



# SAN BENITO COUNTY

JAMES A. RYDINGSWORD, MPA  
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

**1111 San Felipe Road, Suite 207 \* Hollister, CA 95023**

January 8, 2019 @ 3:00 P.M.

Full Board Meeting

## AGENDA

**FOR THE HEALTH AND SAFETY OF STAFF & GUESTS, ALL MEETINGS ARE FRAGRANCE FREE**

### I. GENERAL INFORMATION:

- A. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.
- B. **Guest Speakers:** Alicia Sibaja and Patricia Guerrero, Apprenticeship Consultants, from the Department of Industrial Relations, will present on their programs and services.
- C. **Success Stories:** Staff will present success stories.

### II. Regular Agenda:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Meeting Minutes:**
  - 1. **Full WDB:** The October 9, 2018 full WDB meeting minutes are **enclosed** for your approval. *Action is required.*
  - 2. **Executive Committee:** Draft December 11, 2018 Executive Committee meeting minutes are **enclosed** for information.

### III. CONSENT AGENDA:

- A. **Board Announcements:**
- B. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** is the Layoff Aversion Activities Report for December 2018.
- C. **Workforce Services Directives and Information Notices:** **Enclosed** are summaries for the most recent Workforce Services Directives [WSD 18-07 thru 18-08](#) and Information Notices [WSIN 18-11 thru 18-18](#). Please click hyperlink to read full description.
- D. **Unemployment:** The Unemployment Report for November, 2018 is **enclosed**.
- E. **Budget Expenditure Report:** **Enclosed** for your information.

### IV. DISCUSSION/ACTION ITEMS:

- A. **Website:** Antonio Mendez/IT will present the latest website for board review and feedback.
- B. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (4).
  - 1. An Application was received from Chuck Frowein for appointment to the WDB to fill a vacancy for the Private Sector. *Action is required*
  - 2. An application was received from Judith Munter, for WDB approval and appointment to the Youth Committee. *Action is required.*

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



EQUAL HOUSING  
OPPORTUNITY

The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

- C. **Election of Officers:** The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. There is a need to fill the vacancy for the Executive Committee replacing Albert Orosco, Private Sector Rep. *Action is required.*
- D. **Individual Training Account (ITA) Policy:** Enclosed is the ITA Policy for board review and approval. *Action is required.*
- E. **Limited English Proficiency (LEP) Policy:** Enclosed is the LEP Policy for board review and approval. *Action is required.*
- F. **Regional Business Services Agreement Modification #1:** Attached is the Modification #1 for the Regional Business Services Agreement to provide regional business engagement strategies and planning activities for the Prison to Employment grant. *Action is required* to approve the modification.
- G. **Prison to Employment Initiative Planning Grant:** Staff will provide an update on the Prison to Employment Grant.
- H. **Regional and Local Plans PY 17-21 – Two Year Modification:** Staff will provide an update on the Regional and Local Plan modifications due to the State by March 15, 2019.
- I. **Youth Request for Proposal (RFP):** Staff will provide an update on the development of the Youth RFP.
- J. **Lease of AJCC Facility:** Staff will provide an update on the leasing of the AJCC facility and subleasing to EDD.
- K. **Committee Updates:** Updates may be provided on the following committees:
  - 1. **Audit Committee:** Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State. The Program Monitoring has been scheduled from January 28-February 1, 2019.
  - 2. **Ag Committee:** The Ag Committee needs to convene a meeting to discuss a new program model to see if training can be offered to meet the local agricultural needs.
  - 3. **Youth Committee:** Committee members will provide an update on recruitment efforts and current activities.
  - 4. **Membership Committee:** Committee members will update the board on efforts made to recruit new board members.
- IV. **Additional Information:**
  - A. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.
- V. **Adjournment:**

The next Ex Committee is scheduled for February 12, 2019, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on April 9, 2019, Ste. 208– 3 P.M.



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San Benito County Workforce Development Board (WDB)

**1111 San Felipe Road, Suite 108 \* Hollister, CA 95023**

October 9, 2018 @ 3:00 P.M.

Full Workforce Development Board (WDB) Meeting

## MINUTES

**FOR THE HEALTH AND SAFETY OF STAFF & GUESTS, ALL MEETINGS ARE FRAGRANCE FREE**

Present: Kristi Alarid, Duane Bradford, Randy Brown, Kristina Chavez Wyatt, Al Gonzalez, Richard Perez,

Absent: **Excused:** Richard Bianchi, Karen Para, Jose Rodriquez, James Rydingsword, **Unexcused:** Kendra Bobsin, Carrie Fosdick, Andy Hartman

Guests: Darlene Boyd, Tonia Sunseri, Renée Hankla, Maria Lucero

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

Co-Chair, Richard Perez, called the meeting to order at 3:00 P.M.

### I. GENERAL INFORMATION:

A. **Public Comment Period:** Introductions were made by everyone present.

1. Renée Hankla, M.A., Reentry Program Manager, Community Transition Center (CTC), provided a brief presentation on the CTC and answered questions about their programs and services. She has spoken to Andy Hartman about hosting the Prop39 in the local county Jail.
2. Laura VanAmurg from Pacific Scientific attended the meeting to check things out to see if she might be interested in joining the board.

B. **Success Stories:** Ruby Soto presented a 2 success stories from one of our AJCC participants.

C. **Guest Speaker:** In an effort to collaborate with the WDB, Enrique Arreola introduced the Community Action Board (CAB) member/s who then provided an update on their services and goals. Tonia Sunseri presented a slideshow on the CAB outreach projects and shared their vision for a youth center.

### II. Regular Agenda:

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

B. **Full WDB:** The April 10, 2018 & July 10, 2018 full WDB meeting minutes are enclosed for review and approval. ***Due to the lack of a quorum, this item was tabled.***

C. **Meeting Minutes:** September 11, 2018 Executive Committee meeting minutes were enclosed for board info.

### III. CONSENT AGENDA:

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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OPPORTUNITY

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- A. **Board Announcements:**
- B. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** was the Layoff Aversion Activities Report for September, 2018.
- C. **Board Membership:** No applications were received to be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).
- D. **Programs Expenditure Report:** Enclosed was the expenditure report.
- E. **Workforce Services Directives and Information Notices:** **Enclosed** are summaries for the most recent Workforce Services Directives [WSD 18-03 thru 18-07](#) and Information Notices [WSIN 18-06 thru 18-08](#). Please click hyperlink to read full description.
- F. **Unemployment:** The Unemployment Report for August, 2018 was **enclosed**.
- G. **Prop 39 (Pre-Apprenticeship Program):** **Enclosed** was a summary report for your review.

#### IV. **DISCUSSION/ACTION ITEMS:**

- A. **America's Job Center of California (AJCC) and Business Services Websites:**
  - 1. As a result of the county-wide computer system being down IT hasn't had a chance to update the website and will present at the November meeting.
  - 2. A survey link was emailed to board members however there were few responses therefore this item was tabled for *action at the next meeting*.
- B. **Election of Officers:** The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. However there is still a need to appoint one member. The Executive Committee requests a board member volunteer or one will be appointed by the Chair. *Richard Perez will reach out to board members for a volunteer. Action Required – Table to next meeting.*
- C. **Bay Peninsula RPU Performance Measures Negotiations:** Staff will provide an update on the State's performance measures for PY 18 and 19. **Attached** were the regional Skills Attainment measures. The report was distributed and Enrique provided an overview of the performance measures and indicated that San Benito County exceeded the goals. Action is required to approve the performance measures. – *Table to next meeting.*
- D. **Prison to Employment Initiative Planning Grant:** The California Workforce Development Board (CWDB) and the Employment Development Department (EDD) announced the availability of local assistance grants for collaborative development of regional partnerships and plan to serve the formerly incarcerated and other justice involved individuals in California. The total amount available for the planning grant is \$1,750,000 in state general funds. AJCC received \$145,000. This is only for planning. The local area is working on developing an online resource for services. Staff still hasn't received the contract but should have it by the next meeting. Additional information was enclosed.
- E. **Regional and Local Plans PY 17-21 – Two Year Modification:** Staff updated the board on the Regional and Local Plan modifications due to the State by March 15, 2019. Listening Sessions have been scheduled for November 7, 2018 at 5:30 P.M. Location TBD. Enrique shared the areas of discussion which will be included in the discussion sessions.
- F. **Committee Updates:** Updates may be provided on the following committees:

1. **Audit Committee**: Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State.
2. **Ag Committee**: Receive direction from the board on ways to revamp and layout a new program model to see if training can be offered to meet the local agricultural needs. **Enclosed** was a summary of needs. Richard Perez is in the process of obtaining the non-accredited course list for a possible partnership with Gavilan College. Working on holding at employer site or at another local location.
3. **Youth Committee**: Committee members Richard Perez and Karen Para have been recruiting members and hope to have some join soon. Richard Perez will connect with Renee Hankla at the Community Transition Center to see about a partnership.
4. **Membership Committee**: Committee members updated the board on efforts made to recruit new board members.

IV. **Additional Information**:

- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
- B. **Business Engagement**: Enrique reported on a meeting held last week on business services & health care. Each region provided an overview of their services and programs. Gained some insight on how services are administered. AJCC is one of the few locations where partners are in-house. Discussed local employment needs in in-home care which is on the rise and how to meet the need. One recommendation was to upgrade the skill-set and income level by providing certifications courses to increase their hourly wage options.

V. **Adjournment**: The meeting adjourned at 3:58 P.M.

The next Ex Committee is scheduled for November 13, 2018, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on January 8, 2019, **Ste. 108**– 3 P.M.



**San Benito County Workforce Development Board (WDB)**

**1111 San Felipe Road, Suite 107 \* Hollister, CA 95023**

**December 11, 2018 @ 3:00 P.M.**

**WDB Executive Committee Meeting**

**MINUTES**

**FOR THE HEALTH AND SAFETY OF STAFF & GUESTS, ALL MEETINGS ARE FRAGRANCE FREE**

Present:

Absent:

Guests:

Staff:

**I. GENERAL INFORMATION:**

- A. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.

**II. Regular Agenda:**

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Executive Committee Meeting Minutes:** November 13, 2018 Executive Committee meeting minutes are enclosed for review and approval. *Action Required.*

**III. CONSENT AGENDA:**

- A. **Board Announcements:**
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed is the Layoff Aversion Activities Report for November, 2018.
- C. **Workforce Services Directives and Information Notices:** Enclosed are the summaries for the most recent Workforce Services Directives [WSD 18-07 thru 18-08](#) and Information Notices [WSIN 18-10 thru 18-14](#). Please click hyperlink to read full description.
- D. **Unemployment:** The Unemployment Report for October, 2018 is enclosed.
- E. **Budget Expenditure Report:** Enclosed for your information.

**IV. DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representative (5).
1. **New Memberships:** An application was received from Joe Giacalone for appointment to the board. *Action is required.*
- B. **America's Job Center of California (AJCC) and Business Services Websites:**

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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1. **Website**: Antonio Mendez/IT will present the live website for board review and feedback.
- C. **Election of Officers**: The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. There is still a need to fill the vacancy for the Executive Committee replacing Albert Orosco, Private Sector Representative. *Action is required.*
- D. **Prison to Employment Initiative Planning Grant**: Staff will provide an update on this project.
- E. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff will provide an update on the Regional and Local Plan modification due to the State by March 15, 2019.
- F. **Youth Request for Proposal (RFP)**: The WDB is required to procure for the Youth Services at least every 3 years. Board is to give direction to staff to initiate the RFP and to present the RFP at the next Full Board Meeting. *Action is Required*
- G. **Committee Updates**: Updates were provided on the following committees:
  1. **Audit Committee**: Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State.
  2. **Ag Committee**: Convene a meeting to revamp and layout a new program model to see if training can be offered to meet the local agricultural needs.
  3. **Youth Committee**: Committee members will provide an update on recruitment efforts.
  4. **Membership Committee**: Committee members will update the board on efforts made to recruit new board members.
- IV. **Additional Information**:
  - A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
- V. **Adjournment**:

The next Full Board meeting is scheduled on January 8, 2019, Ste. 207– 3 P.M.

