cont.)

ARRA Contractor Expenditures



Contractor Expenditures (Cont.)

WIA Formula FY09-10





RESEARCH AND STATISTICS DIVISION

JTA System Client Forms Handbook Updates/Changes

Employment Development
Department (EDD)
published the

***WIA JTA System Client
Forms Handbook***

Updates

released in September
2010.

Download

JTA System Client Forms Handbook from
EDD website at

http://www.edd.ca.gov/Jobs_and_Training/pubs/wsin10-17.pdf

JTA System Client Forms Handbook Updates/Changes

Significant changes:

WIA Short Application Form (ESAF)

- Interviewer, reviewer, and client signature fields have been added to the ESAF form

Eligibility Form (EDOE)

- EDOE form is optional
- Agencies must still maintain hard or scanned copies of eligibility documents on file

WIA Co-Enrollment Table

- This was added to clarify instructions for co-enrolling clients into multiple services and funding sources

WIA Grant Specific Information Form (EWGS)

- Instructions and guidance for completing the EWGS form is provided
- This is an optional form that is used to track a participant's grant specific information

WIA Follow-up Information Form (EWIE)

- Use of EWIE form has been clarified
- Adult and Dislocated Worker (ADW) participants entering unsubsidized employment, follow-up services **must be** offered.

Reminders:

- Update Enrollment Forms Regularly
- Run the Client Action Report (CAR) from JTA on the 1st of the month to identify cases that have or are approaching 90+ days of inactivity

Reporting Process

Core A Customer Tracking Data Collection Documents

- Submit to: Research and Statistics Division
- wiajtatechsupport@css.lacounty.gov
- Due 5 working days following the end of the quarter

Common Comment Cards

- Submit to: Operations Division
- Cchau@css.lacounty.gov
- Due on the 10th of the Month

Media Tracking

- Submit to: Operations Division
- Cchau@css.lacounty.gov
- Due on the 5th Working day of the Month

Business Service Performance Measures

- Submit to: Irene Pelayo
- IPelayo@css.lacounty.gov
- Due on the 5th of the Month

Questions and Answers



Thank You!