



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

**Planning & Oversight Committee Meeting**

Tuesday, October 22, 2024

3:00 p.m. – 5:00 p.m.

Location:

500 Chadbourne Road, Suite A

Fairfield, CA 94534



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PLANNING & OVERSIGHT COMMITTEE**  
**Tuesday, October 22, 2024**  
**3:00 – 5:00 p.m.**  
**500 Chadbourne Road, Suite A**  
**Fairfield, CA 94534**

**MEETING AGENDA**

- I. Welcoming/Convening**
- II. Agenda Changes and/or Deletions**
- III. Public Comment** – *Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Action Items**
- |                                                                                                                     | <b>Pages</b> |
|---------------------------------------------------------------------------------------------------------------------|--------------|
| A. Approval of August 27, 2024 Meeting Minutes                                                                      | <b>1</b>     |
| B. Review and Approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2024 Policy       | <b>4</b>     |
| C. Review and Approval of the America’s Job Center of California Comprehensive and Affiliate Baseline Certification | <b>8</b>     |
- V. Informational Updates**
- A. Board Action Plan Updates
- VI. Discussion**
- |                                                                                                                                                       |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| A. Review and Discussion of the Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and Solano County WIOA Local Planning Process | <b>16</b> |
| B. Consideration of Alternative Meeting Schedule for 2025                                                                                             |           |
- VII. Adjournment**

Note: The next Planning & Oversight Committee meeting is December TBD

# ACTION ITEMS



**MINUTES**  
**PLANNING & OVERSIGHT COMMITTEE MEETING**  
**August 27, 2024**

**I. Welcoming/Convening**

Committee Chair, Chris Huxsoll, called the meeting to order at 3:01 p.m. Quorum was established.

**Members Present:** Suzanne Castano, Chris Churchill, Shannon Dodds, Janice Fera, Chris Huxsoll, Gerald Huber, David Tam

**Members Absent:** Rhuenette Alums, Glenn Loveall

**Staff Present:** Heather Henry, Tammy Gallentine, Sonam Rajbhandary, Matt Moon-Bailey, Cynthia Seals-Roper, Tracy White

**II. Agenda Changes and/or Deletions**

There were no changes or deletions to the agenda.

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of June 25, 2024, Meeting Minutes**

**MOTION #1**

A motion was made and seconded to approve the meeting minutes.

**(Huber/Tam) MOTION PASSED UNANIMOUSLY**

**B. Review and Accept the Workforce Development Board of Solano County's Final Sub-Monitoring Reports for Adult and Dislocated Worker Programs and America's Job Center of California (AJCC)**

Ms. Rajbhandary gave a brief overview of both final sub-monitoring reports highlighting the AJCC is in full compliance with no findings identified. The Adult and Dislocated Worker monitoring did have two findings that will remain open until the next monitoring to allow corrective action to be taken and checked at a later date. Monitoring is conducted annually.

**MOTION #2**

A motion was made and seconded to accept the Workforce Development Board of Solano County's final sub-monitoring reports for Adult and Dislocated Worker Programs and AJCC.

**(Fera/Tam) MOTION PASSED UNANIMOUSLY**

**C. Review and Approval of the Revision Concepts for WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy**

Ms. Henry provided a brief overview of the WIOA Adult and Dislocated Worker Enrollment and Eligibility Policy. Revisions to the policy include changes at the federal and state level, as well as local determination additions. With the recent publication of the Department of Labor's guidance outlining the goal of reducing the administrative burden of eligibility documentation for job seekers to enroll in WIOA programs, required documentation has changed. A revision to the current policy is needed to accommodate the shift.

**MOTION #3**

A motion was made and seconded to approve the meeting minutes.

**(Huber/Fera) MOTION PASSED UNANIMOUSLY**

## **V. Informational Updates**

### **A. Workforce Development Month Activities**

Ms. Henry announced that September is National Workforce Development Month. A Proclamation will be presented in support of Workforce Development month at the September 10<sup>th</sup> Solano County Board of Supervisors meeting. This is also to highlight the Workforce Development staff and recognize the hard work they do within the community. On September 18<sup>th</sup>, the annual Celebrating Solano's Workforce event will be held at Travis Credit Union in Vacaville. This event highlights businesses, organizations, community partners and job seekers through a nomination and selection process as recognition for their contributions within the workforce community. Admission is free to all that would like to attend.