The next Ex Committee is scheduled for February 12, 2019, Ste. 107 at 3 P.M.



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Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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January 3, 2019

To: Workforce Development Board

From: Megan Crable, Employment & Training Services Counselor II

Re: Layoff Aversion Activities for December 2018

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At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

- 1) **Business Services Workshops:**
- 2) **Job Search Assistance & Resume Writing Workshops:**

Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

- a. United States Postal Service
  - b. Monterey County Sheriff's Department
- 3) **Business Engagement:**
    - a. Chamber Ambassador Meeting 12/4/18
    - b. Statewide Business Engagement Roundtable Planning Session

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

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## MEMORANDUM

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January 8, 2019

**TO:** Workforce Development Board (WDB) Members

**FROM:** Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director

**SUBJECT:** Summary of EDD Workforce Services Directives and Workforce Services Information Notices

**Background/Summary:** Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

**Background/Summary (Information Notices):** The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities; including Trade Adjustment Assistance, CalJOBS<sup>SM</sup>, employer incentives and more. Directives provide policy and guidance regarding various Workforce Services program requirements, funding, and activities for EDD Workforce Services Staff and Workforce Partners.

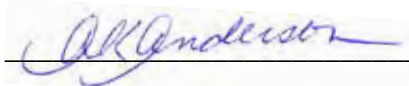
### Workforce Service Directives

<a href="#">WSD18-07</a>	Salary and Bonus Limitations for 2018 This policy provides the guidance and establishes the procedures regarding the 2018 salary and bonus limitations for individuals paid by funds appropriated to the Department of Labor (DOL) Employment and Training Administration (ETA). This policy applies to all subrecipients expending Workforce Innovation and Opportunity Act (WIOA) program fund. The 2018 salary rates for executive level employees became effective on January 1, 2018.
<a href="#">WSD18-08</a>	Disaster National Dislocated Worker Grant Guidance: This policy provides the guidance and establishes the procedures regarding the purchasing of equipment during participation in a disaster National Dislocated Worker Grant (NDWG). This policy applies to Project Operators of disaster NDWGs, and is effective immediately

### Information Notices

<a href="#">WSIN18-15</a>	CA ETPL SUBSEQUENT ELIGIBILITY REVIEW 2018 - The Workforce Innovation and Opportunity Act (WIOA) requires the Governor to establish procedures to assess all providers and programs on the Eligible Training Provider List (ETPL) for continued eligibility, with the exception of the Division of Apprenticeship Standards (DAS)/Department of Labor (DOL) approved apprenticeship programs. Therefore, Local Boards should remember that it is their responsibility to conduct a subsequent eligibility review for calendar year 2018 as outlined in WSIN16-50 and WSD15-07. Local Boards are required to complete their eligibility review by December 31, 2018. If you have any questions regarding this information, please contact <a href="mailto:wsbetpl@edd.ca.gov">wsbetpl@edd.ca.gov</a>
<a href="#">WSIN18-16</a>	PRISON TO EMPLOYMENT INITIATIVE – RFA The California Workforce Development Board (State Board) and the Employment Development Department (EDD) are pleased to announce the availability of approximately \$34 million in state General Funds for the implementation of regional plans to serve the formerly incarcerated and other justice-involved individuals in California. These funds will be released as grants to each of the 14 Regional Planning Units (RPU), with up to \$14 million released in fiscal year 2018-19, and up to \$20 million released in fiscal year 2019-20. In June 2018, Governor Edmund G. Brown Jr. signed the Budget Act of 2018 (Senate Bill 856), which provided \$37 million in state General Funds to establish the Prison to Employment Initiative. This funding is intended to support regional planning efforts, fund regional plan implementation, and provide resources

	for direct services to the formerly incarcerated and other justice-involved individuals.
<a href="#"><u>WSIN18-17</u></a>	<b>FEDERAL BONDING PROGRAM</b> The State of California, Employment Development Department (EDD), administers the Department of Labor's Federal Bonding Program. The program provides employers with fidelity bonds at no cost as an incentive to employ at-risk job seekers. The America's Job Center of CaliforniaSM (AJCC) staff, comprised of the EDD field staff and Local Workforce Development Area (Local Area) partner staff, collaborate through AJCC locations to provide fidelity bonding service and issue fidelity bonds.
<a href="#"><u>WSIN18-18</u></a>	<b>CalJOBSSM GOVERNANCE COUNCIL</b> The CalJOBS Governance Council (CGC) was formed per WSD16-23, Mandated Use of One Integrated Data System – Direct Data Key Entry into CalJOBS. The role of the CGC is to establish a diverse group of representatives that directly focuses on the evaluation and recommendation of future enhancements to the CalJOBS system. The CGC is made up of 23 members: a representative from each of the 14 Regional Planning Units (RPU); a representative from the California Workforce Development Board; a representative from the Employment Development Department (EDD) Information Technology Branch; a representative from each of the three EDD field divisions; a representative from the EDD Labor Market Information Division; and three representatives from the EDD Central Office Workforce Services Division, CalJOBS Analysis and Operations Group. For more information regarding the members of the CalJOBS Governance Council and the jurisdiction they represent, please see the attached CalJOBS Governance Council Membership List.



Enrique Arreola, Deputy Director  
San Benito County Workforce Development Board (WDB)

**01/08/19**

Date

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**November 2018 - Preliminary**  
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,715,600</b>	<b>18,938,100</b>	<b>777,500</b>	<b>3.9%</b>
ALAMEDA	8	870,400	846,000	24,400	2.8%
ALPINE	24	600	580	20	3.8%
AMADOR	18	14,850	14,320	530	3.6%
BUTTE	32	106,300	101,700	4,600	4.3%
CALAVERAS	18	21,840	21,050	780	3.6%
COLUSA	57	10,810	9,510	1,310	12.1%
CONTRA COSTA	10	578,700	561,800	16,900	2.9%
DEL NORTE	42	9,950	9,410	540	5.5%
EL DORADO	15	92,200	89,100	3,100	3.4%
FRESNO	54	454,500	423,200	31,400	6.9%
GLENN	42	12,910	12,200	710	5.5%
HUMBOLDT	13	64,400	62,300	2,100	3.3%
IMPERIAL	58	76,000	62,200	13,800	18.1%
INYO	24	8,860	8,520	330	3.8%
KERN	51	388,300	362,500	25,700	6.6%
KINGS	55	57,500	53,500	4,000	7.0%
LAKE	37	29,840	28,390	1,450	4.8%
LASSEN	28	9,980	9,570	410	4.1%
LOS ANGELES	35	5,201,300	4,961,300	240,000	4.6%
MADERA	48	60,700	56,900	3,800	6.2%
MARIN	2	145,600	142,400	3,200	2.2%
MARIPOSA	40	7,290	6,940	360	4.9%
MENDOCINO	21	40,110	38,640	1,470	3.7%
MERCED	52	119,100	111,100	8,000	6.7%
MODOC	49	3,150	2,950	200	6.3%
MONO	27	8,690	8,340	350	4.0%
MONTEREY	40	220,500	209,600	10,900	4.9%
NAPA	6	72,900	70,900	2,000	2.7%
NEVADA	13	49,180	47,570	1,610	3.3%
ORANGE	8	1,643,800	1,598,400	45,400	2.8%
PLACER	11	186,600	181,000	5,600	3.0%
PLUMAS	50	7,680	7,190	490	6.4%
RIVERSIDE	28	1,110,500	1,064,700	45,800	4.1%
SACRAMENTO	17	716,900	691,400	25,400	3.5%
SAN BENITO	33	31,200	29,800	1,400	4.4%
SAN BERNARDINO	21	984,500	947,700	36,800	3.7%
SAN DIEGO	12	1,623,300	1,572,000	51,300	3.2%
SAN FRANCISCO	2	583,700	571,000	12,700	2.2%
SAN JOAQUIN	42	332,300	314,100	18,300	5.5%
SAN LUIS OBISPO	6	145,700	141,800	3,900	2.7%
SAN MATEO	1	464,800	455,400	9,500	2.0%
SANTA BARBARA	15	219,900	212,400	7,500	3.4%
SANTA CLARA	4	1,084,000	1,058,400	25,600	2.4%
SANTA CRUZ	28	146,000	140,000	6,000	4.1%
SHASTA	33	76,100	72,700	3,300	4.4%
SIERRA	37	1,320	1,260	60	4.8%
SISKIYOU	45	18,020	17,010	1,010	5.6%
SOLANO	18	212,700	205,100	7,700	3.6%
SONOMA	5	268,100	261,500	6,700	2.5%
STANISLAUS	46	245,900	231,800	14,000	5.7%
SUTTER	52	45,300	42,300	3,000	6.7%
TEHAMA	37	26,390	25,130	1,270	4.8%
TRINITY	35	4,980	4,750	230	4.6%
TULARE	56	206,600	188,800	17,800	8.6%
TUOLUMNE	28	21,860	20,960	890	4.1%
VENTURA	21	433,200	417,200	15,900	3.7%
YOLO	26	108,700	104,500	4,200	3.9%
YUBA	47	28,900	27,200	1,700	5.9%

**Notes**

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

**REPORT 400 M**  
**Monthly Labor Force Data for California**  
**Counties and Metropolitan Areas**  
**November 2018 - Preliminary**  
Data Not Seasonally Adjusted

