



**OAKLAND  
WORKFORCE DEVELOPMENT BOARD  
SPECIAL EXECUTIVE COMMITTEE  
MEETING**

**Tuesday, October 10, 2023**

9:00 a.m. – 11:00 a.m.

City Hall  
Hearing Room #4  
1 Frank H. Ogawa Plaza  
Oakland CA 94612



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [hlindsay@oaklandca.gov](mailto:hlindsay@oaklandca.gov) or call

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**OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)**  
**SPECIAL EXECUTIVE COMMITTEE MEETING NOTICE**

Tuesday, October 10, 2023  
9:00 a.m. – 11:00 a.m.

Hearing Room #4  
Oakland City Hall  
One Frank H. Ogawa Plaza

Pursuant to the Governor's Executive Order N-29-20, all members of the Oakland Workforce Development Board and City Staff will join the meeting via phone/video conference and no teleconference locations are required.

**PUBLIC PARTICIPATION**

The public may observe and/or participate in this meeting many ways.

**OBSERVE: To observe the meeting by video conference**, please click on this link:  
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at the noticed meeting time. Instructions on how to join a meeting by video conference is available at:  
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**COMMENT:**

**Public comment is not available for remote participation at this time. If you would like to comment on an item remotely, please submit written comments 24 hours in advance by email to [owdb@oaklandca.gov](mailto:owdb@oaklandca.gov) or appear in person.**

If you have any questions, please email: [owdb@oaklandca.gov](mailto:owdb@oaklandca.gov)

## **SPECIAL EXECUTIVE COMMITTEE MEETING NOTICE**

City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA

### **Hearing Room 4**

Tuesday, October 10, 2023

9:00 a.m. – 11:00 a.m.

## **AGENDA**

*Members of the public wishing to address the Board on issues shall complete a Speakers Card. Members of the public who wish to address the Board on published issues should do so at the time the agenda item is being discussed. Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section. You will have 2-minutes to speak on the item.*

### **I. PROCEDURAL ITEMS**

- a. Call to Order and Roll Call
- b. Chair Remarks
- c. Approval of Minutes (Action) – March 17, 2023 (June 16, 2023 Cancelled)

### **II. ACTION ITEMS**

- a. Recommendation To Accept \$122,901.24 From Alameda County Workforce Development Board (ACWB) And Enter Into An Agreement With Mandela Partners For An Amount Not To Exceed \$100,000

### **III. INFORMATIONAL**

- a. Oakland Workforce Development Board (OWDB) Policy for Local Board Determination Training
- b. Board Recruitment Update
- c. Strategic Plan Overview

### **IV. PUBLIC FORUM**

(For items that members of the public wish to address that are NOT on the agenda)

### **V. STAFF REPORTS**

### **VI. ANNOUNCEMENTS**

### **VII. CLOSING REMARKS & ADJOURN**

**NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING**

**FRIDAY, DECEMBER 15, 2023**

**8:30 AM-11:00 AM**

*These WIOA Title I financially assisted programs or activities are “Equal Opportunity Employers/Programs”. Auxiliary aids and services are available upon request to individuals with disabilities.*

## OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

### EXECUTIVE COMMITTEE MEETING

Friday, March 17, 2023  
8:30 a.m. – 11:00 a.m.

### MINUTES

The meeting was called to order by Chair Derreck Johnson at 8:40 a.m.

**Roll Call:** Gilbert Pete, Eddie Alvarez, John Brauer, Kalpana Oberoi, Derreck Johnson, Lee McMurtray, Ahmed Ali Bob. (Quorum *met*)

**Absent** – *Gilbert Pete, Kalpana Oberoi.*

Chair Derreck Johnson called for a motion to approve the agenda.

Board Member Eddie Alvarez moved Board Member Ahmed Ali Bob second.

Chair Derreck Johnson stated this is a public meeting all City Council meetings, boards, and commissions have resumed in-person meetings, because Governor Newsom rescinded California's COVID state of emergency effective February 28, 2023.

Members of the public who wish to address the Board on published issues should do so at the time the agenda item is being discussed.