### **B. Upcoming AJCC Certification**

Ms. White shared that, as part of WIOA, we are required to conduct an evaluation of our job centers every three years. The goal with certification is that we are meeting federal and state requirements and providing universal access to our customers. The criteria were developed by the California Workforce Development Board and is used throughout the state. A certification is done for the Comprehensive Center, the Vallejo location, and for the Affiliate Center, the Fairfield location. The Comprehensive Center must have access to all required services. The certification process will be done by the One-Stop Operator, California Human Development. The certification of both job centers are due to the state no later than November 1, 2024. The state often allows submittal of the draft by the deadline to allow necessary approvals needed by the Board of Directors and Solano County Board of Supervisors in November. An overview of the process will be given at the September Board meeting.

The certification process also looks at partnership relationships and continued improvement in services provided to the community.

### **C. ETPL – Public Testimony**

Ms. Henry explained the Eligible Training Provider List (ETPL) was created to ensure training providers are accredited. There is a process required to get onto the ETPL. They also want to make sure training that is paid for leads to employment. Every program goes through a rigorous application and performance review. There has been challenges as to how the information is tracked and entered into the system. Due some changes made to the ETPL eligibility process effective July 1, 2024; half of the training providers fell off of the list. At the end of August, the State Workforce Board meeting will be an opportunity to receive testimony from local Workforce Boards and training providers. The hope is to identify ways to improve the application and eligibility process.

## **VI. Discussion**

### **A. Review of Current Key Partnerships – Industry, Community, and Training**

At the July Planning & Oversight Committee meeting, the section of the Action Plan for Partnerships and & Industry based solutions was reviewed. A list of the current key partnerships was requested to be provided as part of a discussion at the August meeting. A current list of community organizations and businesses that the WDB currently has a formal partnership with was provided. Further partnership relationship details can be provided by staff, if needed, and be discussed further at the October committee meeting.

### **B. 5-Year Participant Training Analysis**

At the July committee meeting, there was an interest in better understanding what training was being provided. Ms. Henry provided a presentation outlining an overall training analysis over 5 years. Over the course of the last five years training enrollments have been lower. There is a 74% completion rate, which is generally higher but the period during COVID impacted the ability to provide training. The numbers have returned to some normalcy within the last year. The way WIOA training-related employment is counted, only direct correlation with occupations count. Unless the occupation obtained is directly based on the training received, the data will show the occupation as non-training related. Top training enrollments are in transportation and logistics, and healthcare. Construction is missing from the overall calculation as training is generally provided by partners. Manufacturing has not had a lot of training

opportunities due to the lack of Eligible Training Providers. There is a high enrollment in training for Class A and Class B truck drivers, however there is a challenge with the overall median wage being \$58,198 which can be below a living wage. Retention is also an issue, since transportation is not an occupation people stay in long term. Top training providers used are Michael's Transportation Services Training Academy, Fairfield-Suisun Adult School, AAA Academy, International School of Nursing, Security and Firearms Training Academy, Martinez Adult Education, and Career Development Solutions. New WIOA guidelines are allowing businesses with training programs to apply for the ETPL.

Guidelines on how to become an Eligible Training Provider is available on the WDB's website.

**VII. Adjournment**

The meeting adjourned at 4:43 p.m.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2024 Policy	<b>MEETING DATE</b> October 22, 2024	<b>AGENDA ITEM</b> IV.B
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION**

Staff is recommending the Planning & Oversight Committee review and approve the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2024 Policy for recommendation to the full Board.

**DISCUSSION**

To remain compliant with WIOA regulations governing programmatic and administrative policies, the Workforce Development Board (WDB) of Solano County revises previous policies, as needed. According to WIOA regulations, WIOA policies must be approved by the Board.

**Lower Living Standard Income Level (LLSIL) & Poverty Guidelines Policy**

The policy on LLSIL and poverty guidelines is to provide the low-income standard to WIOA staff and contractors for Adult and Youth eligibility. Per WIOA guidelines, the guidelines must be updated annually. The poverty guidelines also provide low-income standards for American Rescue Plan Act (ARPA) programs provided to individuals.

**Overview of Policy**

The policy provides information on the standards for low-income guidelines under WIOA and other federal eligibility. The U.S. Department of Labor sets the LLSIL, and the U.S. Department of Health and Human Services sets the federal poverty guidelines that are used by all workforce boards and other programs across the country. Low-income status is determined as an individual meeting the higher of either the LLSIL or poverty guidelines.