Area	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,715,600</b>	<b>18,938,100</b>	<b>777,500</b>	<b>3.9%</b>
ANAHEIM-SANTA ANA-IRVINE MD (Orange Co.)	10	1,643,800	1,598,400	45,400	2.8%
BAKERSFIELD MSA (Kern Co.)	57	388,300	362,500	25,700	6.6%
CHICO MSA (Butte Co.)	37	106,300	101,700	4,600	4.3%
EL CENTRO MSA (Imperial Co.)	64	76,000	62,200	13,800	18.1%
FRESNO MSA (Fresno Co.)	60	454,500	423,200	31,400	6.9%
HANFORD CORCORAN MSA (Kings Co.)	61	57,500	53,500	4,000	7.0%
LOS ANGELES LONG BEACH GLENDALE MD (Los Angeles Co.)	40	5,201,300	4,961,300	240,000	4.6%
MADERA MSA (Madera Co.)	53	60,700	56,900	3,800	6.2%
MERCED MSA (Merced Co.)	58	119,100	111,100	8,000	6.7%
MODESTO MSA (Stanislaus Co.)	51	245,900	231,800	14,000	5.7%
NAPA MSA (Napa Co.)	8	72,900	70,900	2,000	2.7%
OAKLAND HAYWARD BERKELEY MD	10	1,449,100	1,407,900	41,200	2.8%
Alameda Co.	10	870,400	846,000	24,400	2.8%
Contra Costa Co.	13	578,700	561,800	16,900	2.9%
OXNARD THOUSAND OAKS VENTURA MSA (Ventura Co.)	25	433,200	417,200	15,900	3.7%
REDDING MSA (Shasta Co.)	38	76,100	72,700	3,300	4.4%
RIVERSIDE SAN BERNARDINO ONTARIO MSA	30	2,095,000	2,012,400	82,600	3.9%
Riverside Co.	33	1,110,500	1,064,700	45,800	4.1%
San Bernardino Co.	25	984,500	947,700	36,800	3.7%
SACRAMENTO--ROSEVILLE--ARDEN-ARCADE MSA	20	1,104,400	1,066,000	38,400	3.5%
El Dorado Co.	18	92,200	89,100	3,100	3.4%
Placer Co.	14	186,600	181,000	5,600	3.0%
Sacramento Co.	20	716,900	691,400	25,400	3.5%
Yolo Co.	30	108,700	104,500	4,200	3.9%
SALINAS MSA (Monterey Co.)	45	220,500	209,600	10,900	4.9%
SAN DIEGO CARLSBAD MSA (San Diego Co.)	15	1,623,300	1,572,000	51,300	3.2%
SAN FRANCISCO REDWOOD CITY SOUTH SAN FRANCISCO MD	2	1,048,600	1,026,400	22,200	2.1%
San Francisco Co.	3	583,700	571,000	12,700	2.2%
San Mateo Co.	1	464,800	455,400	9,500	2.0%
SAN JOSE SUNNYVALE SANTA CLARA MSA	5	1,115,200	1,088,300	27,000	2.4%
San Benito Co.	38	31,200	29,800	1,400	4.4%
Santa Clara Co.	5	1,084,000	1,058,400	25,600	2.4%
SAN LUIS OBISPO PASO ROBLES ARROYO GRANDE MSA (San Luis Obispo Co.)	8	145,700	141,800	3,900	2.7%
SAN RAFAEL MD (Marin Co.)	3	145,600	142,400	3,200	2.2%
SANTA CRUZ WATSONVILLE MSA (Santa Cruz Co.)	33	146,000	140,000	6,000	4.1%
SANTA MARIA SANTA BARBARA MSA (Santa Barbara Co.)	18	219,900	212,400	7,500	3.4%
SANTA ROSA MSA (Sonoma Co.)	7	268,100	261,500	6,700	2.5%
STOCKTON LODI MSA (San Joaquin Co.)	47	332,300	314,100	18,300	5.5%
VALLEJO FAIRFIELD MSA (Solano Co.)	22	212,700	205,100	7,700	3.6%
VISALIA PORTERVILLE MSA (Tulare Co.)	62	206,600	188,800	17,800	8.6%
YUBA CITY MSA	55	74,200	69,500	4,700	6.4%
Sutter Co.	58	45,300	42,300	3,000	6.7%
Yuba Co.	52	28,900	27,200	1,700	5.9%
Alpine Co.	28	600	580	20	3.8%
Amador Co.	22	14,850	14,320	530	3.6%
Calaveras Co.	22	21,840	21,050	780	3.6%
Colusa Co.	63	10,810	9,510	1,310	12.1%
Del Norte Co.	47	9,950	9,410	540	5.5%
Glenn Co.	47	12,910	12,200	710	5.5%
Humboldt Co.	16	64,400	62,300	2,100	3.3%
Inyo Co.	28	8,860	8,520	330	3.8%
Lake Co.	42	29,840	28,390	1,450	4.8%
Lassen Co.	33	9,980	9,570	410	4.1%
Mariposa Co.	45	7,290	6,940	360	4.9%
Mendocino Co.	25	40,110	38,640	1,470	3.7%
Modoc Co.	54	3,150	2,950	200	6.3%
Mono Co.	32	8,690	8,340	350	4.0%
Nevada Co.	16	49,180	47,570	1,610	3.3%
Plumas Co.	55	7,680	7,190	490	6.4%
Sierra Co.	42	1,320	1,260	60	4.8%
Siskiyou Co.	50	18,020	17,010	1,010	5.6%
Tehama Co.	42	26,390	25,130	1,270	4.8%
Trinity Co.	40	4,980	4,750	230	4.6%
Tuolumne Co.	33	21,860	20,960	890	4.1%

**Notes**

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

**REPORT 400 R**  
**Monthly Labor Force Data for Regional Planning Units**  
**November 2018 - Preliminary**  
Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,715,600</b>	<b>18,938,100</b>	<b>777,500</b>	<b>3.9%</b>
<b>COASTAL REGION</b>	<b>9</b>	<b>732,100</b>	<b>703,800</b>	<b>28,300</b>	<b>3.9%</b>
MONTEREY	---	220,500	209,600	10,900	4.9%
SAN LUIS OBISPO	---	145,700	141,800	3,900	2.7%
SANTA BARBARA	---	219,900	212,400	7,500	3.4%
SANTA CRUZ	---	146,000	140,000	6,000	4.1%
<b>MIDDLE SIERRA</b>	<b>10</b>	<b>65,800</b>	<b>63,300</b>	<b>2,600</b>	<b>3.9%</b>
AMADOR	---	14,850	14,320	530	3.6%
CALAVERAS	---	21,840	21,050	780	3.6%
MARIPOSA	---	7,290	6,940	360	4.9%
TUOLUMNE	---	21,860	20,960	890	4.1%
<b>HUMBOLDT</b>	<b>5</b>	<b>64,400</b>	<b>62,300</b>	<b>2,100</b>	<b>3.3%</b>
HUMBOLDT	---	64,430	62,310	2,120	3.3%
<b>NORTH STATE</b>	<b>12</b>	<b>313,100</b>	<b>299,300</b>	<b>13,700</b>	<b>4.4%</b>
BUTTE	---	106,300	101,700	4,600	4.3%
DEL NORTE	---	9,950	9,410	540	5.5%
LASSEN	---	9,980	9,570	410	4.1%
MODOC	---	3,150	2,950	200	6.3%
NEVADA	---	49,180	47,570	1,610	3.3%
PLUMAS	---	7,680	7,190	490	6.4%
SHASTA	---	76,100	72,700	3,300	4.4%
SIERRA	---	1,320	1,260	60	4.8%
SISKIYOU	---	18,020	17,010	1,010	5.6%
TEHAMA	---	26,390	25,130	1,270	4.8%
TRINITY	---	4,980	4,750	230	4.6%
<b>CAPITOL REGION</b>	<b>7</b>	<b>1,202,900</b>	<b>1,157,700</b>	<b>45,200</b>	<b>3.8%</b>
ALPINE	---	600	580	20	3.8%
COLUSA	---	10,810	9,510	1,310	12.1%
EL DORADO	---	92,200	89,100	3,100	3.4%
GLENN	---	12,910	12,200	710	5.5%
PLACER	---	186,600	181,000	5,600	3.0%
SACRAMENTO	---	716,900	691,400	25,400	3.5%
SUTTER	---	45,300	42,300	3,000	6.7%
YOLO	---	108,700	104,500	4,200	3.9%
YUBA	---	28,900	27,200	1,700	5.9%
<b>EAST BAY</b>	<b>3</b>	<b>1,449,100</b>	<b>1,407,900</b>	<b>41,200</b>	<b>2.8%</b>
ALAMEDA	---	870,400	846,000	24,400	2.8%
CONTRA COSTA	---	578,700	561,800	16,900	2.9%
<b>NORTH BAY</b>	<b>4</b>	<b>769,400</b>	<b>746,900</b>	<b>22,500</b>	<b>2.9%</b>
LAKE	---	29,840	28,390	1,450	4.8%
MARIN	---	145,600	142,400	3,200	2.2%
MENDOCINO	---	40,110	38,640	1,470	3.7%
NAPA	---	72,900	70,900	2,000	2.7%
SOLANO	---	212,700	205,100	7,700	3.6%
SONOMA	---	268,100	261,500	6,700	2.5%
<b>BAY-PENINSULA</b>	<b>1</b>	<b>2,163,800</b>	<b>2,114,600</b>	<b>49,200</b>	<b>2.3%</b>
SAN BENITO	---	31,200	29,800	1,400	4.4%
SAN FRANCISCO	---	583,700	571,000	12,700	2.2%
SAN MATEO	---	464,800	455,400	9,500	2.0%
SANTA CLARA	---	1,084,000	1,058,400	25,600	2.4%
<b>SAN JOAQUIN VALLEY AND ASSOCIATED COUNTIES</b>	<b>14</b>	<b>1,882,400</b>	<b>1,758,800</b>	<b>123,600</b>	<b>6.6%</b>
FRESNO	---	454,500	423,200	31,400	6.9%
INYO	---	8,860	8,520	330	3.8%
KERN	---	388,300	362,500	25,700	6.6%
KINGS	---	57,500	53,500	4,000	7.0%
MADERA	---	60,700	56,900	3,800	6.2%
MERCED	---	119,100	111,100	8,000	6.7%
MONO	---	8,690	8,340	350	4.0%
SAN JOAQUIN	---	332,300	314,100	18,300	5.5%
STANISLAUS	---	245,900	231,800	14,000	5.7%
TULARE	---	206,600	188,800	17,800	8.6%
<b>SOUTHERN BORDER</b>	<b>8</b>	<b>1,699,200</b>	<b>1,634,200</b>	<b>65,000</b>	<b>3.8%</b>
IMPERIAL	---	76,000	62,200	13,800	18.1%
SAN DIEGO	---	1,623,300	1,572,000	51,300	3.2%
<b>LOS ANGELES BASIN</b>	<b>13</b>	<b>5,201,300</b>	<b>4,961,300</b>	<b>240,000</b>	<b>4.6%</b>
LOS ANGELES	---	5,201,300	4,961,300	240,000	4.6%
<b>ORANGE</b>	<b>2</b>	<b>1,643,800</b>	<b>1,598,400</b>	<b>45,400</b>	<b>2.8%</b>
ORANGE	---	1,643,800	1,598,400	45,400	2.8%
<b>INLAND EMPIRE</b>	<b>11</b>	<b>2,095,000</b>	<b>2,012,400</b>	<b>82,600</b>	<b>3.9%</b>
RIVERSIDE	---	1,110,500	1,064,700	45,800	4.1%
SAN BERNARDINO	---	984,500	947,700	36,800	3.7%
<b>VENTURA</b>	<b>6</b>	<b>433,200</b>	<b>417,200</b>	<b>15,900</b>	<b>3.7%</b>
VENTURA	---	433,200	417,200	15,900	3.7%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

**REPORT 400 W**  
**Monthly Labor Force Data for Local Workforce Development Areas**  
**November 2018 - Preliminary**  
Data Not Seasonally Adjusted

