

# **Yolo County Workforce Innovation Board**



## **Local Plan Program Year 2021-2024 Two-Year Modification**

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The Yolo County Workforce Innovation Board (WIB), Local Workforce Development Board (LWDB), is proud to present Yolo County’s Local Plan which is aligned with the [2020-2025 Yolo County Strategic Plan](#) and [California’s Unified Strategic Workforce Development Plan \(State Plan\) 2020-2023](#). Additionally, this plan will be combined with those of Golden Sierra Workforce Development Board (GSWDB), North Central Counties Consortium (NCCC), and Sacramento Employment and Training Agency (SETA) to form the Capital Region Plan.

Local workforce plans and partnerships facilitate access to workforce services at the local level. While regional plans and partnerships focus on constructing training and education framework that aligns with the labor market of the entire region, individuals will generally access and experience this framework through local service delivery efforts, principally those of Workforce Innovation and Opportunity Act (WIOA) partners operating in the America’s Job Center of California<sup>SM</sup> (AJCC). As such, it is typically at the local level where services will be integrated, Under California’s Unified Strategic Workforce Development Plan, the primary purpose of the resources braided, and supportive services provided to individuals being served by the partners.

## Local Plan

The Local Plan for Program Year 2021-2024 which was published in April 2021 demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key service delivery strategies. In this regard, service delivery is typically integrated at the local level, where resources are braided, and support is provided to participants through multiple workforce system partners.

The Local Plan Program Year 2021-2024 Two-Year Modification provides updates to the Program Year 2021-2024 Local Plan based on guidance provided in WSD22-05 *Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications*. Modifications are indicated by **bold, italic type**. ***Unless otherwise noted, activities identified in this Local Plan are funded (100%) from the US Department of Labor with \$0.00 (0%) financed from non-federal sources.***

## Yolo County Local Plan

### A. WIOA Core and Required Partner Coordination

#### 1. Coordination of Services and Resources Identified in Partner Memorandum of Understanding (MOU)

The AJCC system in Yolo County includes the following WIOA Core and Required partners:

Required Partner	Local Partner Agency
WIOA Title I Adult, Dislocated Worker, and Youth Programs	Yolo County Health and Human Services Agency (HHSA)
WIOA Title II Adult Education and Literacy	Woodland Adult Education West Sacramento Adult Education
WIOA Title III Wagner-Peyser Programs	State of California Employment Development Department (EDD) –

	Workforce Services Division
WIOA Title IV Vocational Rehabilitation Programs	Department of Rehabilitation (DOR)
Carl Perkins Career Technical Education (CTE)	Yolo County Office of Education (YCOE) <b>Woodland Community College</b> <b>Sacramento City College</b>
Title V Older Americans Act	<i>No Older Americans program in Yolo County</i>
Job Corps	<b>Sacramento Job Corps Center</b>
Native American Programs (Section 166)	California Indian Manpower Consortium, Inc. (CIMC)
Migrant Seasonal Farmworker <b>Services Program</b> (Section 167)	California Human Development (CHD)
Veterans	State of California Employment Development Department (EDD) – Veterans Services
Youth Build	<i>No Youth Build operator in Yolo County</i>
Trade Adjustment Assistance (TAA) Act	State of California Employment Development Department (EDD) – TAA services
Community Services Block Grant	<i>No Community Services Block Grant for Employment Services in Yolo County</i>
Housing & Urban Development (HUD)	Yolo County Housing
Unemployment Compensation	State of California Employment Development Department (EDD) – Unemployment Insurance Division
Second Chance	<i>No Second Chance operators in Yolo County</i>
Temporary Assistance for Needy Families/CalWORKs	Yolo County Health and Human Services Agency (HHSA)

To achieve the vision of the local plan, Yolo County will ensure that the AJCC systems continue to be access points, or gateways, to employment, education and training services through the development of MOUs, strong partnerships, and coordination with EDD, CHD, DOR, California Indian Manpower Consortium, **Sacramento City College - Davis and West Sacramento**, Woodland Community College, Woodland and West Sacramento Adult Education, Yolo County Office of Education Career Technical programs, Yolo County Housing, **Sacramento Job Corps Center, Health and Human Services Agency** as well as other partner agencies. Services, many integrated, will be geared towards employment, education and training opportunities for middle-skills jobs that align with the identified local or regional industry sector clusters. This will be accomplished by:

- A combination of referral and customer service options, which includes onsite AJCC and partner staff, as well as access to services through technology.
- Facilitating leveraged funding between core program entities and partners to train in industry recognized certificate/degree programs and apprenticeships with career pathways, as well as providing supportive services to ensure successful completion of the programs.

- Using technology to share success and outcome data with core program entities and other partners on certificates/degrees attained and job placement and retention outcomes.
- Identifying, where necessary, rubrics to measure services for core programs and other required partners in the absence of data system integrations/alignments.

Yolo County has executed MOUs with all core program and other required partners to ensure system coordination for the provision of employment, education, and training services ***based on guidance provided in WSD18-12 WIOA Memorandums of Understanding.*** MOU partners share information during quarterly partner meetings which include the Career Service providers as well as the required WIOA partners and other important system stakeholders. These meetings provide an opportunity for partners to receive up to date labor market information and share resources and knowledge. This helps build the capacity of our local system, maximize efficiency by reducing duplication, leverage program funding, and improve referrals to meet state goals. Additionally, these and other meetings provide opportunities for staff and partner development on topics such as the use of the CalJOBS system, how to best meet WIOA performance measures, trauma informed care, cultural competency, equity and diversity, working with individuals with disabilities, employer engagement and other topics.