**Key Policy Elements**

- Background on LLSIL and poverty guidelines
- Solano’s LLSIL and poverty guideline numbers for 2024-25

**ALTERNATIVES**

The Committee could choose not to approve this policy and request further investigation or changes. However, this policy is updated based on published Federal and State Guidelines and is used by staff for eligibility determination.

**REPORT PREPARED BY**

Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding the information in this report.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

## POLICY ISSUANCE

Date: November 15, 2024

Number: 2024-03

### **LOWER LIVING STANDARD INCOME LEVEL (LLSIL) AND POVERTY GUIDELINES**

#### **INTRODUCTION**

This policy establishes standards on low-income eligibility guidelines outlined by the Workforce Innovation and Opportunity Act (WIOA) and other federal programs, such as American Rescue Plan Act (ARPA) programs. LLSIL is used for several purposes under the WIOA. Specifically, WIOA section 3(36)[B] and 3[49] defines the term “low-income individual” for eligibility purposes, and sections 127(b)(2)(C) and 132(b)(1)(B)(v)(IV) and 134(d)(1)(A)(x) define the terms “disadvantaged youth” and “disadvantaged adult” in terms of the poverty line or LLSIL for formula allotments.

The U.S. Department of Labor (DOL) establishes annual guidelines for the 70% Lower Living Standard Income Level (LLSIL) and the U.S. Department of Health and Human Services (HHS) establishes annual guidelines for levels of poverty. Both guidelines are required to be considered in WIOA eligibility determinations of low-income status. WIOA requires annual revision to both sets of data. All local Workforce Development Boards use the same federal guidelines, yet income levels for residents are separated by individuals living within Metropolitan Statistical Areas (MSAs) and individuals who live in non-metropolitan areas with populations under 50,000.

#### **QUESTIONS**

Questions relating to this policy should be directed to the Tracy White, One-Stop Manager, at [twhite@solanowdb.org](mailto:twhite@solanowdb.org) or at 707.863.3520.

#### **SOLANO COUNTY GUIDELINES**

LLSIL guidelines are established by DOL. As of 2024, Solano County is located within the DOL-defined West Metro MSA’s unique LLSIL. Additional information on the 2024 LLSIL, published in the Federal Register on April 16, 2024, is available at <https://www.dol.gov/agencies/eta/llsil>. Federal poverty guidelines are established by HHS and are standardized across the country. Additional information on the 2024 poverty guidelines can be found at <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

Income received during the six-month period immediately prior to the individual’s application for WIOA-funded services is used for income determination, the chart below shows both the annual and the six-month figures.



## LLSIL and Poverty Guidelines by Family Size

	1	2	3	4	5	6	Each Add'l
<b>LLSIL Guidelines</b>							
<b>100% Annual LLSIL</b>	\$19,627	\$32,166	\$44,162	\$54,510	\$64,333	\$75,241	+\$10,908
<b>70% Annual Income</b>	\$13,951	\$22,854	\$31,391	\$38,571	\$45,726	\$53,483	+\$7,757
<b>70% 6 Month Income</b>	\$6,975*	\$11,427	\$15,695	\$19,375	\$22,863	\$26,741	\$3,878
<b>Poverty Guidelines HHS</b>							
<b>Annual Income</b>	\$15,060	\$20,440	\$25,820	\$31,200	\$35,580	\$41,960	+5,380
<b>6 Month Income</b>	\$7,530	\$10,220	\$12,910	\$15,600	\$17,790	\$20,980	+\$2,690

### ELIGIBILITY DETERMINATION

Staff must use the higher of either the LLSIL or the poverty guidelines for the appropriate family size to determine low-income status for WIOA Adult and Youth enrollment, as well as ARPA enrollment. As such, staff must use the Poverty Guidelines for a family of 1 and the 70% LLSIL guidelines for families of 2 or more for low-income eligibility, effective April 16, 2024, until new federal income guidelines are released.

### DISCLAIMER

This policy is based on WDB's interpretation of the statute, along with the Workforce Innovation and Opportunity Act, Final Rule released by the U.S. Department of Labor, and federal and state policies relating to WIOA implementation, as well as the American Rescue Plan Act and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule. This policy will be revised annually based on federal or state guidance.

### REFERENCES

#### Law

- [Workforce Innovation and Opportunity Act of 2014 \(WIOA\)](#).
- [American Rescue Plan Act of 2021](#).