REGION	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	19,715,600	18,938,100	777,500	3.9%
<b>ALAMEDA COUNTY</b> Alameda County, except Oakland City	5	651,000	633,700	17,300	2.7%
<b>OAKLAND CITY</b> Oakland City	14	219,300	212,300	7,000	3.2%
<b>CONTRA COSTA COUNTY</b> Contra Costa County, except Richmond City	10	523,500	508,500	15,000	2.9%
<b>RICHMOND CITY</b> Richmond City	17	55,200	53,300	1,900	3.4%
<b>LOS ANGELES COUNTY</b> Los Angeles County, except Los Angeles City, Verdugo Consortium, Foothill Consortium, South Bay Consortium, Southeast Los Angeles County Consortium, and Pacific Gateway Workforce Investment Network	35	1,906,600	1,815,900	90,700	4.8%
<b>LOS ANGELES CITY</b> Los Angeles City	33	2,098,900	2,002,100	96,800	4.6%
<b>VERDUGO CONSORTIUM</b> Burbank, Glendale, and La Cañada Flintridge Cities	31	175,300	167,500	7,800	4.4%
<b>FOOTHILL CONSORTIUM</b> Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities	25	164,800	158,300	6,500	4.0%
<b>SOUTH BAY CONSORTIUM</b> Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, Redondo Beach, Lomita, and Torrance Cities	28	372,800	356,800	16,000	4.3%
<b>SELACO (SOUTHEAST LOS ANGELES COUNTY CONSORTIUM)</b> Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities	32	232,200	221,800	10,400	4.5%
<b>PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK</b> Long Beach and Signal Hill Cities	34	250,700	238,800	11,900	4.7%
<b>ORANGE COUNTY</b> Orange County, except Anaheim and Santa Ana Cities	8	1,308,100	1,272,000	36,000	2.8%
<b>ANAHEIM CITY</b> Anaheim City	11	174,200	169,200	5,000	2.9%
<b>SANTA ANA CITY</b> Santa Ana City	7	161,600	157,200	4,400	2.7%
<b>SAN JOSE - SILICON VALLEY</b> Santa Clara County, except Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities	3	739,800	721,400	18,400	2.5%
<b>NOVA (NORTH VALLEY CONSORTIUM)</b> Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities; San Mateo County	1	809,000	792,400	16,700	2.1%
<b>GOLDEN SIERRA CONSORTIUM</b> Alpine, El Dorado, and Placer Counties	12	279,400	270,600	8,800	3.1%
<b>KERN, INYO, MONO CONSORTIUM</b> Kern, Inyo, and Mono Counties	40	405,800	379,400	26,400	6.5%
<b>MOTHER LODE CONSORTIUM</b> Amador, Calaveras, Mariposa, and Tuolumne Counties	23	65,800	63,300	2,600	3.9%
<b>NORTEC (NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM)</b> Butte, Del Norte, Lassen, Nevada, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties	29	313,100	299,300	13,700	4.4%
<b>NCCC (NORTH CENTRAL COUNTIES CONSORTIUM)</b> Colusa, Glenn, Sutter, and Yuba Counties	42	97,900	91,200	6,700	6.9%
<b>WORKFORCE ALLIANCE OF THE NORTH BAY (NORTH BAY CONSORTIUM)</b> Napa, Lake, Marin and Mendocino Counties	9	288,500	280,300	8,200	2.8%
<b>FRESNO COUNTY</b> Fresno County	43	454,500	423,200	31,400	6.9%
<b>HUMBOLDT COUNTY</b> Humboldt County	15	64,430	62,310	2,120	3.3%
<b>IMPERIAL COUNTY</b> Imperial County	46	76,000	62,200	13,800	18.1%
<b>KINGS COUNTY</b> Kings County	44	57,500	53,500	4,000	7.0%
<b>MADERA COUNTY</b> Madera County	39	60,700	56,900	3,800	6.2%
<b>MERCED COUNTY</b> Merced County	41	119,100	111,100	8,000	6.7%
<b>MONTEREY COUNTY</b> Monterey County	36	220,500	209,600	10,900	4.9%
<b>RIVERSIDE COUNTY</b> Riverside County	27	1,110,500	1,064,700	45,800	4.1%
<b>SACRAMENTO CITY/COUNTY</b> Sacramento County	18	716,900	691,400	25,400	3.5%
<b>SAN BENITO COUNTY</b>	30	31,200	29,800	1,400	4.4%



San Benito County					
<b>SAN BERNARDINO COUNTY</b> San Bernardino County	22	984,500	947,700	36,800	3.7%
<b>SAN DIEGO CITY/COUNTY</b> San Diego County	13	1,623,300	1,572,000	51,300	3.2%
<b>SAN FRANCISCO CITY/COUNTY</b> San Francisco County	2	583,700	571,000	12,700	2.2%
<b>SAN JOAQUIN COUNTY</b> San Joaquin County	37	332,300	314,100	18,300	5.5%
<b>SAN LUIS OBISPO COUNTY</b> San Luis Obispo County	6	145,700	141,800	3,900	2.7%
<b>SANTA BARBARA COUNTY</b> Santa Barbara County	16	219,900	212,400	7,500	3.4%
<b>SANTA CRUZ COUNTY</b> Santa Cruz County	26	146,000	140,000	6,000	4.1%
<b>SOLANO COUNTY</b> Solano County	19	212,700	205,100	7,700	3.6%
<b>SONOMA COUNTY</b> Sonoma County	4	268,100	261,500	6,700	2.5%
<b>STANISLAUS COUNTY</b> Stanislaus County	38	245,900	231,800	14,000	5.7%
<b>TULARE COUNTY</b> Tulare County	45	206,600	188,800	17,800	8.6%
<b>VENTURA COUNTY</b> Ventura County	21	433,200	417,200	15,900	3.7%
<b>YOLO COUNTY</b> Yolo County	24	108,700	104,500	4,200	3.9%

**Notes**

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2017 benchmark and Census 2010 population controls at the state level.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
November 2018 - Preliminary  
Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
San Benito County	31,200	29,800	1,400	4.4%	1.000000	1.000000
Hollister city	19,700	18,700	1,000	5.0%	N/A	N/A
Ridgemark CDP	1,600	1,600	100	3.8%	0.053159	0.044850
San Juan Bautista city	1,100	1,000	0	4.4%	0.035128	0.034920

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 3) N/A = Estimate created by Bureau of Labor Statistics

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2009-2013/2011-2015 American Community Survey are exactly the same in each city and CDP as at county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**San Jose Sunnyvale Santa Clara MSA**  
**(San Benito and Santa Clara Counties)**  
Industry Employment & Labor Force  
March 2017 Benchmark

Data Not Seasonally Adjusted

	Nov 17	Sep 18	Oct 18 Revised	Nov 18 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,077,600	1,099,200	1,104,900	1,115,200	0.9%	3.5%
Civilian Employment	1,047,000	1,072,200	1,077,200	1,088,300	1.0%	3.9%
Civilian Unemployment	30,700	27,000	27,800	27,000	-2.9%	-12.1%
Civilian Unemployment Rate	2.8%	2.5%	2.5%	2.4%		
(CA Unemployment Rate)	4.2%	3.9%	4.0%	3.9%		
(U.S. Unemployment Rate)	3.9%	3.6%	3.5%	3.5%		
Total, All Industries (2)	1,124,800	1,144,000	1,153,300	1,163,900	0.9%	3.5%
Total Farm	5,600	6,200	6,500	5,800	-10.8%	3.6%
Total Nonfarm	1,119,200	1,137,800	1,146,800	1,158,100	1.0%	3.5%
Total Private	1,020,300	1,041,800	1,047,200	1,056,700	0.9%	3.6%
Goods Producing	221,400	226,700	226,700	226,700	0.0%	2.4%
Mining, Logging, and Construction	52,300	53,300	52,000	51,600	-0.8%	-1.3%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	52,100	53,100	51,800	51,400	-0.8%	-1.3%
Specialty Trade Contractors	36,900	38,100	37,200	37,000	-0.5%	0.3%
Building Equipment Contractors	16,500	17,200	17,000	16,800	-1.2%	1.8%
Manufacturing	169,100	173,400	174,700	175,100	0.2%	3.5%
Durable Goods	155,900	160,200	161,700	162,200	0.3%	4.0%
Machinery Manufacturing	10,600	11,400	11,400	11,500	0.9%	8.5%
Computer & Electronic Product Manufacturing	115,300	120,100	121,500	122,000	0.4%	5.8%
Computer & Peripheral Equipment Manufact	49,700	52,900	53,400	53,300	-0.2%	7.2%
Electronic Computer Manufacturing	46,600	50,700	50,800	51,000	0.4%	9.4%
Semiconductor & Electronic Component Mfg	41,800	42,500	42,700	42,900	0.5%	2.6%
Bare Printed Circuit Board Manufacturing	3,800	3,800	3,800	3,800	0.0%	0.0%
Semiconductor & Related Devices Manufac	29,500	29,700	29,800	29,900	0.3%	1.4%
Electronic Instrument Manufacturing	14,100	14,700	14,700	14,700	0.0%	4.3%
Transportation Equipment Manufacturing	5,800	5,500	5,500	5,500	0.0%	-5.2%
Aerospace Product & Parts Manufacturing	4,900	4,600	4,600	4,600	0.0%	-6.1%
Nondurable Goods	13,200	13,200	13,000	12,900	-0.8%	-2.3%
Service Providing	897,800	911,100	920,100	931,400	1.2%	3.7%
Private Service Providing	798,900	815,100	820,500	830,000	1.2%	3.9%
Trade, Transportation & Utilities	140,900	136,300	136,200	139,600	2.5%	-0.9%
Wholesale Trade	35,100	36,000	35,700	35,000	-2.0%	-0.3%
Merchant Wholesalers, Durable Goods	24,400	24,200	24,200	24,200	0.0%	-0.8%
Retail Trade	90,500	84,600	84,700	88,500	4.5%	-2.2%
Electronics & Appliance Stores	4,400	4,200	4,200	4,300	2.4%	-2.3%
Building Material & Garden Equipment Stores	5,800	6,000	6,000	6,000	0.0%	3.4%
Food & Beverage Stores	18,600	18,500	18,600	18,800	1.1%	1.1%
Health & Personal Care Stores	5,400	5,200	5,200	5,200	0.0%	-3.7%
Clothing & Clothing Accessories Stores	13,700	11,100	11,300	13,100	15.9%	-4.4%
General Merchandise Stores	15,000	13,800	14,000	15,400	10.0%	2.7%
Transportation, Warehousing & Utilities	15,300	15,700	15,800	16,100	1.9%	5.2%
Transportation & Warehousing	12,900	13,400	13,500	13,900	3.0%	7.8%
Couriers & Messengers	3,700	3,800	3,900	4,000	2.6%	8.1%
Information	87,900	94,000	94,400	95,400	1.1%	8.5%
Publishing Industries (except Internet)	23,800	24,500	24,500	24,800	1.2%	4.2%
Telecommunications	5,700	5,900	5,800	5,900	1.7%	3.5%
Financial Activities	36,400	37,300	37,900	38,100	0.5%	4.7%
Finance & Insurance	22,000	22,800	23,200	23,400	0.9%	6.4%
Credit Intermediation & Related Activities	12,300	12,600	12,800	12,800	0.0%	4.1%
Real Estate & Rental & Leasing	14,400	14,500	14,700	14,700	0.0%	2.1%
Real Estate	11,800	11,900	12,100	12,100	0.0%	2.5%
Professional & Business Services	229,100	238,200	239,500	241,300	0.8%	5.3%
Professional, Scientific & Technical Services	149,900	156,300	157,400	158,300	0.6%	5.6%
Architectural, Engineering & Related Services	17,100	17,700	17,900	17,900	0.0%	4.7%
Computer Systems Design & Related Services	76,400	77,800	77,800	79,100	1.7%	3.5%
Scientific Research & Development Services	18,700	19,500	19,600	19,800	1.0%	5.9%

**San Jose Sunnyvale Santa Clara MSA**  
**(San Benito and Santa Clara Counties)**  
Industry Employment & Labor Force  
March 2017 Benchmark