These meetings provide partner organizations an opportunity and venue to share what services are available to clients, what clients can expect, and how best to make appropriate referrals. Yolo County has a partner referral form intended to enhance warm handoffs, accelerate collaboration, and reduce duplication by identifying client needs to the referring organization. Partner organizations receive instruction and training on utilizing this form and other referral mechanisms during quarterly provider meetings and as new providers come on board.

***In 2023, the WIB will follow guidance provided in WSIN22-20 Local Board Review of the WIOA Title II Adult Education and Family Literacy Act (AEFLA) Applications for PY 23-27 when reviewing AEFLA applications. As specified under the WIOA Section 107(d)(11) and Title 20 Code of Federal Regulations (CFR) 679.370(n) and in accordance with WIOA Title II, the Local Boards are required to review all AEFLA applications submitted to the California Department of Education (CDE) by eligible providers within the Local Area to determine whether the applications are consistent with their Local Plans and to submit a recommendation to the CDE.***

## **2. Co-Enrollment and/or Common Case Management**

Yolo County has over 20 years of experience developing a local workforce system that braids and/or leverages the resources and services of core programs, partners, and other grants. Yolo County has worked diligently over the years to integrate service delivery, increase access, create and maintain partnerships, and continuously improve services.

Yolo County takes a unified and streamlined approach to intake and case management through reporting in the CalJOBS system which enables co-enrollment across programs while reducing the duplication of services provided to program participants. This is

accomplished by following co-enrollment guidance as provided in **WSD19-09 Strategic Co-Enrollment – Unified Plan Partners** and WSD20-10 *CalJOBS Participant Reporting*.

Staff from partner agencies take part in regular quarterly meetings that involve awareness of program related benefits and eligibility overviews. Each partner retains expertise and responsibility for their programs and ongoing information sharing to assist participating agencies in making correct referrals, which in turn reduces errors and duplication. MOU partnerships support common participants through wraparound **community-based services which are needs-driven and delivered through strategic co-enrollment. Strategic co-enrollment is the intentional enrollment in more than one WIOA Core and Required Unified Plan Partner program. Strategic co-enrollment is participant centered and provides all the necessary services to achieve positive outcomes. Coordination prevents duplication and streamlines the provision of intensive services such as case management, job search assistance and follow-up services.**

Services within the system are provided by AJCC staff, co-located partners, cross-trained staff providing access to partner services, or through real-time access to partner services. WIOA core program partners and others work together with the individual to develop the most appropriate plan, establish common service strategies and goals, and to identify the role of each partner to eliminate duplication and maximize resources. WIOA partners track the progress of the individual and continue communication on the status of the individual along the way to self-sufficiency. Additionally, the need for supportive services is assessed, and if deemed necessary, administered and provided by one or more partners.

### **3. Using Technology to Access Services Provided Through the One-Stop Delivery System**

In-person access to AJCC services is a barrier for many individuals in Yolo County, a barrier that has become more significant for many with the restrictions and hardships presented by the COVID-19 pandemic. To assist individuals in overcoming this barrier, Yolo County provides electronic access to services for employers and job seekers by offering web-based tools and employment services on the CalJOBS system and YoloWorks.org.

The CalJOBS system is the primary tool available region wide that provides virtual access to job seekers and employers. It includes a multitude of useful tools that can be universally accessed by employers and job seekers and can be accessed at home, in the business, at a library, or through the application for mobile devices. CalJOBS includes tools for job seekers such as resume builders, career explorers, career assessments, job search listing, alerts, labor market information and unemployment services and makes these tools available in formats useful to people with disabilities.

***YoloWorks! Virtual Appointment Scheduling Tool (VAST) is a virtual employment center and provides local resources for jobseekers and businesses through an online platform and connects to resources available throughout the Capital Region. This platform allows Yolo County to provide services to individuals who are unable to visit the AJCC in person. For decades, Yolo County has served its over 218,000 residents in northern California with government services delivered through physical offices. Constituents looking for career counseling and employment support, for instance, could visit one of the in-person satellite***

***offices. But when the pandemic hit in 2020, offices closed, leaving the county struggling to provide real-time employment services that were increasingly essential.***

***To help residents on their road to recovery, Yolo County's Health and Human Services Agency launched [YoloWorks! Virtual Appointment Scheduling Tool \(VAST\)](#), a virtual portal connecting Yolo job seekers to Yolo jobs. The portal, developed with the help of Google Cloud and [SADA](#), features a virtual appointment scheduler application, which helps job seekers easily connect with employment specialists. The portal also includes a 24/7 multilingual virtual agent, available to help with job searches, answer training questions, or facilitate a live meet with an employment specialist. To make it easier to connect virtually, the county also started a loaner device program, supplying Chromebooks to caseworkers and job seekers.***

As a result of the COVID-19 pandemic, YoloWorks! has expanded to become a virtual resource that allows individuals to learn about and participate in virtual job fairs, workshops, and services. This expansion of virtual services has been well received by both employers and job seekers ***and includes but is not limited to the items below.***

#### ***Northstar Digital Literacy***

***Northstar, an online digital literacy platform which defines basic skills needed to perform tasks on computers and online, is available through YoloWorks!. Northstar was developed in response to the needs of job seekers who may lack the digital literacy skills needed to seek, obtain, and retain employment.***