#### Federal Guidance

- Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds \(SLFRF\) Final Rule](#). 31 CFR Part 35.
- Federal Register, Volume 89, Number 74, "[WIOA 2024 LLSIL](#)"
- Federal Register, Volume 89, Number 11, "[Annual Update of the HHS Poverty Guidelines](#)"

#### Approved by

Workforce Development Board of Solano County



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:  
LOWER LIVING STANDARD INCOME LEVEL (LLSIL)  
AND POVERTY GUIDELINES POLICY  
(Issued November 15, 2024)

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The Workforce Development Board (WDB) of Solano County's WIOA Lower Living Standard Income Level (LLSIL) and Poverty Guidelines Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Lower Living Standard Income Level (LLSIL) and Poverty Guidelines Policy and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Approval of the America’s Job Center of California Comprehensive and Affiliate Baseline Certification	<b>MEETING DATE</b> October 22, 2024	<b>AGENDA ITEM</b> IV.C
<b>FROM</b> Juan Prieto, One Stop Operator – CHD	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A & B

**RECOMMENDATION**

The America’s Job Center of California (AJCC) Comprehensive and Affiliate Certification for Solano is presented to the Planning & Oversight Committee by the One Stop Operator (California Human Development) for approval and recommendation to the full Board of Directors at the November meeting.

**SUMMARY**

The One Stop Operator completed the baseline and affiliate Certification process for Solano’s comprehensive AJCC at 1440 Marin St, Vallejo and affiliate at 500 Chadbourne Road, Fairfield. The One Stop Operator will present the baseline certification assessment at the committee meeting and is currently finalizing the Certification Indicators narrative for submission to the state and the full Board of Directors for their November meeting.

**BACKGROUND**

Certification Process

The WIOA requires that the State Workforce Development Board formally certify the local AJCC to maximize quality and consistency of services across the state. Local Boards must use the certification procedures and criteria established by the State Board to certify local AJCCs. Each Local Area must have at least one certified comprehensive AJCC. Affiliate AJCC’s in a local area are optional. In Solano, the Vallejo AJCC is the comprehensive center, and the Fairfield AJCC is the affiliate. The WDB has selected the One Stop Operator to coordinate both levels of certification outlined below with the Board approving the certification.

Levels of certification:

(1) *Baseline* (compliance with the law & regulations) is due November 1st:

These are the legislative and regulatory requirements for comprehensive AJCCs. All must be met in order for an AJCC to be certified. If a Comprehensive AJCC does not at least meet the baseline certification level, they cannot be certified, and a corrective action plan must be implemented.

The 4 components of the *Baseline* Certification Process:

1. The AJCC has executed a Memorandum of Understanding with required partners.
2. The AJCC has implemented the board defined roles of one stop operator and career service provider.
3. The AJCC meets the requirements of a comprehensive center.
4. The AJCC ensures equal opportunity for individuals with disabilities.

(2) *AJCC Certification Indicator Assessment* (focuses on the quality of the center) is due November 1st:

These are qualitative standards for AJCCs that go beyond the baseline requirements for certification. These indicators will be used to identify the strengths of each comprehensive and affiliate AJCC and areas for continuous improvement. Additional details on the Hallmarks of Excellence certification will be outlined at the November 2024 Board meeting.

**Qualitative Standards:**

1. The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.
2. The AJCC actively supports the One-Stop system through effective partnerships.
3. The AJCC provides integrated, customer-centered services.
4. The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.
5. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
6. The AJCC has high-quality, well-informed, and cross-trained staffing.
7. The AJCC achieves business results through data-driven continuous improvement.

**ALTERNATIVES**

The Committee could choose to not approve the AJCC Comprehensive and Affiliate Certification of the Vallejo and Fairfield Centers. This is not recommended as all certification steps have been conducted per regulation and state guidance.

**WDB STAFF RECOMMENDATION**

The WDB staff have been consulted and concur with the recommendation to approve the Comprehensive and Affiliate Certification for the Vallejo and Fairfield AJCC’s presented by the One Stop Operator.

## Comprehensive AJCC Baseline Certification Matrix

The baseline criteria to certify an America's Job Center of California<sup>SM</sup> (AJCC) are intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Workforce Development Boards (Local Board) must submit a completed matrix to their Regional Advisor for each comprehensive AJCC by **November 1, 2024**.