Data Not Seasonally Adjusted

	Nov 17	Sep 18	Oct 18 Revised	Nov 18 Prelim	Percent Change	
					Month	Year
Management of Companies & Enterprises	14,300	14,500	14,500	14,500	0.0%	1.4%
Administrative & Support & Waste Services	64,900	67,400	67,600	68,500	1.3%	5.5%
Administrative & Support Services	61,900	64,200	64,500	65,400	1.4%	5.7%
Employment Services	23,500	22,700	23,000	23,200	0.9%	-1.3%
Educational & Health Services	172,300	175,400	179,700	181,700	1.1%	5.5%
Educational Services	48,500	45,700	49,100	50,300	2.4%	3.7%
Colleges, Universities & Professional Schools	31,400	28,300	31,600	32,300	2.2%	2.9%
Health Care & Social Assistance	123,800	129,700	130,600	131,400	0.6%	6.1%
Ambulatory Health Care Services	40,700	42,500	42,500	42,900	0.9%	5.4%
Hospitals	28,800	30,400	30,800	30,800	0.0%	6.9%
Nursing & Residential Care Facilities	13,600	14,000	14,000	14,100	0.7%	3.7%
Social Assistance	40,700	42,800	43,300	43,600	0.7%	7.1%
Leisure & Hospitality	103,800	104,800	104,200	105,200	1.0%	1.3%
Accommodation & Food Services	87,400	90,600	89,600	90,100	0.6%	3.1%
Accommodation	9,200	9,400	9,400	9,400	0.0%	2.2%
Food Services & Drinking Places	78,200	81,200	80,200	80,700	0.6%	3.2%
Restaurants	68,500	71,300	71,400	71,700	0.4%	4.7%
Other Services	28,500	29,100	28,600	28,700	0.3%	0.7%
Government	98,900	96,000	99,600	101,400	1.8%	2.5%
Federal Government	10,000	9,800	9,800	9,800	0.0%	-2.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	88,900	86,200	89,800	91,600	2.0%	3.0%
State Government	7,100	6,900	7,400	7,600	2.7%	7.0%
State Government Education	5,400	5,000	5,400	5,600	3.7%	3.7%
State Government Excluding Education	1,700	1,900	2,000	2,000	0.0%	17.6%
Local Government	81,800	79,300	82,400	84,000	1.9%	2.7%
Local Government Education	43,700	40,500	43,500	45,000	3.4%	3.0%
Local Government Excluding Education	38,100	38,800	38,900	39,000	0.3%	2.4%
County	19,600	20,300	20,500	20,600	0.5%	5.1%
City	13,600	13,700	13,700	13,600	-0.7%	0.0%
Special Districts plus Indian Tribes	4,900	4,700	4,700	4,800	2.1%	-2.0%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

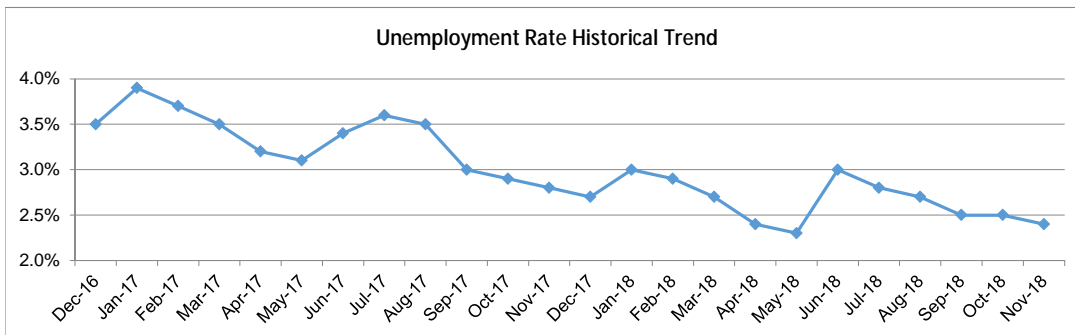
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Nima Chhay 408-216-6183 or Jorge Villalobos 707-566-3882

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

#####

IMMEDIATE RELEASE  
SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.4 percent in November 2018, down from a revised 2.5 percent in October 2018, and below the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 3.9 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.4 percent in San Benito County, and 2.4 percent in Santa Clara County.



Industry	Oct-2018	Nov-2018	Change		Nov-2017	Nov-2018	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,153,300	1,163,900	10,600		1,124,800	1,163,900	39,100
Total Farm	6,500	5,800	(700)		5,600	5,800	200
Total Nonfarm	1,146,800	1,158,100	11,300		1,119,200	1,158,100	38,900
Mining, Logging, and Construction	52,000	51,600	(400)		52,300	51,600	(700)
Mining and Logging	200	200	0		200	200	0
Construction	51,800	51,400	(400)		52,100	51,400	(700)
Manufacturing	174,700	175,100	400		169,100	175,100	6,000
Trade, Transportation & Utilities	136,200	139,600	3,400		140,900	139,600	(1,300)
Information	94,400	95,400	1,000		87,900	95,400	7,500
Financial Activities	37,900	38,100	200		36,400	38,100	1,700
Professional & Business Services	239,500	241,300	1,800		229,100	241,300	12,200
Educational & Health Services	179,700	181,700	2,000		172,300	181,700	9,400
Leisure & Hospitality	104,200	105,200	1,000		103,800	105,200	1,400
Other Services	28,600	28,700	100		28,500	28,700	200
Government	99,600	101,400	1,800		98,900	101,400	2,500

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
Labor force data are revised month to month  
Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
November 2018 - Preliminary  
Data Not Seasonally Adjusted**

Area Name	Labor Force	Employ- ment	Unemployment Number	Rate	Census Ratios Emp	Unemp
Santa Clara County	1,084,000	1,058,400	25,600	2.4%	1.000000	1.000000
Campbell city	26,800	26,300	600	2.2%	N/A	N/A
Cupertino city	31,200	30,500	700	2.3%	N/A	N/A
East Foothills CDP	3,900	3,900	100	1.7%	0.003639	0.002576
Gilroy city	29,700	28,900	800	2.8%	N/A	N/A
Los Altos city	15,400	15,100	300	2.2%	N/A	N/A
Los Gatos town	16,700	16,300	400	2.3%	N/A	N/A
Milpitas city	43,300	42,100	1,100	2.6%	N/A	N/A
Morgan Hill city	24,800	24,100	600	2.6%	N/A	N/A
Mountain View city	53,100	52,200	900	1.8%	N/A	N/A
Palo Alto city	37,400	36,700	700	1.9%	N/A	N/A
San Jose city	574,100	559,900	14,200	2.5%	N/A	N/A
San Martin CDP	4,100	4,000	100	1.8%	0.003821	0.002986
Santa Clara city	72,600	71,000	1,600	2.2%	N/A	N/A
Saratoga city	15,500	15,200	400	2.4%	N/A	N/A
Sunnyvale city	91,200	89,400	1,800	2.0%	N/A	N/A

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2011-2015 5-Year American Community Survey (ACS).

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 3) N/A = Estimate created by Bureau of Labor Statistics

**Methodology:**

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2009-2013 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2011-2015 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.



**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(SAN BENITO AND SANTA CLARA COUNTIES)  
Professional and business services sustained growth**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.4 percent in November 2018, down from a revised 2.5 percent in October 2018, and below the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 3.9 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 4.4 percent in San Benito County, and 2.4 percent in Santa Clara County.

**Between October 2018 and November 2018**, combined employment in the South Bay counties of San Benito and Santa Clara increased by 10,600 jobs to total 1,163,900 jobs.

- Trade, transportation, and utilities increased by 3,400 jobs, following seasonal trend for this time of the year. The net job surge came from retail trade hiring for the season.
- Seasonally, both private and public education, a combined total of 2,900 jobs, continued to add payrolls as education swings back into gear.
- Professional and business services (up 1,800 jobs) expanded employment, well above its ten-year average for job hiring between October and November. Computer systems design and related services (up 1,300 jobs) contributed to most of the expansion.
- Information (up 1,000 jobs) and leisure and hospitality (up 1,000 jobs) had equivalent job gains.

**Between November 2017 and November 2018**, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, grew by 39,100 jobs, or 3.5 percent.

- Professional and business services (up 12,200 jobs) led the job growth.
- Educational and health services (up 9,400 jobs), information (up 7,500 jobs), and manufacturing (up 6,000 jobs) experienced large job gains over the year.
- Other industries posted smaller employment growth: Government (up 2,500 jobs), financial activities (up 1,700 jobs), and leisure and hospitality (up 1,400 jobs).
- In contrast, trade, transportation, and utilities netted a 1,300 job loss for the year-over change despite leading growth for the month.

#####

## EXPENSES THROUGH SEPTEMBER 2018

K9110049

L/O AVSN 292 & 293 (\$4,919 & 0)	\$	4,919.00
	Exp. \$ thru OCT.	Unspent Bal.
Program	\$ -	\$ 4,919.00
Total	\$ -	\$ 4,919.00

ADULT 201/2 (31,428) & 202 (0)	\$	31,428.00
	Exp. \$ thru OCT.	
Core Reg	\$ 1,073.00	
Intensive	\$ 2,201.00	
Other - Training	\$ 3,052.00	
Supp. Svcs.	\$ -	
Other	\$ 496.00	
ITA - Training	\$ -	
OJT - Training	\$ -	
Admin	\$ 3,142.00	0%
Total	\$ 9,964.00	\$ 21,464.00

WIA YOUTH 301	\$	206,274.00
	Exp. \$ thru OCT.	
In-School	\$ -	
Out of School	\$ -	
Youth In School	\$ -	
Youth Out of School	\$ -	
Admin	\$ 1,356.00	
Total	\$ 1,356.00	\$ 204,918.00

D.W. 501/2 (36,686) & (0)	\$	36,686.00
	Exp. \$ thru OCT.	
Core Reg.	\$ 1,905.00	
Intensive	\$ 9,678.00	
Other - Training	\$ 16,068.00	
Supp. Svcs.	\$ -	
Other	\$ 1,976.00	
ITA - Training	\$ -	
OJT - Training	\$ -	
Admin	\$ 3,668.00	0%
Total	\$ 33,295.00	\$ 3,391.00

R.R. 540/1 (17,441) & 541 (0)	\$	17,441.00
	Exp. \$ thru OCT.	
Other	\$ 713.00	
Total	\$ 713.00	\$ 16,728.00

CalWorks ESE	\$	-
	Exp. \$ thru OCT.	Unspent Bal.
Work Exp. Salaries	\$ 32,671.00	
Work Exp. Soc. Sec.	\$ 2,026.00	
Work Exp. Medicare	\$ 474.00	
Work Exp. Wire Fee	\$ 38.00	
Clothing Assist.	\$ -	
Mileage	\$ 111.00	
Veh. Repair	\$ -	
Supp. Svcs.	\$ 27,200.00	
Program Supp.		
CSWD Charge	\$ 15,432.00	
Total	\$ 77,952.00	\$ (77,952.00)

K8106658

L/O AVERSION 292 (4,402) & 293 (12,430)	\$	16,832.00
	Exp. \$ thru OCT.	Unspent Bal.
Program	\$ 6,694.00	\$ 10,138.00
Total	\$ 6,694.00	\$ 10,138.00

ADULT 201/2 (24,984) & (171,211)	\$	196,195.00
	Exp. \$ thru OCT.	
Core Reg	\$ 2,151.00	
Intensive	\$ 43,065.00	
Other - Training	\$ 40,795.00	
Supp. Svcs.	\$ 1,319.00	
Other	\$ 19,909.00	
ITA - Training	\$ 33,344.00	40%
OJT - Training	\$ 37,988.00	
Admin	\$ 17,624.00	
Total	\$ 196,195.00	\$ -

WIA YOUTH 301	\$	206,482.00
	Exp. \$ thru OCT.	
In-School	\$ 523.00	
Out of School	\$ 121,894.00	
Youth In School	\$ -	
Youth Out of School	\$ 4,953.00	2%
Admin	\$ 20,648.00	
Total	\$ 148,018.00	\$ 58,464.00

D.W. 501/2 (33,749) & (179,820)	\$	213,569.00
	Exp. \$ thru OCT.	
Core Reg	\$ 515.00	
Intensive	\$ 47,522.00	
Other - Training	\$ 70,256.00	
Supp. Svcs.	\$ 1,562.00	
Other	\$ 19,247.00	
ITA - Training	\$ 35,892.00	21%
OJT - Training	\$ 4,118.00	
Admin	\$ 20,657.00	
Total	\$ 199,769.00	\$ 13,800.00