#### ***Google Career Certifications***

***YoloWorks! is partnering with [Coursera](#), the leading online training provider. Through Coursera, Yolo County residents will have access to obtain a [Google Career Certificates](#). Many of these programs are pathways to certifications, professional certificates and can help elevate a job seekers career through courses offered in Digital Marketing and E-commerce, IT Support, Data Analytics, Project Management and UX Design amongst others.***

#### ***Chromebook Loan to Own Program***

***Given the extensive disruption to employment due to COVID-19 Pandemic, it was critical to ensure that the full range of employment and training opportunities are available to all populations, especially the most vulnerable. Yolo County utilized non-WIOA funds to provide computing devices through the Chromebook Loan to Own Program to individuals to help ensure equitable access to programs and services.***

#### ***Metrix Learning®***

***Metrix Learning is an online learning platform available in English, Spanish and Chinese. It is designed to deliver a comprehensive workforce development solution to help communities address workforce challenges. There are various tools to assess for skill gaps, provide training content to close gaps, explore career pathways, and connect job seekers with open positions. It also offers business services to assist with recruitment, hiring, and internal training.***

In addition to the tools available on CalJOBS and YoloWorks!, to increase ease of access and streamlined service delivery Yolo County acquired TalentSpace, a virtual job fair platform. TalentSpace provides the same feel as walking into a job fair, including the ability to join and exit employer booths. This platform allows employers and job seekers to connect with one another during and after the job fair, just as they would in an in-person setting, including sharing of job descriptions, submission of resumes, and immediate interviews.

#### **4. Coordination of the Provision of Appropriate Supportive Services**

HHSA, as the administrator of WIOA Title I, CalWORKs Employment Services, General Assistance, and CalFresh Employment and Training, seeks to provide a full range of employment and training opportunities to all individuals, especially those who face multiple barriers to employment. Case managers work with individuals to determine if there are provisions or services needed to promote success in training or employment and work with co-located partners along with other partners to coordinate supportive services for items such as transportation assistance, required clothing, books, childcare, certification fees, etc.

The employment services staff at HHSA conduct virtual weekly staffing events and invite AJCC partners and community partners with common participants. These meetings provide a venue to best utilize the strengths of each program and present an opportunity to leverage resources, braid funding and coordinate service delivery in addition to identifying the supportive services available from the various community partners.

#### **5. Compliance with WIOA Section 188 and the Americans with Disabilities Act (ADA) of 1990**

HHSA has designated an Equal Opportunity (EO) officer, as directed by **WSD17-01 Nondiscrimination and Equal Opportunity Procedures**, who is responsible for coordinating its obligations under these regulations. HHSA is committed to assigning sufficient staff and resources to the EO Officer to ensure compliance with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990.

HHSA complies with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act (ADA) of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. HHSA provides policy and guidance on nondiscrimination/equal opportunity and grievance/complaints to all AJCC staff and service providers. Upon entering the AJCC, individuals are educated through postings and by staff on their rights. All participants are given the grievance summary form that is signed and a copy is maintained in the files. All contracts for work-based activities state individual's rights and require the employer or worksite to comply with such laws.

HHSA includes a tagline on all notices and communications that indicates that WIOA Title I financially-assisted programs or activities are equal opportunity employer/programs and that auxiliary aids and services are available upon request to individuals with disabilities.



To ensure compliance with Section 188 of the WIOA, all WIOA Title I funded providers are formally monitored on an annual basis. The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by HHS. The law extends accessibility provisions to the private sector in order to help guarantee employment and the right to enter the economic, social and cultural mainstreams to persons with disabilities.

## **B. State Strategic Partner Coordination**

### **1. Coordination with County Health and Human Services Agencies/CalFresh Employment & Training (E&T) Services**

HHS administers CalWORKs Employment Services, CalFresh E&T and General Assistance (GA) programs in addition to the WIOA Title I programs. Yolo County has 2 AJCCs; a comprehensive site located in Woodland and an affiliate site located in West Sacramento, and both sites are embedded in HHS.

WIOA staff are an integrated part of the HHS Employment Services team. This team has a robust referral process and conducts virtual weekly staffing meetings to discuss program policies, conduct in-house trainings, and examine the needs of individuals seeking employment. These meetings provide a venue to best utilize the strengths of each program and present an opportunity to leverage resources, braided funding and coordinate service delivery.

The target population for the Yolo County E&T program is Non-Assistance CalFresh (NACF)/Employable GA applicants/recipients. The E&T program consists of Job Readiness workshops, case management, and weekly job search review. These components are considered voluntary although there are minimum participation requirements for continued receipt of GA. At the time of initial application, employable GA/NACF applicants are referred to an Employment Services Specialist (ESS) who is responsible for facilitating the E&T program and coordinating service delivery of other programs administered by HHS and/or local partners in order to offer a full continuum of services. Services include vocational or on-the-job training, credential or certificate programs, or other programs with proven employment and wage outcomes as well as supportive services. This emphasis aligns with the vision and mission of the California Department of Social Services (CDSS) to increase the employment and earning capacity of CalFresh recipients by maximizing their access to skills-building, credentialing, and supportive services as well as the California Workforce Development Board's (CWDB) State Plan 2020-23 objectives of fostering "demand-driven skills attainment"; enabling upward mobility for all local residents, as well as aligning, coordinating, and integrating programs and services.