**Name of Local Board** Workforce Development Board of Solano County

**Name of AJCC** Vallejo AJCC

<b>Implements the signed Memorandums of Understanding (MOU)</b>	<b>Yes</b>	<b>No</b>
An MOU (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU identifies the AJCC as a comprehensive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>	<b>Yes</b>	<b>No</b>
The AJCC Operator selected is in compliance with WSD22-13, <i>Selection of AJCC Operators and Career Services Providers</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The roles and responsibilities of the AJCC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Career Services Provider selected is in compliance with WSD22-13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The roles and responsibilities of the AJCC Career Services Provider are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>	<b>Yes</b>	<b>No</b>
The AJCC has at least one Title I staff person physically present. (Note: Consideration may be given to remote/virtual services implemented due to the COVID-19 pandemic.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to all basic and individualized career services identified in <a href="#">WIOA Joint Final Rule Section 678.430</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to training services for adult and dislocated workers identified in <a href="#">WIOA Joint Final Rule Section 680.200</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to any employment and training activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>	<b>Yes</b>	<b>No</b>
carried out under WIOA Section 134(d).		
The AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Ensures Equal Opportunity for Individuals With Disabilities</b>	<b>Yes</b>	<b>No</b>
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 <i>Code of Federal Regulations</i> Part 38.</p> <p>The <i>Americans with Disabilities Act</i> (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with the following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> <li>• <i>Fair Employment and Housing Act</i> (California Government Code Section 12900-12996)</li> <li>• <i>Unruh Civil Rights Act</i> (California Civil Code Section 51)</li> <li>• <i>Disabled Persons Act</i> (California Civil Code Section 54)</li> <li>• <i>California Building Code</i> Title 24 Chapter 11B</li> <li>• <i>California Government Code</i> 7405</li> <li>• <i>California Government Code</i> 11135-11139</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities.</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities.</li> <li>• Allow service animals to be permitted, even if there is a “no pets” policy.</li> <li>• Administering programs in the most integrated setting appropriate.</li> <li>• Communicating with persons with disabilities as effectively as with others.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<ul style="list-style-type: none"> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of the program or activity.</li> <li>• Providing physical accessibility of the AJCC to individuals with disabilities.</li> </ul>		
Was WIOA Section 188 compliance monitoring completed for PY 2021-22?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed?  If yes, briefly describe the findings. Click here to enter text.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was a corrective action plan submitted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the status of the findings open?	<input type="checkbox"/>	<input type="checkbox"/>
Is the status of the finding closed? If closed, as of what date? Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
<b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>

The Local Board Chair must attest to the Local Board’s certification decision by signing below.

\_\_\_\_\_

**Signature**

Chris Churchill

\_\_\_\_\_

**Name**

Board Chair

\_\_\_\_\_

**Title**

November 15, 2024

\_\_\_\_\_

**Date**

## Affiliate and Specialized AJCC Baseline Certification Matrix

The baseline criteria to certify an America’s Job Center of California<sup>SM</sup> (AJCC) are intended to ensure that every affiliate and specialized AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Workforce Development Boards (Local Board) must submit a completed matrix to their Regional Advisor for each affiliate and specialized AJCC by **November 1, 2024**.

**Name of Local Board:** Workforce Development Board of Solano County

**Name of AJCC:** Fairfield AJCC

Implements the signed Memorandums of Understanding (MOU)	Yes	No
An MOU (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU identifies the AJCC as a specialized/affiliate center.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC is implementing the MOU specifications applicable to specialized/affiliate centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be an <u>affiliated</u> AJCC (WIOA Joint Final Rule Section 678.310)	Yes	No	N/A
Network of affiliated sites provides one or more of the programs, services, and activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AJCC has at least one Title I staff person physically present. (Note: The frequency of program staff's physical presence in the affiliated site will be determined at the local level.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property is used in an efficient and effective way to ensure consolidation of employment services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be a <u>specialized</u> AJCC (WIOA Joint Final Rule Section 678.300(d)(3) and 678.320)	Yes	No	N/A
Addresses specific needs, including those of dislocated workers, youth, or key industry sectors, or clusters.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 <i>Code of Federal Regulations</i> Part 38.</p> <p>The <i>Americans with Disabilities Act</i> (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with the following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> <li>• <i>Fair Employment and Housing Act</i> (California Government Code Section 12900-12996)</li> <li>• <i>Unruh Civil Rights Act</i> (California Civil Code Section 51)</li> <li>• <i>Disabled Persons Act</i> (California Civil Code Section 54)</li> <li>• <i>California Building Code</i> Title 24 Chapter 11B</li> <li>• <i>California Government Code</i> 7405</li> <li>• <i>California Government Code</i> 11135-11139</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities.</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities.</li> <li>• Allow service animals to be permitted, even if there is a “no pets” policy.</li> <li>• Administering programs in the most integrated setting appropriate.</li> <li>• Communicating with persons with disabilities as effectively as with others.</li> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefit of the program, or activity.</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Was WIOA Section 188 compliance monitoring completed for PY 2021-22?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed?</p> <p>If yes, briefly describe the findings. Click here to enter text.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was a corrective action plan submitted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the status of the findings open?	<input type="checkbox"/>	<input type="checkbox"/>

