


REPORT OF THE CHIEF LEGISLATIVE ANALYST

DATE: June 9, 2017

TO: Honorable Members of the Economic Development Committee

FROM: Sharon M. Tso 
Chief Legislative Analyst

Council File No: 17-0635
Assignment No: 17-06-0628

Workforce Development Board Annual Plan Program Year 2017-18 New Policies

SUMMARY

The City of Los Angeles Workforce Development Annual Plan (Annual Plan) is developed by the Economic and Workforce Development Department (EWDD) under the auspices of the Workforce Development Board (WDB), City Council and Mayor. The Annual Plan establishes the priorities, strategies and policies for the City's Workforce Development System, which provides workforce career and training services for adults, and education and employment support for youth. Furthermore, the Annual Plan details major funding sources, identifies initiatives that support the goals of the Mayor and WDB, and aligns with the federal Workforce Innovation and Opportunity Act (WIOA) and the California Unified State Plan. The Annual Plan serves as the framework for public policy and fiscal investments in labor exchange, career education and training services.

The WDB, along with the City Council and Mayor, are responsible for developing policy in response to federal legislation and current state law. As prescribed in the WDB/Local Elected Officials (LEO) Agreement, these bodies jointly provide policy guidance, governance and program oversight of the City of Los Angeles Workforce Development System. Through the development of the Annual Plan, these entities establish the service strategies, activities, and budget of the City's WDS for the forthcoming year.

For Program Year 2017-18 (July 1, 2017-June 30, 2018), the City will receive approximately \$40 Million in WIOA Adult, Dislocated Worker, and Youth Formula funds from the State and approximately \$19 Million in non-WIOA workforce-related funds. In addition, carry-over from PY 2016-17 in the amount of \$5 Million will be available for reallocation. Total funding for WDS activities is projected at approximately \$64 Million. Under a separate cover, the City Administrative Officer will report on all budget recommendations contained in the Annual Plan.

This report focuses on a review of new policies proposed by the WDB. The five proposed new policies which are included in the Program Year 2017-18 Annual Plan are summarized below:

Proposed New WDB Policies (Attached)

1. Definition of Quality Jobs

This policy defines what constitutes a "quality job" and aims to ensure that the distribution of WIOA resources is directed and informed on the basis of job quality. A "quality job" is defined as one that includes:

- Wages and benefits at or above the City's living wage.
- Support for ongoing skill training and employee advancement.
- Good work conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave).
- Adequate hours with predictable schedules that enable employees to meet their family caregiving commitments.

The WDB and EWDD have developed a draft Employer Rating Matrix which will be used to determine the level of “quality” based on the general factors mentioned above.

2. Non-Discrimination and Equal Opportunity Policy

This policy establishes the City’s policy on the non-discrimination and equal opportunity procedures for the WIOA assisted programs or activities. The policy also ensures that all WIOA Title I contractors are in compliance with all provisions of Federal, State and City of Los Angeles equal opportunity and non-discrimination regulations.

The City is committed to nine elements of the Methods of Administration as follows:

- Designation of an Equal Opportunity Officer (EOO)
 - City has designated an Equal Opportunity Compliance Officer.
- Notice and Communication
 - All WorkSource Centers (WSC) and YouthSource Centers (YSC) must post that they do not discriminate on the bases of: race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), age, disability, or political affiliation or belief, or against any beneficiary or, applicant to, or participant in programs financially assisted under WIOA Title I, or on the basis of citizenship status.
- Assurances
 - Non-discrimination clauses must be included in all contracts, agreements, training account contracts and policies and procedures.
- Universal Access
 - Outreach plan to solicit participation by a wide cross-section of the community.
 - Limited English Proficient
 - Persons with disabilities
 - Persons of both sexes, various racial and ethnic groups and age groups.
- Non-Discrimination on the Basis of Disability
 - Each WSC and YSC must appoint a Disability Resource Coordinator to ensure effective delivery of services and accommodations to people with disabilities and to ensure compliance with federal regulations.
- Data Collection
 - Data will be collected from WSC and YSC participants with regard to race/ethnicity, sex, age and disability.
- Monitoring
 - All WSC and YSC are required to monitor all agencies receiving WIOA funding.
- Complaint Procedures
 - All WSC and YSC are required to comply with Equal Opportunity Compliance Unit consistent with City’s Complaint Procedures.
- Corrective Actions and Sanctions
 - A Corrective Action Plan may be created when a WSC or YSC is found to be in violation and sanctions may be levied.

3. Property/Equipment – Purchasing, Inventory, and Disposition Policy

This policy provides guidance and establishes the procedures for the purchasing, inventory, and disposal of property and equipment using WIOA funds.

4. Workforce Development Board Notification Policy

The EWDD is to be notified upon finding or being notified of any questioned or disallowed costs, financial stability concerns, or any official government investigations involving a service provider funded by WIOA funds.

5. Youth Customer Flow

This policy describes the sequence of activity for a youth accessing WIOA funded services through the YSC system. At minimum YSC must provide the following services:

- Outreach and Recruitment
- Info-Sessions
- Education/Needs Assessment and Intake
- Program Suitability Assessment
- WIOA Eligibility Determination
- Development of Individual Service Strategy/Plan
- Provision of Services
- Re-Assessment as needed.
- Minimum of 12 months of follow-up services.

The Annual Plan also contains a list of existing adopted policies and a list of 23 policies that were revised for compliance with the WIOA. All of the existing, revised and proposed new policies can be found in the Program Year 2017-18 WDB Annual Plan. Our Office recommends approval of the new policies inasmuch as they provide greater oversight of funds, are aligned with City policies, and are required by WIOA and other funding sources.

A recommendation is included in this report instructing staff to monitor these policies and report on any impact incurred by the operators or the department as a result of the new policies.

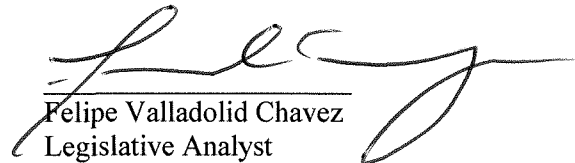
FISCAL IMPACT

There will be no impact to the General Fund resulting from the approval of this report.

RECOMMENDATIONS

That the City Council:

1. Approve and implement all proposed new policies included in the Program Year 2017-2018 Workforce Development Board Annual Plan.
2. Instruct EWDD to monitor the proposed new policies and report on any impact incurred by the operators or the department as a result of the new policies.


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