### **2. Coordination with Local Child Support Agencies**

In November of 2020, the Boards of Supervisors of Colusa, Sutter, and Yolo Counties voted to approve a shared memorandum of understanding (MOU) to create a combined regional child support agency to serve all three counties. The newly approved agency, "The Colusa,

Sutter, and Yolo Regional Child Support Agency,” began service on January 2, 2021. Each of the three counties retain a physical child support location to ensure convenient and equitable access by customers. Yolo County and NCCC, a Capital Region partner, will assist The Colusa, Sutter, and Yolo Regional Child Support Agency with convening connections between child support and workforce agencies within the region.

***HHSA and the Colusa, Sutter, and Yolo Regional Child Support Agency have an Intra-County Plan of Cooperation which outlines the coordination of efforts and delineation of responsibilities in relation to services provided under the Title IV-A, Title IV-D, Title IV-E, and Medical – only programs.*** In addition to serving as the local AJCC, HHSA administers various partner programs including WIOA Title I, CalWORKs and CalFresh. The Scope of Services provided in the Intra-County Plan of Cooperation includes a referral process for child support participants to HHSA for employment services, a referral process for court-ordered child support obligors to the AJCC, as well as a specified liaison for coordinated employment services. DCSS and HHSA will continue to build upon this partnership to ensure that parents paying support (formerly referred to as “non-custodial parents”) are provided convenient access to employment and training opportunities in addition to the partner programs administered by HHSA.

HHSA and partners will continue coordinated outreach efforts in addition to providing labor market information and other basic career services to parents paying support. This approach strengthens the sustainability of the partnership and maintains focus on viable occupations and industries. Parents paying support will be encouraged to explore labor market information on in-demand industries and occupations in Yolo County as well as the Capital Region. This research will assist individuals in making informed decisions regarding employment and/or training opportunities. When appropriate, parents paying support will receive assistance with developing an individual service strategy that outlines a sector pathway with progress to a livable wage job and career.

HHSA offers basic career services and training to persons receiving support (formerly referred to as “custodial parents”) and parents paying support through virtual workshops that include: career road map, hidden job market, occupational investigation, applications, resumes and interviewing. Individuals are encouraged to receive the [YoloWorks Weekly Job Blast](#) which provides updates on jobs in the area, training opportunities and job recruitments. Additionally, individuals can access Metrix Learning which provides high quality training and education through an online platform to job seekers at no cost to the individual. Metrix Learning is available in English, Spanish and Chinese.

### **3. Coordination with Competitive Integrated Employment Blueprint and Other Partners Serving Individuals with Intellectual Disabilities and Developmental Disabilities (ID/DD)**

The WIB and partners maintain positive working relationships with the Qualified Rehabilitation Professionals (QRP) in Yolo County. HHSA as the AJCC and administrator of CalWORKs, CalFresh, MediCal, and WIOA has a close connection with local Department of Rehabilitation (DOR) staff. DOR staff, if appropriate, attend staffing events hosted by HHSA. Staffing occurs weekly via a virtual meeting and is a gathering of various program representatives with mutual participants in order to coordinate the collaboration of services

based on a triage process that prioritizes needs and leverages funding. Although DOR staff is not collocated, they often arrange to meet with their participants in the Woodland or West Sacramento AJCC to broker connections between programs.

Yolo County partners with Alta Regional Center to serve ID/DD consumers during and as they complete supported employment experiences. Consumers are encouraged by Alta Regional to utilize HHS and AJCCs as a resource for job search, attend workshops to build employability skills, and explore training.

Yolo County participates in the region's Local Partnership Agreement (LPA) which includes DOR, Alta Regional Center and the Workability programs in the local schools. The LPA is a collaboration that provides employment support and opportunities for participants with ID/DD to improve their chances of achieving Competitive Integrated Employment.

Yolo County is invested in serving individuals with disabilities and actively seeks to prevent discrimination of any kind. Based on the efforts initiated by other local areas in the Capital Region related to the Disability Employment Initiative, Yolo County is working to build partnerships with regional educational agencies who work with ID/DD individuals.

#### **4. Coordination with Partners Who Serve Individuals Who Are English Language Learners, Foreign Born and/or Refugees**

Yolo County AJCCs coordinate outreach, recruitment and services for English language learners (ELLs) through Adult Education, literacy programs, Career Technical programs, Wagner-Peyser, farmworker programs managed by California Human Development (CHD), CalWORKs, CalFresh, Child Support, Department of Rehabilitation, etc.

HHS employs an Agricultural Labor Coordinator who seeks to increase the connections of Yolo County agricultural workers to benefits that address food, health, income and housing disparities, work skills options, as well as overall employability and competitiveness.

Yolo County has a long history of coordinating with adult education and CHD. The WIB includes representatives of Adult Education and Higher Education which provide English as a Second Language (ESL) classes. ESL is available through adult education literacy programs to all English learners and a few vocational ESL programs are offered through the Eligible Training Provider List (ETPL) and CHD. CHD is the National Farmworker **Services** Program grant recipient in Yolo County and can assist with truck driving, welding, and other vocational ESL programs. When appropriate, funding is braided between HHS and CHD to share expenses for training and supportive services for co-enrolled participants.

Additionally, Adult Education and CHD, which administers the Migrant Seasonal Farmworker **Services** Program, are AJCC MOU partners. The MOU includes provisions regarding recruitment, referral, and non-discrimination and equal opportunity.

The AJCC Operator meets with the AJCC MOU partners quarterly to assist with developing marketing materials for use by all the partners, cross train staff, refine the customer referral

process, refine co-enrollment practices, and develop seamless service delivery to employers.