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
Is the status of the findings closed?  If closed, as of what date? Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

The AJCC meets all Baseline Criteria for Baseline AJCC Certification	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Local Board Chair must attest to the Local Board’s certification decision by signing below.

\_\_\_\_\_

**Signature**

Chris Churchill

\_\_\_\_\_

**Name**

Board Chair

\_\_\_\_\_

**Title**

November 15, 2024

\_\_\_\_\_

**Date**

# DISCUSSION ITEMS





**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**AGENDA SUBMITTAL**

<b>SUBJECT</b> Review and Discussion of the Workforce Innovation and Opportunity Act (WIOA) North Bay Regional Plan and Solano County WIOA Local Planning Process	<b>MEETING DATE</b> October 22, 2024	<b>AGENDA ITEM</b> VI.A
<b>FROM</b> Heather Henry, President/Executive Director	<b>ACTION REQUIRED</b> YES    NO ✓	<b>ATTACHMENTS</b> NONE

**SUMMARY:**

It is recommended that the Planning & Oversight Committee:

- 1) Review and discuss the requirements for the WIOA Regional Plan Modification for the North Bay
- 2) Review and discuss the requirements of the Solano County WIOA Local Plan Modification; and
- 3) Discuss key strategies in the Regional and Local Planning process.

**DISCUSSION:**

**Background of Workforce Plans**

Under WIOA, regional and local plans are required every five years. Mid-way through the plan, two-year modifications are required to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.” The State of California finalized their [2024-2027 California Unified Strategic Workforce Development Plan](#) that provides policy direction for the state’s workforce development system.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes with workforce regions. Regional plans are used to articulate how workforce regions will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment. The North Bay Workforce Region, with the Regional Organizer (Resource Development Associates), will lead the regional planning process.

As outlined in WIOA Section 108, Local Plans provide an action plan for a local workforce area by aligning strategic objectives with the regional plan, driving coordination with local partners, and highlighting key service strategies. The Workforce Development Board of Solano County is responsible for coordinating, writing, and implementing the Local Plan.

These Plans are for a four-year period of July 1, 2024 through June 30, 2027. Requirements for regional and local plan modification submissions can be found in draft state directive, [Regional and Local Planning Guidance for PY25-28](#), released September 18, 2024. Comments on the draft directive were due by October 17, 2024 and a final directive will follow.

### **Planning Process and Timeline**

The development of the Regional Plan will be led by Resource Development Associates (RDA), the regional organizer for the North Bay Region. WDB staff will develop the Local Plan.

Stakeholder engagement and public notices are required as part of both the regional and planning modification process. The WDB plans to hold stakeholder convening sessions November 2024 – January 2025. The WDB will provide a 30-day opportunity for public comment prior to the final submission of the local and regional plans.

#### **Plan Development Timeline:**

- Stakeholder Engagement Sessions – November 2024 – January 2025
- *January 17, 2025* – Presentation of Draft Regional and Local Plan Modification Concepts at the Solano County Workforce Board Meeting
- *February 2025* – Presentation of Draft Regional and Local Plan Modifications to the Solano County Board of Supervisors and Opening of Public Comment Period
- *March 21, 2025* – Approval of Regional and Local Plan Modifications by the Solano Workforce Development Board
- *March 31, 2025* – Submission of Draft Regional and Local Plan Modifications to the State
- *April 2025* – Final Approval and Signature of the Local Plan by the Solano County Board of Supervisors

### **AGENCY BUDGET IMPACT**

No extraordinary budget impacts are represented within this action. The work in preparing and finalizing these Plans has been accounted for with baseline WIOA allocations and regional implementation funds.

### **REPORT PREPARED BY**

Heather Henry, President/Executive Director. Please contact Heather at 707-863-3501 if you have any questions regarding this information outlined in this report.