



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Planning & Oversight Committee Meeting

Tuesday, August 22, 2023

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, August 22, 2023

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 – <i>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.</i> | |
| IV. | Action Items | Pages |
| | A. Approval of June 27, 2023, Meeting Minutes | 1 |
| | B. Review and Approval of the Lower Living Standard Income Level & Poverty Guidelines Policy | 3 |
| | C. Review and Approval of the On-the-Job Training Policy, Change 2 | 7 |
| V. | Presentation | |
| | A. Public Health Presentation & Discussion on Upstream Measures | |
| VI. | Discussion | |
| | A. Review of Performance Impact | |
| | B. Workforce Development Month Activities | |
| VII. | Adjournment | |

Note: The next Planning & Oversight Committee meeting is October 24, 2023

ACTION ITEMS



MINUTES
PLANNING & OVERSIGHT COMMITTEE MEETING
June 27, 2023

I. Welcoming/Convening

Committee Chair, Melvinia King, called the meeting to order at 3:03 p.m. Quorum was established.

Members Present: Gerald Huber, Melvinia King, David Tam

Members Absent: Rhuenette Alums, Suzanne Castano, Shannon Dodds, Tiffany Donahue, Fadi Halabi, Viola Lujan, David Tam

Staff Present: Heather Henry, Tammy Gallentine, Sonam Rajbhandary, Tracy White, Marion Aiken

II. Agenda Changes and/or Deletions

There were no changes and/or deletions to the agenda.

III. Public Comment

There were no public comments.

IV. Action Items

A. Approval of February 28, 2023, Meeting Minutes

MOTION #1

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

(Huber/Tam) MOTION PASSED UNANIMOUSLY

B. Approval of April 25, 2023, Meeting Minutes

MOTION #2

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

(Huber/King) MOTION PASSED UNANIMOUSLY

C. Review and Accept the Workforce Development Board of Solano County's Final Sub-Monitoring Report for Adult and Dislocated Worker Programs

Ms. Henry gave a brief overview of the current monitoring policy, noting the policy was passed by the Board at the March 2022 setting up firewalls to meet compliance of monitoring and oversight of its federally funded subrecipients and contractors including those funded under WIOA. Ms. Rajbhandary provided a detail review of the sub-monitoring which included review of contracts, participant files and a staff interview. One finding was identified one supportive service that was recorded in the participant file but not entered into CalJobs. Mr. Aiken acknowledged the finding which was addressed with staff to ensure the policy and procedures are adhered to and entries are made in CalJobs. The finding will remain open until validated until the next monitoring. The committee requested the final report be revised to reflect that the corrective action will continue until it is confirmed the finding has been resolved in the next monitoring.

MOTION #3

A motion was made and seconded to accept the Workforce Development Board of Solano County's Final Sub-Monitoring for Adult and Dislocated Worker Programs with changes and be presented to the Board of Directors for final acceptance.

(Tam/Huber) MOTION PASSED UNANIMOUSLY

V. Discussion

A. Review of Performance Reporting Formats

Ms. Henry reviewed the internal performance reports that are provided to the committee and the full Board which include AJCC Service Summary, Job Seeker Services Deliverables, and Programmatic Impact Reports. Staff would like to periodically review the reports to ensure they track information members are interested in seeing, and to add any subject matter members feel are important to track.

Ms. White gave an overview of the AJCC Service Summary report, noting the report captures the general population that connects with us that are not necessarily enrolled. The report specifically tracks foot traffic in various locations, virtually and in-person, and gives a comparison month to month and annually. The report also provides an overview of services that are being offered and its attendance.

Establishing a baseline may be helpful to outline goals and/or requirements. Tracking foot traffic is important to track as it tells us when comparing it to other reports. It also tells us how the Job Center is doing and where the geographic need is. While foot traffic is important if we are trying to improve numbers and outcomes, a benchmark needs to be identified. Identifying the story of what the report tells, and the relevance of the information available, and what is done with this information is what gives the report value. It is important to establish what the outcomes are in the context of the programs being offered in the given year and what you want to see within those programs. Connecting the reports to show impact within other programs and reports may be the story.

Staff will work on a new Programmatic Impact Report format for next fiscal year. This report provides a snapshot of the Job Seeker Services Deliverables report. Staff will work on a draft Programmatic Report for the next committee meeting. The demographics outlined in the existing format are still relevant. Including gender demographic information would be interesting to review to see if there has been a shift. It generally has not been included because the data show the numbers were about equal. Priority populations include both WIOA and Solano County identified populations which include basic skills deficient, public assistance, and low income. The rest of the data has been identified by the Committee or Board members. Relabeling some of the identifying data such as homeless versus unhoused or at-risk individuals would be helpful for the next template.

Prevention of deficiency and identifying factors to catch people early before deficiencies become a factor would be ideal. Look at the factors that are creating the situation. Changing the language to support populations that are often been stigmatized that our policy makers use. Focusing on populations of deficit loses the penetration factor because you have to be at a point of deficit in order to receive services. Is there a way to offer assistance before an individual is in deficit or considered barriered?

During continued discussion, Ms. Henry announced an invitation would be extended to Public Health to join the next Committee meeting to talk about Upstream measures.