Yolo County ensures programs and services are accessible to all based on WIOA Section 181(c) which includes equal opportunity and non-discrimination. Yolo County AJCC WIOA Grievance and Complaint Policy, procedure, and postings were developed based on guidance provided in WSD18-05 *WIOA Grievance and Complaint Resolution Procedures*.

In addition to administering WIOA Title I programs, HHS administers CalWORKs, CalFresh, Medi-Cal, General Assistance (GA), and Refugee Cash Assistance (RCA) programs. RCA is a cash assistance program that provides up to 8 months of aid for eligible needy refugees without children who are not otherwise eligible for any other cash aid.

HHS's Business Services Team builds relationships with employers, labor organizations, economic development agencies, and community-based organizations. These relationships result in employment for ELLs, Foreign Born, and Refugees. Our strategy is to develop partnerships at every stage of the business cycle to better understand the needs of the employer and the type of workforce interventions that will be most effective for these individuals.

Yolo County's Employment and Training programs and partners will continue to highlight the Yolo County and Capital Region labor markets and encourage ELLs, Foreign Born, and refugees to seek employment linked to in-demand occupations and industries. If appropriate, ELLs, foreign born, and refugees will receive assistance with developing an individual service strategy that outlines a sector pathway with progress to a livable wage job and career.

Yolo County continues to strive for improvement in service delivery resulting from the cross-training of partner and AJCC staff in order to increase the level and quality of service received by ELLs, access to education and workforce system services, and outcomes of this population.

## C. WIOA Title I Coordination

### 1. Training for Frontline Staff to Gain and Expand Proficiency in Digital Fluency and Distance Learning

Yolo County has expanded and enhanced digital services available to frontline staff in providing employment services as a result of the COVID-19 pandemic. While there has always been an importance placed on digital literacy and fluency, it has become essential to grow these skills and promote more distance learning.

Moving forward, Yolo County *will continue* to use a mix of digital and in person services. Frontline staff have and will continue to receive training and support in using various digital platforms including Zoom, Google WorkSpace, Microsoft Teams, GoToMeeting, TalentSpace Virtual Job Fair Platform, Metrix Learning, *Northstar Digital Literacy*, and others.

Yolo County will continue to utilize the expertise of the Capital Area Regional Training (CART) Team, **Northstar Digital Literacy** and Metrix Learning Online Platform to enhance staff skills with digital fluency and distance learning. Additionally, Yolo County is working with TAD Grants on virtual learning for staff in areas of business services and workforce development training.

## **2. Training for Frontline Staff to Ensure Cultural Competencies and an Understanding of the Experiences of Trauma-Exposed Populations**

Yolo County is committed to the professional development of staff and cross-training of partners to ensure that front-line staff skills remain relevant to the current labor market and can provide culturally competent services. In addition to cultural competence, Yolo County recognizes the need to ensure our workforce ecosystem is as inclusive as possible and will incorporate training in diversity equity and inclusion, cultural competencies, and trauma informed case management practices. *In 2023, HHSA staff will participate in a series of Diversity, Equity, Inclusion and Belonging (DEIB) trainings.*

Yolo County is part of the Capital Region Regional Planning Unit (RPU) and coordinates to provide training to our region via funds procured through Regional Plan Implementation. Through the CART, the RPU maximizes training dollars to enhance the staff capacity of the region. This collaboration includes training such as **Northstar Digital Literacy**, Diversity and Equity Training, How to Evolve in Times of Change, Mental Health First Aid, Bridges Out of Poverty, How to Address Race and Equity in the Workplace, as well as Applied Suicide Intervention Skills Training (ASIST), amongst others.

HHSA staff, including those who provide WIOA Title I services, have participated in CalWORKs 2.0 training with a focus on Human Center Design and are currently engaged in a Certified Business Services Consultant Training & Workforce Career Development Providers Certificate Training from TAD Grants.

Staff also attend the California Workforce Association (CWA) Conferences that provide training such as Diversity, Equity, and Inclusion, and Job Skills for the Future and have received training on Motivational Interviewing (MI) and working with trauma exposed populations. Providing this type of training opportunities allows HHSA and AJCC staff to understand, communicate with, and effectively interact with people across cultures and those that have suffered trauma.

While COVID-19 has disrupted in-person trainings and convenings, efforts to convene professional development training for frontline staff will be continued by conference calls, webinars, Zoom, and other virtual formats.

## **3. Rapid Response and Layoff Aversion Activities**

### **Rapid Response**

Yolo County conducts Rapid Response services based on employer need and provides

ongoing biweekly sessions to meet the needs of dislocated workers and businesses. The Rapid Response Coordinator provides required Rapid Response activities as outlined in WSD16-04 ***Rapid Response and Layoff Aversion Activities*** through a planned delivery of services which enables dislocated workers to transition to new employment as quickly as possible. The Rapid Response Coordinator responds to WARN Notices within 24-48 hours to plan sessions that meet the needs of the employer and preferences for displaced workers.

Rapid Response planned services may be conducted in the following ways based on employers and displaced worker needs:

- Individualized group sessions
- Attendance of a biweekly virtual session
- Emailed rapid response materials

The YoloWorks! Rapid Response team consists of EDD, Department of Labor Benefits Administration, YoloWorks! and Yolo County Health and Human Services programs.

### **Layoff Aversion Services**

The Rapid Response Coordinator and Business Services Specialists connect with businesses via phone, email, or video platforms to discuss options to avert layoffs. Yolo County works with employers in advance of the layoff date to develop employment transition services.