R.R. 540/1 (15,604) & 541 (81,516)	\$	97,120.00
	Exp. \$ thru OCT.	
Other	\$ 71,641.00	
Total	\$ 71,641.00	\$ 25,479.00

PROP 39			\$ 65,244.00
	Budget	Exp. \$ thru OCT.	Unspent Bal.
Admin S&B	\$ 1,392.00	\$ -	\$ 1,392.00
Program Sal.	\$ 28,093.00	\$ 8,006.00	\$ 20,087.00
Program Ben.	\$ 10,407.00	\$ 1,923.00	\$ 8,484.00
Travel	\$ 333.00	\$ 333.00	\$ -
Tools & Supp.	\$ -	\$ -	\$ -
Comm. Programs	\$ -	\$ -	\$ -
Total	\$ 40,225.00	\$ 10,262.00	\$ 29,963.00

NOVA			\$ 79,925.00
	Budget	Exp. \$ thru OCT.	Unspent Bal.
Salaries	\$ 48,265.86	\$ 14,637.00	\$ 33,628.86
Benefits	\$ 29,097.63	\$ 4,390.00	\$ 24,707.63
Op. Expenses	\$ 2,561.51	\$ 2,561.51	\$ -
Total	\$ 79,925.00	\$ 21,588.51	58336.49

# WIO EXPENDITURES THROUGH JUNE 2018

K8106658

L/O AVERSION 292 (4,402) & 293 (12,430)		\$ 16,832.00
	Exp. \$ thru OCT.	Unspent Bal.
Program	\$ 6,694.00	\$ 10,138.00
Total	\$ 6,694.00	\$ 10,138.00

ADULT 201/2 (24,984) & (171,211)		\$ 196,195.00
	Exp. \$ thru OCT.	
Core Reg	\$ 2,151.00	
Intensive	\$ 43,065.00	
Other - Training	\$ 40,795.00	
Supp. Svcs.	\$ 1,319.00	
Other	\$ 19,909.00	
ITA - Training	\$ 33,344.00	
OJT - Training	\$ 37,988.00	
Admin	\$ 17,624.00	
Total	\$ 196,195.00	\$ -

WIA YOUTH 301		\$ 206,482.00
	Exp. \$ thru OCT.	
In-School	\$ 523.00	
Out of School	\$ 121,894.00	
Youth In School	\$ -	
Youth Out of School	\$ 4,953.00	
Admin	\$ 20,648.00	
Total	\$ 148,018.00	\$ 13,238.00

1537

D.W. 501/2 (33,749) & (179,820)		\$ 2,396.00
	Exp. \$ thru OCT.	
Core Reg	\$ 515.00	
Intensive	\$ 47,522.00	
Other - Training	\$ 70,256.00	
Supp. Svcs.	\$ 1,562.00	
Other	\$ 19,247.00	
ITA - Training	\$ 35,892.00	
OJT - Training	\$ 4,118.00	
Admin	\$ 20,657.00	
Total	\$ 199,769.00	\$ 76,392.00

R.R. 540/1 (15,604) & 541 (81,516)		\$ 97,120.00
	Exp. \$ thru OCT.	
Other	\$ 71,641.00	
Total	\$ 71,641.00	\$ 25,479.00

4094  
1906  
1258  
3098

727

Allocation		
ADULT 201	\$ 24,858.00	
ADULT 202	\$ 169,187.00	
D.W. 501	\$ 33,580.00	
D.W. 502	\$ 177,692.00	
Subtotal	\$ 405,317.00	
	\$ -	
Total Adlt/DW less Admn.	\$ 405,317.00	
YTD Training thru March 2018	\$ 111,342.00	27%
**SBCWDB is not using Leveraged Resources during PY 2017-18 to meet minimum training requirement		

Allocation		
Youth 301	\$ 206,482.00	
Subtotal	\$ 206,482.00	
Less Admin	\$ 20,648.00	
Total Youth less Admn.	\$ 227,130.00	
YTD Training thru March 2018	\$ 4,953.00	2%
**SBCWDB is not using Leveraged Resources during PY 2017-18 to meet minimum training requirement		



## ***San Benito County Board and Commissions***

### **MEMBERSHIP APPLICATION**

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Chuck Frowein

PHONE: 707-580-2555

E-MAIL: n/a

BUSINESS ADDRESS: 401 McCray St; Hollister, California 95023

CITY: Hollister, CA 95023

ZIP: 95023

LENGTH OF RESIDENCY: 12 years

OCCUPATION: Owner/Operator Grillin & Chillin Alehouse & Roadhouse

EDUCATION: Some College

AFFILIATIONS: San Benito Olive Festival, Bear & Wine Walk Committee for HDA, Rotary

REASON(S) FOR SEEKING APPOINTMENT:

To help the community

DATE: 12/11/18

SIGNATURE: 

\*\*\*\*\*

Return completed form to:

San Benito County

Attention:

Clerk of the Board

481 Fourth Street

Hollister, CA 95023

Any Questions, Please Call:

(831) 636-4000

and/or

Community Services & Workforce Development

Attn: Andi Anderson

1111 San Felipe Road, Ste 107

Hollister, CA 95023

(831) 637-9293

(831) 637-0996 FAX

Email to: [aanderson@cosb.us](mailto:aanderson@cosb.us)

**San Benito County  
Board and Commissions**

**MEMBERSHIP APPLICATION**

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Judith<sup>Hope</sup> Munter  
PHONE: (415) 418-4692 E-MAIL: jhmunter@gmail.com  
BUSINESS ADDRESS: 409 Tennant Station #503 // College Career  
CITY: Morgan Hill, CA ZIP: 95037 Transition Program  
LENGTH OF RESIDENCY: I live in Gilroy, have lived here since 7/17 (18 months)  
SUPERVISOR DISTRICT: \_\_\_\_\_  
OCCUPATION: university professor, CSU/SFSU  
EDUCATION: Ph.D. Education / and ESL //  
AFFILIATIONS: CSU // SFSU  
REASON(S) FOR SEEKING APPOINTMENT:  
help the community; education pipeline; college-career transitions  
youth services, adult education, K-12

DATE: 12/19/18 SIGNATURE: JMunter

\*\*\*\*\*

Return completed form to:

San Benito County  
Attention: Janet Slibsager,  
Clerk of the Board  
481 Fourth Street  
Hollister, CA 95023  
Any Questions, Please Call:  
(831) 636-4000

and/or

Community Services & Workforce Development  
Attn: Andi Anderson  
1111 San Felipe Road, Ste 107  
Hollister, CA 95023  
(831) 637-9293  
(831) 637-0996 FAX  
Email to: [aanderson@cosb.us](mailto:aanderson@cosb.us)

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# MEMORANDUM

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January 3, 2019

**TO:** Workforce Development Board (WDB) Members  
**FROM:** Enrique Arreola, Sylvia Jacquez  
**SUBJECT:** WIOA Individual Training Account (ITA) Program: Staff requests to increase the ITA Scholarship Cap from \$4,000 to \$5,000. *Action is Required*

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**Background/Summary:** The purpose of this policy is to provide guidelines for the Individual Training Accounts (ITA) Program. This policy sets the training limit amount for eligible individuals funded under the WIOA programs within San Benito County WDB. This policy specifies that training is only provided for the high demand/high growth industries identified in the San Benito County Workforce Development Local and Regional Plans. Training services may be made available to eligible WIOA Title I eligible adults, dislocated workers and out-of-school youth (ages 18-24) who have meet eligibility requirements.

**References:** WIOA Section 134(c)(3); Title 20 Code of Federal Regulations (CFR) Sections 680.200-230, Training Services; Title 20 CFR Sections 680.300-350, Individual Training Accounts; Title 20 CFR Sections 680.400-530, Eligible Training Providers; Title 20 CFR Section 680.310, Amount or Duration Limits on ITAs; Employment Development Department (EDD), Workforce Services Directive (WSD) 15-07, WIOA Eligible Training Provider List – Policy and Procedures; EDD WSD14-1, Training Expenditure Requirements; Training and Employment Guidance Letter (TEGL) 19-16, Guidance on Services Provided Through the Adult and Dislocated Worker Programs under WIOA; TEGL 21- 16, Third WIOA Title I Youth Formula Program Guidance

**Discussion:** Over the past several years, the ITA Scholarship Cap has been \$4,000. Schools have requested to have our Scholarship Cap increased due to higher operating expenses, increase in tuition, etc. The Training Scholarship Cap for Work2future and NOVA WDB are currently set to \$6,000.

**Recommendation:** Staff requests the WDB to increase the ITA Scholarship Cap up to a maximum of \$5,000.

**Financial Consideration:** In FY 2017/2018 we served a total of 20 participants in the Individual Training Account Program. Total expenditures were \$59,840. If we serve the same number of participants the total cost will be increased by approximately \$20,000.

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Enrique Arreola, Deputy Director  
San Benito County Workforce Development Board (WDB)

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Date





**1110 Main Street, Suite 11 Watsonville, CA 95076**

10/15/18

Ruby Soto  
San Benito County  
111 San Felipe St Suite 107  
Hollister, CA 95023

I am writing this letter to inform you that due to the diesel Increase, we are no longer going To be able to give you the discount for our program. So, our Program of Semi-Tractor Trailer Driver will be the total cost of \$4970.00 for the 5 Week Program. If you should have any Questions or concerns. Please feel free to contact me at 831 724-6100.

Sincerely,

Federico G. Chavez  
President of  
Truck Driver Institute

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# MEMORANDUM

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January 2, 2019

**TO:** Workforce Development Board (WDB) Members  
**FROM:** Enrique Arreola and Sylvia Jacquez  
**SUBJECT:** Limited English Proficiency Policy and Guidance: Staff requests the approval of the Limited English Proficiency Policy and Guidance. *Action is Required*

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**Background/Summary:** The nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

**Discussion:** This policy provides the guidance and establishes the procedures regarding the prohibition against national origin discrimination as it affects persons with Limited English Proficiency (LEP). This policy applies to Local Workforce Development Areas (Local Areas) and other Workforce Innovation and Opportunity Act (WIOA) Title I grant recipients. This policy is effective immediately. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Limited English Proficiency (WSDD168), issued for comment on June 28, 2017.

**Recommendation:** In order to ensure that reasonable steps are taken to allow meaningful access for LEP individuals, the state highly recommends that Local Areas develop a written LEP plan. Local Areas that develop, implement, and periodically revise an LEP plan are more likely to fulfill their obligation of taking reasonable steps to ensure meaningful access to programs and activities by LEP individuals. Furthermore, developing and implementing an LEP plan has many benefits, including providing Local Area staff with a roadmap for establishing and documenting compliance with nondiscrimination obligations and ensuring that LEP individuals receive the necessary assistance to participate in the programs and activities of a Local Area.

**Financial Consideration:** There are no additional costs associated with this policy.

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Enrique Arreola, Deputy Director  
San Benito County Workforce Development Board (WDB)

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Date

## LIMITED ENGLISH PROFICIENCY

### EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the prohibition against national origin discrimination as it affects persons with Limited English Proficiency (LEP). This policy applies to Local Workforce Development Areas (Local Areas) and other *Workforce Innovation and Opportunity Act* (WIOA) Title I grant recipients. This policy is effective immediately.

This policy contains no state-imposed requirements.