Public comment is not available for remote participation at this time. If you would like to comment on an item remotely, please, submit written comments 24 hours in advance by email to: [owdb@oaklandca.gov](mailto:owdb@oaklandca.gov) or appear in person.

Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section.

### APPROVAL OF MINUTES

Chair Derreck Johnson requested a motion to accept the minutes of December 16, 2022.

Board Member Eddie Alvarez moved Board Member Lee McMurtray second.

**Motion Passed:** Eddie Alvarez, Derreck Johnson, Lee McMurtray, Ahmed Ali Bob.

**Ayes - 4**

**Noes - 0**

**Absent -2** *Gilbert Pete, Kalpana Oberoi*

**Abstention** – John Brauer

**Excused – 0**

### **III. INFORMATIONAL**

#### **a. Regional Plan Presentation**

Michael Katz is the Eastbay Works Regional Coordinator, he manages all four Workforce Boards of the Eastbay Oakland, Alameda, Contra Costa, Richmond Workforce Development Boards, and he is the Regional Organizer for East Bay Works. He stated that the modification of a 4year plan will be expected in two years his presentation began with Analytical Overview of the Region, that covered Employment & Unemployment Data, Educational and Skill Levels of the Workforce, Regional Employers' Skill Needs, Regional Skills Gap, Industries and Occupations with Emerging Demands. A more detailed overview of topics included: Competitive Advantage: Contra Costa County, Alameda County, Jobs by Occupation, Employment, Labor Force Participation Younger Workers, Less Education, Older Workers, Education levels, living wage levels, Geographic Wealth Distribution, Skills Supply & Demand, Projected Job Openings presented by Education Levels, Regional Indicators Objectives, Regional Indicator Goal # 1, Regional Indicator Goal # 2, Regional Indicators Metrics, Regional Indicators Impacts, Fostering Demand-Driven Skills Attainment, Regional/Sector Initiatives & Pathways, Enabling Upward Mobility for Californians, High Road Workforce System, Equity & Inclusion, Aligning, Coordinating & Integrating Programs and Services, Priorities and Key Considerations.

Board Member Ahmed Ali Bob asked what are the WRAP around services?

Michael Katz stated this is an opportune time to differentiate between local and regional plan by sharing that WRAP around services are offered on the local level through the provider.

Sofia Navarro Executive Director of the OWDB added community organizations WRAP around supportive services could include resume writing, tuition for books, assistance with paying participants bills, transportation, she continued to elaborate that WRAP around service could be individualized for each person.

Board Member Eddie Alvarez requested clarification on the source used for the trade construction data, discussion continued including cost of living, wage partnership and trade construction.

#### **Public Comment:**

Waste Management inquired whether higher education aspect of the report as it related to wages, and higher management skill levels.

Spanish Speaking Unity Council questioned why none of the four local areas climate resilience, social assistance, health care, are not mentioned in the modification plan and inquired as to what health care social statistics meant?

Regional manufacturer's partnership focusing more on developing bay area workforce partnership? transportation logistics & warehousing,

### **III. INFORMATIONAL**

#### **b. Local Plan Overview**

Sofia Navarro Executive Director to the OWDB acknowledged staff for updating the language in the Local Plan FY 2021-24 to reflect the accuracy of what is currently being done, the plan will be open to the public for comment until March 24, 2023, staff is in the process of coordinating a stakeholder meeting of partner organizations. The local plan will be submitted by March 31, 2023.

### **III. INFORMATIONAL**

#### **c. Electrification Follow Up Report**

Shayna Hirshfield-Gold presented a presentation on The Building Electrification Transitions Why Building Electrification? Health, Climate, Safety and Resilience, What is Holistic Electrification? transition from gas appliances to 100 % electric power, energy efficiency, indoor air quality, reduced health risks, affordable & reliable energy, All-Electric Appliances like space heating, water heating, cooking, clothes drying, HVAC is the acronym for heating, ventilation, air conditioning, which also provides indoor air quality. How Does Induction Work: electromagnetism heats the cookware directly, the cookware must carry a magnetic field for the ceramic to stay cool, if the burner is turned on without a pot placed on top it will not turn on, the flame doesn't create a glow, they are currently in the process of creating a virtual flame, you will need to purchase the right cookware to use the induction stove. What is a Heat Pump? basically, the refrigerator it moves heat rather than creating it, it is three times more efficient. In December 2020 an Ordinance was adopted by City Council that all new construction has to be electric, there has been no appeals to this ordinance by contractors. Electrification Workforce: annual increase in jobs in Oakland are 700 – 1100 the key growth sectors are Construction, Manufacturing, Infrastructure Operations, and Maintenance.