Employers Receive:

- Coordination of services and resources for individual business needs and the individual needs of employees.
- Access to available County resources provided to employers.

Business outreach efforts are conducted by using the following resources:

- Referrals from community partners
- Rapid Response Roundtable
- EconoVue
- CalJOBS System
- Local Economic Development Department
- Board of Supervisor (BOS) and County Officials

Yolo County, along with approximately five other local areas, participates in the Northern California Rapid Response Roundtable. The Roundtable meetings are centered on promoting collaboration to enhance layoff aversion strategies throughout Northern California. Best practices are shared, and the collaboration works to coordinate activities when a layoff affects multiple regions. Furthermore, the Roundtable group attempts to create effective early alert systems.

## **4. Adult and Dislocated Worker Employment and Training Services**

The Yolo County Adult and Dislocated Worker Career Services Provider assists low-skilled, underemployed, or unemployed job seekers with the work preparedness and occupational skills necessary for “middle skill” jobs and career pathways. Adult and Dislocated Worker

Basic Career Services, Individualized Career Services, and Training Services, including but not limited to the below are provided under WIOA Title I in conjunction with partners per the MOUs. Yolo County follows the guidance outlined in WSD19-06 **CalJOBS Activity Codes** related to Basic Career Services, Individualized Career Services and Training Services.

Basic Career Services	Individualized Career Services	Training Services
<ul style="list-style-type: none"> <li>• Eligibility for Title I services</li> <li>• Outreach, intake, orientation</li> <li>• Initial assessment</li> <li>• Labor exchange services</li> <li>• Referrals to programs</li> <li>• Labor market information</li> <li>• Performance, cost information</li> <li>• Supportive services information</li> <li>• Unemployment Insurance information and assistance</li> <li>• Financial aid information</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Literacy basic skills or high school equivalency</li> <li>• Comprehensive and specialized assessment</li> <li>• Development of an individual employment plan</li> <li>• Career planning, counseling</li> <li>• Short-term prevocational services</li> <li>• Internships, work experience (WEX)</li> <li>• Out-of-area job search</li> <li>• Financial literacy services</li> <li>• English as a second language</li> <li>• Workforce preparation</li> <li>• Pre-apprenticeship training, job readiness</li> <li>• Follow-up services</li> </ul>	<ul style="list-style-type: none"> <li>• Occupational Skills Training</li> <li>• Entrepreneurial training</li> <li>• Customized training</li> <li>• Skill upgrading and retraining</li> <li>• Transitional job</li> <li>• On-the-job training</li> <li>• Job readiness training</li> <li>• Adult Education with training services</li> <li>• Apprenticeship training</li> </ul>

For participants enrolled in an adult literacy activity (basic skills, high school equivalency, English as a second language), there will be a special emphasis on combining/linking the activity with another training activity such as job readiness, on-the-job, customized or occupational skills training in an effort to speed the progress of students towards goals as workers. Primary to this is improving student transition to post-secondary education coursework and achievement of vocational certificates/credentials.

The WIB has an approved priority of service policy, which aligns with WSD15-14 *WIOA Adult Program Priority of Service*. In addition to giving priority to veterans and eligible spouses of veterans, under the policy, Yolo County gives priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Priority of service status is established at the time of eligibility determination for WIOA Title I Adult services. Eligibility documentation is collected to verify priority. If priority eligibility is determined, the individual will receive priority placement into education and training opportunities, if assessed suitable, and ensured priority for the provision of supportive services. The

implemented policies assist and guide staff in providing equitable access to education, training, employment opportunities, and support services to the most vulnerable, underserved individuals.

## 5. Youth Workforce Activities

The Yolo County Youth Provider(s) extend services to in-school and out-of-school youth including individuals with disabilities. The recruitment strategy targets outreach efforts towards at-risk youth including individuals with disabilities from low-income communities that could benefit from engaging in paid WEX and/or vocational training, further education, and/or career opportunities through one or more of the fourteen required program elements as outlined in WSD17-07 *WIOA Youth Program Requirements*. The required youth program elements indicated below will be provided under WIOA Title I in conjunction with partners.

<b>WIOA Youth Program Elements</b>
<ol style="list-style-type: none"><li>1. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.</li><li>2. Alternative secondary school services, or dropout recovery services, as appropriate.</li><li>3. Paid and unpaid WEX that have academic and occupational education as a component of the WEX, including the following:<ol style="list-style-type: none"><li>a. Summer employment opportunities and other employment opportunities available throughout the school year.</li><li>b. Pre-apprenticeship programs.</li><li>c. Internships and job shadowing.</li><li>d. On-the-job training (OJT) opportunities.</li></ol></li><li>4. Occupational skill training (OST), which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations.</li><li>5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</li><li>6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.</li><li>7. Supportive Services connected to employment and training that enables an individual to participate in WIOA Title I activities.</li><li>8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.</li><li>9. Follow-up services for not less than 12 months after the completion of participation.</li><li>10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.</li><li>11. Financial literacy education.</li></ol>



12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the Local Area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to post-secondary education and training.

Yolo County youth service providers convene with local Adult Education, DOR, Foster Care, and WorkAbility coordinators to assist with developing a pipeline of services that ensure seamless service without duplication to youth participants including individuals with disabilities. The service provider along with the youth, develop a coordinated career pathway and/or individual service strategy taking into consideration the individual’s barriers to employment as well as basic skills and work aptitude assessment results.