This Directive finalizes Workforce Services Draft Directive *Limited English Proficiency* (WSDD-168), issued for comment on June 28, 2017. The Workforce Development Community submitted 11 comments during the draft comment period. A summary of comments, including all changes, is provided as an attachment to this directive.

This policy supersedes Workforce Services Directive *Limited English Proficiency* WIAD04-20, dated May 12, 2005. Retain this directive until further notice.

### REFERENCES

- WIOA (Public Law 113-125) Section 188
- Title 29 *Code of Federal Regulations* (CFR) Part 38
- [Department of Labor \(DOL\) Training and Employment Notice \(TEN\) 28-16](#), Subject: *Best Practices, Partnership Models, and Resources Available for Serving English Language Learners, Immigrants, Refugees, and New Americans* (January 9, 2017)

### BACKGROUND

The nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

participation in a WIOA Title I-financially assisted program or activity.

## POLICY AND PROCEDURES

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National origin discrimination now includes LEP under 29 CFR Section 38.9 and specifically states that in providing any aid, benefit, service, or training under a WIOA Title I-financially assisted program or activity, a recipient must not, directly or through contractual, licensing, or other arrangements, discriminate on the basis of national origin, including LEP. Additionally, 29 CFR Section 38.41 added “LEP and preferred language” to the list of categories of information that each recipient must record about each applicant, registrant, eligible applicant/registant, participant, and terminee.

### Definitions

For the purposes of this Directive, the following definitions apply:

*Babel Notice* – a short notice included in a document or electronic medium (e.g. web site, “app,” email) in multiple languages informing the reader that the communication contains vital information, and explaining how to access language services to have the contents of the communication provided in other languages (29 CFR Section 38.4[i]).

*Employment-related training* – training that allows or enables an individual to obtain skills, abilities and/or knowledge that are designed to lead to employment (29 CFR Section 38.4[t]).

*LEP individual* – an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English. An LEP individual may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing) (29 CFR Section 38.4[hh]).

*LEP Plan* – A written language access plan which assists in ensuring that LEP individuals have meaningful access to WIOA Title I-financially assisted programs and activities (29 CFR Section 38.9 Appendix).

*Meaningful Access* – Language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

*Primary language* – An individual’s primary language is the language in which an individual most effectively communicates, as identified by the individual.

## **Reasonable Steps to Ensure Meaningful Access for LEP Individuals**

Local Areas are required to take reasonable steps to ensure that LEP individuals have meaningful access to their programs and activities. Reasonable steps may include, but are not limited to, the following:

- Conducting an assessment of an LEP individual to determine their language assistance needs.
- Providing oral interpretation or written translation of both hard-copy and electronic materials, in the appropriate non-English languages, to LEP individuals.
- Conducting outreach to LEP communities to improve service delivery in needed languages.

(29 CFR Section 38.9[b][1])

Reasonable steps for providing meaningful access to training programs may include, but are not limited to the following:

- Written training materials in appropriate non-English languages by written translation, or by oral interpretation, or summarization.
- Oral training content in appropriate non-English languages through in-person or telephone translation.

(29 CFR Section 38.9[b][2][i][ii])

Furthermore, Local Areas should ensure that every program delivery method, whether it be in person, electronic, or by phone, conveys in the appropriate language how an LEP individual may effectively learn about, participate in, and/or access any aid, benefit, service, or training available to them. It should also be noted that as new methods for the delivery of information or assistance are developed, Local Areas are required to take reasonable steps to ensure that LEP individuals remain able to learn about, participate in, and/or access any aid, benefit, service, or training available to them (29 CFR Section 38.9[c]).

## **Language Assistance Services**

Language assistance generally comes in two forms: oral interpretation or written translation. Local Areas must ensure that above all, these services are free of charge and provided in a timely manner. An LEP individual must be given adequate notice about the existence of interpretation and translation services and that they are available free of charge. Language assistance will be considered timely when it is provided at a place and time that ensures equal access and avoids the delay or denial of any aid, benefit, service, or training (29 CFR Section 38.9[d] and [e]).

## **Interpreter Services**

Local Areas shall not require an LEP individual to provide their own interpreter. Furthermore, Local Areas shall not rely on an LEP individual's minor child or adult family or friend to interpret or facilitate communication, except for the following circumstances:

- In emergency situations while awaiting a qualified interpreter.
- When the information conveyed is of minimal importance to the services to be provided.
- When an LEP individual specifically requests that an accompanying adult provide language assistance and they agree to provide assistance to the individual. If a Local Area permits an accompanying adult to serve as an interpreter for an LEP individual, it must make and retain a record of the LEP individual's decision to use their own interpreter.

Finally, where precise, complete, and accurate interpretations or translation of information and/or testimony are critical for adjudicatory or legal reasons, Local Areas can still provide their own, independent interpreter, even if an LEP individual wants to use their own interpreter as well. This also applies in cases where the competency of the interpreter requested by the LEP individual is not established.

(29 CFR Section 38.9[f])

## **Concerning Vital Information**

For languages spoken by a significant portion of the population eligible to be served or likely to be encountered, Local Areas must translate vital information in written materials into these languages. These translations must in turn be readily available upon request in hard copy or electronically. Written training materials offered or used within employment-related training programs (see definitions section) are excluded from these translation requirements. However, in all cases, Local Areas must take reasonable steps to ensure meaningful access for LEP individuals.

For languages not spoken by a significant portion of the population eligible to be served or likely to be encountered, Local Areas must take reasonable steps to meet the particularized language needs of LEP individuals who seek to learn about, participate in, and/or access the aid, benefit, service or training that is available to them. Vital information may be conveyed orally if not translated.

Local Areas must also be sure to include a Babel Notice, indicating that language assistance is available in all communications of vital information. This includes letters or decisions in hard-copy or electronic formats.

(29 CFR Section 38.9[g]).



Finally, to the extent otherwise required by 29 CFR Part 38, once a recipient becomes aware of the non-English preferred language of an LEP beneficiary, participant, or applicant for aid, benefit, service, or training, the recipient must convey vital information in that language.

(29 CFR Section 38.9[h])

### **Developing a Written LEP Plan**

In order to ensure that reasonable steps are taken to allow meaningful access for LEP individuals, the state highly recommends that Local Areas develop a written LEP plan. Local Areas that develop, implement, and periodically revise an LEP plan are more likely to fulfill their obligation of taking reasonable steps to ensure meaningful access to programs and activities by LEP individuals. Furthermore, developing and implementing an LEP plan has many benefits, including providing Local Area staff with a roadmap for establishing and documenting compliance with nondiscrimination obligations and ensuring that LEP individuals receive the necessary assistance to participate in the programs and activities of a Local Area.

When developing an LEP plan, Local Area staff should address the following elements as they provide a clear framework that will ensure meaningful access to LEP individuals:

- The process the Local Areas will use to determine the language needs of individuals who may or may seek to participate in programs and activities (self-assessment or needs - assessment) that receive financial assistance under WIOA Title I.
- The results of assessment (e.g., identifying the LEP populations to be served by the Local Area).
- Timelines for implementing the LEP plan.
- All language services to be provided to LEP individuals.
- The manner in which LEP individuals will be advised of available services.
- Steps LEP individuals should take to request language assistance.
- The manner in which Local Area staff will provide language assistance services.
- What steps must be taken to implement the LEP plan (e.g., creating or modifying policy documents, employee manuals, employee training material, posters, web sites, outreach material, contracts, and electronic and information technologies, applications, or adaptations).
- The manner in which Local Area staff will be trained.
- Steps the Local Area will take to ensure quality control, including monitoring implementation, establishing a complaint process, timely addressing complaints, and obtaining feedback from stakeholders and employees.
- The manner in which the Local Area will document the provision of language services.
- The schedule for revising the LEP plan.
- The individual(s) assigned to oversee implementation of the LEP plan (e.g., LEP Coordinator or Program Manager).
- Allocation of resources to implement the LEP plan.

It should be noted that the elements of a successful LEP plan are not fixed and must be tailored to the Local Area's specific programs and activities. Over time, LEP plans will need to be revised to reflect the following:

- New recommendations and government guidance.
- Changes in the Local Area's operations as well as the experiences and lessons learned.
- Changing demographics.
- Stakeholder and beneficiary feedback.

(29 CFR Section 38.9 Appendix)

For additional information on best practices and resources for serving individuals with substantial cultural and language barriers to employment, Local Areas are encouraged to review [DOL TEN 28-16](#).

## ACTION

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Please bring the directive to the attention of all relevant parties.

## INQUIRIES

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If you have any questions, contact your [Regional Advisor](#) at 916-654-7799.

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division

Attachment is available on the internet:

[Summary of Comments](#)

# LIMITED ENGLISH PROFICIENCY POLICY AND GUIDANCE

## Executive Summary

The following information provides guidance and establishes procedures for ensuring access to services for individuals with LEP. This policy addresses entities that receive financial assistance under Title I of WIOA, subrecipients of such funding (including service providers), and programs and activities that are part of the America's Job Center of California (AJCC) system.

## References

- WIOA (Public Law 113-128)
- Title 29 Code of Federal Regulations (CFR) "WIOA, Notice of Proposed Rule Making" (NPRM), Section 681.650
- Workforce Services Directive (WSD) 17-03 (August 11, 2017).

## Background

The nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including LEP), age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

San Benito County has diverse population of limited English proficient individuals. In 2015, the most common non-**English** language spoken in San Benito County, CA was **Spanish**. 32.6% of the overall population of San Benito County, CA are native **Spanish** speakers. 0.57% speak Tagalog and 0.38% speak Other Indic, the next two most common languages.

These characteristics and percentages are important to keep in mind as the AJCC delivery system and partners consider the provision of services offered to individuals with limited English proficiency challenges.

## Procedures

This policy seeks to establish procedures regarding the prohibition against national origin discrimination as it affects persons with Limited English Proficiency (LEP) and also to outline how the AJCC delivery system will serve these special populations.

## Definitions

*Babel Notice* – a short notice included in a document or electronic medium (e.g. web site, "app," email) in multiple languages informing the reader that the communication contains vital information, and explaining how to access language services to have the contents of the communication provided in other languages (29 CFR Section 38.4[i]).

*Employment-related training* – training that allows or enables an individual to obtain skills, abilities and/or knowledge that are designed to lead to employment (29 CFR Section 38.4[t]).

*LEP individual* – an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English. An LEP individual may be

competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing) (29 CFR Section 38.4[hh]).

*Meaningful Access* – Language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual. For LEP individuals, meaningful access denotes access that is not significantly restricted, delayed, or inferior as compared to programs or activities provided to English proficient individuals.

*Primary language* – An individual's primary language is the language in which an individual most effectively communicates, as identified by the individual.

### **Reasonable Steps to Ensure Meaningful Access for LEP Individuals**

WIOA Title I service providers are required to take reasonable steps to ensure that LEP individuals have meaningful access to their programs and activities. Reasonable steps may include, but are not limited to, the following:

- Conducting an assessment of an LEP individual to determine their language assistance needs;
- Providing oral interpretation or written translation of both hard-copy and electronic materials, in the appropriate non-English languages, to LEP individuals; and
- Conducting outreach to LEP communities to improve service delivery in needed languages. (29 CFR Section 38.9[b][1])

### **Reasonable Steps to Ensure Meaningful Access for LEP Individuals**

WIOA Title I service providers are required to take reasonable steps to ensure that LEP individuals have meaningful access to their programs and activities. Reasonable steps may include, but are not limited to, the following:

- Conducting an assessment of an LEP individual to determine their language assistance needs;
- Providing oral interpretation or written translation of both hard-copy and electronic materials, in the appropriate non-English languages, to LEP individuals; and
- Conducting outreach to LEP communities to improve service delivery in needed languages. (29 CFR Section 38.9[b][1])

Furthermore, service providers should ensure that that every program delivery method, whether it be in person, electronic, or by phone, conveys in the appropriate language how an LEP individual may effectively learn about, participate in, and/or access any aid, benefit, service, or training available to them. It should also be noted that as new methods for the delivery of information or assistance are developed, service providers are required to take reasonable steps to ensure that LEP individuals remain able to learn about, participate in, and/or access any aid, benefit, service, or training available to them (29 CFR Section 38.9[c]).