B. FY 2023-24 Planning Topics

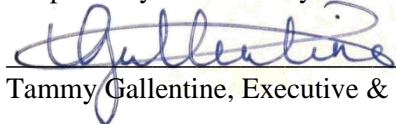
During discussion the committee would like to see topics which include concepts of priorities identifying the causes of deficiencies, ensuring we understand customer's needs and strengthen opportunities available, relevancy of WDB as an organization, social determination of health, and focused branding on priority services to capture the audience.

VI. Adjournment

The meeting adjourned at 4:44 p.m.

Note: The next Planning & Oversight Committee meeting is scheduled for August 22, 2023.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review and Approval of the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2023 Policy	MEETING DATE August 22, 2023	AGENDA ITEM IV.B
FROM: Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending the Planning & Oversight Committee review and approve the Lower Living Standard Income Level (LLSIL) & Poverty Guidelines for 2023 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, with a special designation for the San Francisco Bay area. 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 2023-24

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: September 22, 2023

Number: 2023-01

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) 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 or at 707.863.3520.

SOLANO COUNTY GUIDELINES

LLSIL guidelines are established by DOL. As of 2023, Solano County has been removed from the San Francisco/Oakland/San Jose MSA’s unique LLSIL. Additional information on the 2023 LLSIL, published in the Federal Register on May 8, 2023, 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 2023 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
LLSIL Guidelines							
100% Annual LLSIL	\$18,488	\$30,300	\$41,600	\$51,354	\$60,599	\$70,878	+\$10,279
70% Annual Income	\$12,942	\$21,210	\$29,120	\$35,948	\$42,419	\$49,615	+\$7,196
70% 6 Month Income	\$6,471	\$10,605	\$14,560	\$17,974	\$21,210	\$24,808	+\$3,598
Poverty Guidelines							
Annual Income	\$14,580	\$19,720	\$24,860	\$30,000	\$35,140	\$40,280	+\$5,140
6 Month Income	\$7,290	\$9,860	\$12,430	\$15,000	\$17,570	\$20,140	+\$2,570

ELIGIBILITY DETERMINATION

Staff must use the higher of either the LLSIL or the poverty guideline 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 70% LLSIL guidelines for low-income eligibility, effective May 9, 2023, 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 88, Number 88 – "[WIOA 2023 LLSIL](#)"
- Federal Register, Volume 88, Number 12, "[Annual Update of the HHS Poverty Guidelines](#)"

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
LOWER LIVING STANDARD INCOME LEVEL (LLSIL)
AND POVERTY GUIDELINES POLICY
(Issued September 22, 2023)

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

SUBJECT Review and Approval of the On-the-Job Training Policy, Change 2	MEETING DATE August 22, 2023	AGENDA ITEM IV.C
FROM Heather Henry, President/Executive Director	ACTION REQUIRED YES ✓ NO	ATTACHMENTS A

RECOMMENDATION

Staff is recommending that the Planning and Oversight Committee review and approve the policy change for recommendation to the full Board to the On-the-Job Training Policy.

DISCUSSION

In order to remain compliant with WIOA regulations governing programmatic and administrative policies, the Workforce Development Board (WDB) of Solano County continues to create policies and revise previous policies. According to WIOA regulations, WIOA policies must also be approved by the Board.

The State of California applied for a waiver from the Department of Labor to allow for local boards to provide up to a 90% reimbursement for On-the-Job Training (OJT) contracts. The WDB applied for, and received, this waiver. This policy change incorporates the waiver allowance of 90% reimbursement to businesses with fewer than 50 employees.

Additionally, this policy change includes an increase in the training cap from \$7,500 to \$10,000. As wages have increased in recent years, the WDB has been challenged to keep the cost reimbursement for wages to the \$7,500 level for the training needed for new employees. Increasing the OJT training cap to \$10,000 will allow for full training of the onboarded employee at a self-sufficient wage.

ALTERNATIVES

The Board could choose not to approve the policy change and request further investigation regarding wage reimbursements. However, this could keep participants from being able to reach their full training milestones as part of the OJT training.

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: September 22, 2023

Number: 2018-07 Change 2

ON-THE-JOB TRAINING (OJT) POLICY, CHANGE 2

INTRODUCTION

This policy change adds additional information on wage reimbursement rates and training cap under On-the-Job Training (OJT) contracts for enrolled Workforce Innovation and Opportunity Act (WIOA) clients under the Adult and Dislocated Worker grants.

QUESTIONS

Questions relating to this policy should be directed to Marion Aiken, Workforce Services Director, at maiken@solanowdb.org or at (707) 863-3594.

POLICY CHANGES

The changes modify the following parameters of the On-the-Job Training Policy as a result of allowing exceptions to the wage reimbursement rates for businesses with 50 or fewer employees. Changes are bolded and italicized.

CONTRACT PARAMETERS

- ***Contract reimbursement rates may be increased up to 90% for businesses with 50 or fewer employees.*** Factors used in increasing the wage reimbursement level up to 90% must be documented by staff and included in the contract file. This change will remain in effect until the recently approved On-the-Job Training Waiver period has ended.
- ***OJT Training Cap may be increased from \$7,500.00 to \$10,000.00*** for businesses with 50 or fewer employees and will also remain in effect until the On-the-Job Training Waiver period has ended.

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. This policy will be reviewed and updated based on any additional federal or state guidance.

Approved by

Workforce Development Board of Solano County