Yolo County meets quarterly with WorkAbility coordinators to ensure that current and former WorkAbility students, some of whom may be considered individuals with disabilities, have access to WIOA Title I funded programs. WorkAbility is a program funded and administered by the California Department of Education (CDE) that provides comprehensive pre-employment skills training, employment placement and follow-up for high school students in special education who are making the transition from school to work, independent living and postsecondary education or training. Program services are appropriate to individual student needs, abilities, and interest. The employability of the individuals improves through WIOA Title I funded activities such as WEX, OJT, and OST.

Additionally, Yolo County is working to align career pathway initiatives offered through the CDE, California Community Colleges (Doing What Matters for Jobs and the Economy), and WIOA Title I (WEX, OJT, ITA, and/or apprenticeship) to local and regional businesses linked to in-demand sectors. These pathways are focused on employment opportunities that lead to self-sufficiency with engaged business/employers that have assisted by vetting the training curriculum as well as hiring individuals that have completed training and received an industry recognized certificate or credential.

Yolo County supports and leverages the activities of the Sacramento Coalition for Digital Inclusion to provide resources, advocacy and support to youth and youth serving organizations including those serving individuals with disabilities along with the other Capital Region Planning Unit partners.

Yolo County partners with area education programs and activities to enhance the digital literacy and fluency skill building activities needed for our region’s youth and adult populations. Adult education partners, public libraries, nonprofit and private educational institutions provide many online programs to support the growing need for digital literacy activities in the region. Additionally, as part of the Capital Region, Yolo County has purchased Metrix Learning *and Northstar* licenses to provide digital fluency, literacy, and skill building activities to youth and adults in the region.

## 6. Disbursal of Grant Funds

HHSA functions simultaneously in a variety of roles, including the fiscal agent, WIB staff, AJCC, and direct provider of WIOA Title I programs. The Board of Supervisors (BOS) included both HHSA staff and WIB Members in the Yolo County Conflict of Interest Code as a firewall to protect against undesirable influence, outcome, or authority. ***Additionally, on September 8, 2021, the WIB approved Policy Bulletin 21-5 WIOA Separation of Duties to establish firewalls and define the roles and responsibilities of the Local Workforce Development Board, the Fiscal Agent, America's Job Center of California Operator, and WIOA Title I Programs.***

The Fiscal and Administration Branch of HHSA, with oversight from the BOS, functions as the administrative entity (grant recipient/fiscal administrator) for WIOA Title I Adult, Dislocated Worker, and Youth funds. The Service Centers Branch of HHSA functions as WIB staff, AJCC, and direct provider of WIOA Title I programs.

- The selection of an AJCC Operator is done by a competitive process at least once every four years (WIOA Section 121[d][2][A]). This process includes clearly articulated roles and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]). HHSA adheres to the federal procurement standards outlined in Uniform Guidance Section 200.318-200326, ***WSD17-08 Procurement of Equipment and Related Services*** as well as local procurement policies.

***In 2024, the selection of an AJCC Operator will be conducted based on guidance provided in WSDD-240 Selection of AJCC Operators and Career Services Providers as well as the subsequent directive.***

- The selection of eligible Adult and Dislocated Worker Career Services Providers is completed with the approval of the chief elected official, which is the BOS, and the Governor (WIOA Section 107[g][2] and Title 20 CFR 679.410[b]). Approval under this provision serves as the agreement by the Governor and exempts the WIB from selecting Adult and Dislocated Worker Career Service Providers through a competitive process by allowing them to fulfill the role themselves or through the administrative entity. Approval for the administrative entity to provide Adult and Dislocated Worker career services is valid for a maximum of four years, after which time another request must be submitted. If the request is not approved, HHSA will adhere to the appropriate competitive selection process based on local procurement policies as well as the policies and principles of competitive procurement specified in Uniform Guidance Section 200.318-326 and ***WSD17-08 Procurement of Equipment and Related Services***.

***In 2024, the request to be the provider of Adult and Dislocated Worker Career Services will be conducted based on guidance provided in WSDD-240 Selection of AJCC Operators and Career Services Providers as well as the subsequent directive.***

- Yolo County will directly provide Rapid Response and Layoff Aversion activities. However, if the Yolo County chooses to award grants or contracts to Rapid Response and Layoff Aversion Providers for some or all activities, it will be done through a competitive process that:
  - Takes into consideration the ability of the Rapid Response and Layoff Aversion Provider to meet performance accountability measures
  - Meets the procurement standards specified in Uniform Guidance and DOL Exceptions
  - Follows federal, state (**WSD17-08 Procurement of Equipment and Related Services**) and local procurements laws, policies and procedures
  
- Yolo County will directly provide some or all of the youth workforce service activities. However, as required in WIOA Section 123, if Yolo County chooses to award grants or contracts to Youth service provider(s) for some or all activities, it will be done through a competitive process that:
  - Takes into consideration the ability of the Youth service provider to meet performance accountability measures
  - Meets the procurement standards specified in Uniform Guidance and DOL Exceptions
  - Follows federal, state (**WSD17-08 Procurement of Equipment and Related Services**) and local procurements laws, policies and procedures

#### **7. AJCC Operator and Career Services Provider**

The WIB assigns many of the critical functions of systems alignment to the AJCC Operator, also called the One-Stop Operator (OSO) secured through a competitive procurement process **based on local procurement policies as well as the policies and principles of competitive procurement specified in Uniform Guidance Section 200.318-326 and WSD17-08 Procurement of Equipment and Related Services**. Yolo County has reviewed and followed the guidance in WSD19-13 *Selection of AJCC Operators and Career Services Providers*. In Yolo County the OSO, Michael Indiveri, facilitates collaborative partner meetings directing the partners toward key priorities identified in the state plan. The Operator takes a leadership role in the quarterly AJCC MOU partner meetings while identifying work assignments that occur between the quarterly meetings and assisting with expanding partnerships with other service providers in the region. The OSO plays an integral role in assisting the WIB with systems alignment and integration. Furthermore, the Operator assists the board in providing assessment of the local service providers while monitoring the partners' commitments as identified in the MOUs.