### **Language Assistance Services**

Language assistance generally comes in two forms:

1. oral interpretation; or
2. written translation.

Service providers must ensure that above all, these services are free of charge and provided in a timely manner. An LEP individual must be given adequate notice about the existence of interpretation and translation services and that they are available free of charge. Language assistance will be considered timely when it is provided at a place and time that ensures equal

access and avoids the delay or denial of any aid, benefit, service, or training (29 CFR Section 38.9[d] and [e]).

### **Interpreter Services**

WIOA Title I service providers shall not require an LEP individual to provide their own interpreter. Furthermore, service providers shall not rely on an LEP individual's minor child or adult family or friend to interpret or facilitate communication, except for the following circumstances:

- In emergency situations while awaiting a qualified interpreter.
- When the information conveyed is of minimal importance to the services to be provided.
- When an LEP individual specifically requests that an accompanying adult provide language assistance and they agree to provide assistance to the individual.

If a service provider permits an accompanying adult to serve as an interpreter for an LEP individual, it must make and retain a record of the LEP individual's decision to use their own interpreter. Finally, where precise, complete, and accurate interpretations or translation of information and/or testimony are critical for adjudicatory or legal reasons, service providers can still provide their own, independent interpreter, even if an LEP individual wants to use their own interpreter as well. This also applies in cases where the competency of the interpreter requested by the LEP individual is not established (29 CFR Section 38.9[f]).

### **Vital Information**

Based on demographic analysis, Spanish is the only language spoken by a significant portion of local area population eligible to be served or likely to be encountered. Therefore, WIOA Title I service providers must translate vital information in written materials into Spanish. These translations must in turn be readily available upon request in hard copy or electronically. Written training materials offered or used within employment- related training programs (see definitions section) are excluded from these translation requirements. However, in all cases, service providers must take reasonable steps to ensure meaningful access for LEP individuals.

For languages not spoken by a significant portion of the population eligible to be served or likely to be encountered, service providers must take reasonable steps to meet the particularized language needs of LEP individuals who seek to learn about, participate in, and/or access the aid, benefit, service or training that is available to them. Vital information may be conveyed orally if not translated.

WIOA Title 1 services providers must also be sure to include a Babel Notice, indicating that language assistance is available in all communications of vital information. This includes letters or decisions in hardcopy or electronic formats (29 CFR Section 38.9[g]).

### **AJCC System Delivery of Services to Limited English Proficient Individuals**

The following describes how the AJCC delivery system will serve these special populations including individuals with limited English speaking ability.

1. During the initial orientation and intake process, all participants will be asked to self-identify special needs and/or requirements to determine eligibility and priority of service.
2. An intake assessment is used to assess the language and or accessibility needs, and reasonable steps to ensure meaningful access by limited English proficient participants to services.
3. Service providers also administer the TABE- Tests for Adults Basic Education which helps

to identify basic skills deficiencies. The results are reviewed and used to assure appropriate services are coordinated and provided to participants.

4. AJCC partners will work with participants to assess customers in need of remedial educational services, including services designed to improve literacy and numeracy. Staff assigned will help develop a service strategy, to set career goals and objectives which culminate into gainful and sustainable employment using a comprehensive assessment known as the Individual Employment Plan (IEP).
5. The IEP development process will evaluate the participant's employment barriers, while taking into account the participant's family situation, work history, education, occupational skills, financial resources and needs, supportive service needs, interests and aptitudes.
6. Referral to partners that offer educational programs in Spanish.



**MODIFICATION #1  
TO AGREEMENT NO. 002-1122-18**

**PURPOSE:**

The purpose of this modification is incorporate additional Regional Plan Implementation (RPI) Grant funding and to incorporate Prison to Employment (P2E) Initiative Planning Grant funding.

**CHANGES:**

1. The funding limit for the term of the agreement is \$123,725. The limit for RPI funding is \$107,100, and the limit for P2E funding is \$16,625. P2E funding is available effective October 1, 2018 or when the P2E agreement with the State has been fully executed.
2. Exhibit A, I.B. Scope of Services, is modified to add the following:

Under the direction of City, Contractor is responsible for participating in work towards the goals of the Prison to Employment Initiative Grant, in accordance with the following deliverables and timeline:

Objectives/Activities	Estimated Dates
<b>Quarter 1 (Oct - Dec 2018)</b>	
Stakeholder input process, outreach to stakeholders, convening of stakeholders; synthesis of input across entire region	ongoing
Comprehensive regional plan which describes the system and strategies for serving justice-involved individuals; collect and analyze data on justice-involved population in the region; analyze input from stakeholder sessions; map existing resources in the region; develop draft versions of regional plan	ongoing
<b>Quarter 2 (Jan - Mar 2019)</b>	
Stakeholder input process, outreach to stakeholders, convening of stakeholders; synthesis of input across entire region	Complete 2/28/19
Comprehensive regional plan which describes the system and strategies for serving justice-involved individuals; collect and analyze data on justice-involved population in the region; analyze input from stakeholder sessions; map existing resources in the region; develop draft and final versions of regional plan	Complete 3/15/19

3. Replace Exhibit D, Budget, with the attached Exhibit D.
4. Replace Exhibit E, Request for Payment, with the attached Exhibit E.

All other terms and conditions of this Agreement remain in effect.

**EFFECTIVE DATE OF THE MODIFICATION:**

October 1, 2018

**CITY OF SUNNYVALE**

**COUNTY OF SAN BENITO**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: Kris Stadelman

NAME: \_\_\_\_\_

TITLE: Director, NOVA

TITLE: \_\_\_\_\_

### **BUDGET**

The Contractor will be reimbursed for program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$123,725 as detailed below for Regional Plan Implementation (RPI) and Prison to Employment (P2E):

Line Item	Expense Item	RPI Amount	P2E Amount
A.	Staff Salaries	\$60,798	\$6,462
B.	Staff Benefit Cost (60.23%)	\$36,619	\$3,892
C.	Staff Travel	\$1,500	\$676
D.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183	\$595
E.	Other (describe): Consultant	\$0	\$5,000
F.	<b>TOTAL FUNDING</b>	<b>\$107,100</b>	<b>\$16,625</b>

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

**Accrued expenditures** (not yet paid) must be reported monthly on the Request for Payment.

**Matching funds<sup>1</sup> of \$5,000** are required for the Regional Plan Implementation portion of this Agreement. They must be reported on the Request for Payment. Documentation must be submitted and maintained for matching fund expenditures reported.

### **METHOD OF PAYMENT**

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form enclosed with this Agreement. Requests shall be submitted by the 20<sup>th</sup> of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. Failure to submit required documentation and forms may cause a delay in payment.

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<sup>1</sup> The definition of cash match is a contribution of funds made available to the contractor, to be used specifically for these project activities and consistent with the allowable activities of the fund source. The contractor has control over and disburses these funds. Examples include: money received from employers, foundation, private entities, or local governments. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.



**Regional Plan Implementation  
Budget Summary**

Organization Name	San Benito County Workforce Development Board
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Line Item	Expense Item	Amount Requested
A.	Staff Salaries	\$60,798
B.	Number of full-time equivalents: <u>.75</u>	
C.	Staff Benefit Cost	\$36,619
D.	Staff Benefit Rate (percent) <u>60.23%</u>	
E.	Staff Travel	\$1,500
F.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183
G.	Indirect Costs*(complete items 1 and 2 below)	
H.	Other (describe):	
I.	<b>TOTAL FUNDING*</b>	<b>\$107,100</b>

\*Indirect Cost Rate must be negotiated and approved by Cognizant Agency, per Appendices III or IV to Uniform Guidance, 2CFRPart200.

1. Indirect Cost Rate (percent):
2. Name of Cognizant Agency:



## WIOA Regional and Local Plan Modifications

Overview and Stakeholder Listening Session  
San Benito County Workforce Development Board  
December 19, 2018

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### Planning Forums

- 10:30–11:15 A.M. – Child Support Services Strengthening partnerships with local child support agencies to serve non-custodial parents
- 11:15 – 12:00 P.M. – Region Re-entry Planning Forum Strategies to improve labor market outcomes for formerly incarcerated and other justice involved individuals
- 1:30–2:15 P.M. – English Language Learners, Foreign Born Individuals & Refugees
- Developing strategies to strengthen services to English language learners, foreign born individuals and refugees
- 2:15–3:00 P.M. – CalFresh Employment & Training Developing workforce system partnerships with CalFresh employment and training programs

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### Why are the plans being modified?

- Under WIOA, a biennial update of regional and local plans is required in order 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" (29 U.S. Code § 3123).
- The California Workforce Development Board (State Board) has made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan.

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Required components for the local plan update

Descriptions of:

- › Coordination of services for CalFRESH recipients
- › Coordination of services with local Child Support Agency
- › Strategies to enhance Competitive Integrated Employment
- › Services for English language learners, the foreign born and refugees

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New state level partnerships, continued

- › Updated Dept. of Rehabilitation partnership agreement which includes new language about how workforce, DOR, and additional Competitive Integrated Employment (CIE) partners will collaborate to create more CIE opportunities for Californians with intellectual and developmental disabilities.
- › California Department of Corrections (CDCR), the California Prison Industry Authority (CALPIA), and the California Workforce Association (CWA), with the goal of improving labor market outcomes of the state's formerly-incarcerated population.

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New state level partnerships (requiring local/regional plan alignment)

- › California Department of Social Services (CDSS), the County Welfare Directors Association (CWDA), and the CWA with the goal of improving labor market outcomes for all recipients of CalFresh
- › California Department of Child Support Services (DCSS) with the goal of improving labor market outcomes for unemployed, underemployed, and payment-delinquent non-custodial parents

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### Required components for the regional plan update

Descriptions of:

- › Efforts to align, coordinate, and integrate reentry and workforce services for the formerly incarcerated and other justice-involved individuals
- › Compliance with state requirements pertaining to Multi-Core Craft Curriculum (MC3) pre-apprenticeship partnerships.
- › Required regional self assessment using Indicators of Regional Coordination and Alignment

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### Community Engagement

- › After hours "listening session"- November 8, 2018
- › Required outreach to state's "Directory of Planning Partners"
- › List of required partners by subject area
- › Public posting of meeting notices on website, in AJCC, and lobby locations
- › Notify the state board of meeting schedule, which will be posted on State website
- › 30 day public comment period on draft plans

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### Community Engagement

- › How can we partner more efficiently?
- › What does an effective referral process look like to you?
- › How can there be effective communication for follow-up?
- › What are some proven strategies to engage clients?
- › What type of services are effective for clients?
- › Other comments?

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Questions?



For more information, please contact  
Enrique Arreola at (831) 634-4918 or  
Sylvia Jacques at (831) 637-9293

Office of the  
County Auditor  
San Diego

Next Steps

- Initial input can be shared electronically:
- Deadline: 1/14/2019
- Send your comments to [earreola@cosb.us](mailto:earreola@cosb.us)
- Subject line: "Local WIOA Plan Update"
- 30 day public comment period on draft plan, most likely in February 2019