The One-Stop Operator is responsible for:

- In conjunction with WIB oversight and designated administrative staff, coordinating the implementation of negotiated MOUs and Cost Sharing Agreements (CSA) with all mandated partners.
- The convening and facilitation of quarterly AJCC MOU partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst partners.

- Acting as a liaison between the WIB and the AJCC MOU partners including attending meetings of the WIB and/or the WIB Executive Committee to receive direction and to report on progress no less than six times annually.

***In 2024, the selection of the AJCC Operator and request to be the provider of Adult and Dislocated Worker Career Services will be conducted based on guidance provided in WSDD-240 Selection of AJCC Operators and Career Services Providers as well as the subsequent directive.***

## Appendix

**A. Stakeholder and Community Engagement Summary**

See Attachment 1

**B. Public comments received that disagree Local Plan**

See Attachment 2

**C. Signature Page**

See Attachment 3

## Stakeholder and Community Engagement Summary

The development of comprehensive Local and Regional Plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers, labor organizations, and community-based organizations, as well as *Workforce Innovation and Opportunity Act* core, required, and strategic program partners. This will ensure the inclusion of person-centered approaches to address multifaceted barriers to employment by utilizing input from the communities.

Stakeholders participating in the planning process should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners, as well as community-based organizations that provide services to target populations, such as justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, and any other entities supporting historically unserved or underserved communities.

Using the template below, Regional Planning Units and Local Workforce Development Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans.

Mode of Outreach	Target of Outreach	Summary of Attendance	Comments
<b>See attached Summary of Stakeholder and Community Engagement</b>			

## Summary of Stakeholder and Community Engagement –

### Outreach Efforts

Valley Vision on behalf of the Capital Region Workforce Boards facilitated two (2) Public Input Meetings to solicit input from local workforce development stakeholders (education, labor, business, economic development and community-based organizations) on the amendments to the Workforce Innovation and Opportunity Act (WIOA) Local and Regional Plans. Attendees were informed that the plan modification to be developed would be intended to respond to current and foreseen challenges faced by the local and regional workforce systems, that it would provide a framework for continued regional cooperation and investment and will respond to workforce legislation and policy direction.

The Public Input Meetings were facilitated via zoom and were held on the dates and times as follows:

- November 16, 2022 (Wednesday) - 6:00 p.m.  
<https://us02web.zoom.us/j/84813086963?pwd=VmdVY0E0Mk0wRVZHcWdpWWc3S0hjZz09>
- December 7, 2022 (Wednesday) - 9:00 a.m.  
<https://us02web.zoom.us/j/82974163042?pwd=R0VVdE1OUmNDVmIrb0JYWIMzMlI0QT09>

Public Notices were posted in local and regional publications, including the YoloWorks! and SETA websites. In addition, an email notification was widely disseminated to local area stakeholders, including the required list as mandated by the state's policy guidance, and other representatives from the business and organized labor communities, the K-12 system, the community college system, adult education, private postsecondary institutions, and community-based organizations. Special care was taken to ensure that organizations representing historically disadvantaged populations received a notification of the postings. Partners were also invited to submit written comments regarding the Public Input Meeting Questions.

### Public Input Meetings

The meetings included a presentation on economic landscapes, an overview of the workforce development system, the three main priorities, annual impact, priority industry sectors/clusters, target populations and equity, and offered questions designed to solicit input from the attendees on how to improve services to job seeker and business communities.

Attendees included stakeholders and partners from education, labor, business, economic development and community-based organizations, including those serving specialized populations such as the Sacramento Metro Chamber Foundation, Fitrah, Sacramento County Office of Education, Uptown Studios, and Glenn County Community Action.

## Yolo Local Board Record of Comments

Section 108 of the *Workforce Innovation and Opportunity Act* requires the Local Boards to publish the local plan for public comment. The Local Workforce Development Board (Local Board) should include with their local plan submittal, all comments that have been received that disagree with the local plan, how the Local Board considered that input and its impact on the narrative in the local plan.

Please provide these comments in the following format:

<b>Local Plan Section</b>	<b>Comment/Response</b>
Section:	Comment:
	Local Board Response:
Section:	Comment:
	Local Board Response:
Section:	Comment:
	Local Board Response:
Section:	Comment:
	Local Board Response:

## PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This local plan two-year modification represents the Yolo County Workforce Innovation Board’s efforts to maximize and coordinate resources available under Title I of the Workforce Innovation and Opportunity Act.

This local plan is submitted for the period of July 1, 2021 through June 30, 2025 in accordance with the provisions of the WIOA.

<b>Local Workforce Development Board Chair</b>	<b>Chief Elected Official</b>
_____ Signature	_____ Signature
Denice Domke _____ Name	Oscar Villegas _____ Name
Chair, Workforce Innovation Board (WIB) _____ Title	Chair, Board of Supervisors (BOS) _____ Title
_____ Date	_____ Date