### **III. INFORMATIONAL**

#### **d. Summer Youth Employment Programming**

Sofia Navarro Executive Director of the OWDB thanked staff for their efforts aligning OUSD and other interdepartmental staff in meetings regarding one vision for SYEP for next year, OUSD has had several job sessions including provider organizations to participate if they're looking for youth to fill their programs, staff has been focusing on fundraising Oakland Fund For Public Innovation (OFPI)

### **PUBLIC FORUM**

Spanish Speaking Unity Council announced a combined comprehensive career fair on Cinco de Mayo career job fair during Oakland's small Business Week.

### **STAFF REPORT**

Sofia Navarro Executive Director of the OWDB gave an update on why she paused the job quality report from moving forward, she decided to include the Director of the Dept of Labor Standards to further discuss what job quality looks like for the City and what it looks like for Workforce then she will bring the information back to the board for further discussion.

### **ANNOUNCEMENTS**

Chair Derreck Johnson stated that restaurant week in Oakland will begin on March 16 – 26, 2023

#### **NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING**

**Friday, June 16, 2023**

**8:30 a.m. – 11:30 a.m.**

#### **NEXT SCHEDULED REGULAR BOARD MEETING**

**Thursday May 4, 2023**

**8:30 a.m. – 11:30 a.m.**

**Meeting was adjourned at 10:07 a.m.**





## **ITEM. II.a.- ACTION**

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: October 10, 2023**  
**Re: Recommendation To Accept \$122,901.24 From ACWB And Enter Into A Agreement With Mandela Partners For An Amount Not To Exceed \$100,000**

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### **RECOMMENDATION**

That the Oakland Workforce Development Board accept \$122,901.24 from the Alameda County Workforce Development Board and enter into a Grant Award Agreement with Mandela Partners to provide workforce services to justice involved individuals for an amount not to exceed \$100,000 from July 1, 2023 through December 31, 2025.

### **BACKGROUND**

The Alameda County Workforce Development Board (ACWDB) was awarded \$639,758.12 for the East Bay Regional Planning Unit (EBRPU) Prison to Employment 2.0 (P2E) program. The EBRPU is comprised of four Workforce Development Boards including Alameda County, Contra Costa County, the City of Richmond, and the City of Oakland. These boards were established under the federal Workforce Innovation and Opportunity Act (WIOA) and designated by the California Workforce Development Board.

Funding for the P2E 2.0 Grant was awarded by the State Workforce Development Board to the EBRPU, with ACWDB serving as the fiscal agent for delivery of services under this grant. The Oakland Workforce Development Board (OWDB) is a mandated partner in this initiative and has been awarded \$122,901.24 to support the implementation of reentry services with the goal of providing high-quality and effective workforce services to the reentry population.

The OWDB intends to leverage successful partnerships established during the previous P2E 1.0 program and establish new collaborations with Community-Based Organizations (CBOs) and service providers experienced in assisting reentry and justice-involved individuals. The recommendation proposes entering into an agreement with Mandela Partners, in an amount not to exceed \$100,000, to engage 15 justice-involved individuals in comprehensive training and support services. This initiative is anticipated to take place from July 1, 2023, through December 31, 2025.

Mandela Partners will provide paid work-based training to 80% of individuals enrolled in P2E 2.0, with 80% of those enrolled successfully completing their training program, and 50% of those completing training being placed into internships or employment. 100% of clients in P2E 2.0 will receive individualized case management support to address additional barriers to stability and employment, including housing and legal supports.

Mandela Partners' Re-Gen Program creates pathways to employment with local food businesses by providing paid kitchen and culinary training for community members facing barriers to employment, with a focus on the reentry population. The 12-week kitchen training program connects system impacted residents to food jobs with competitive pay, positive work environments, and growth opportunities. The Program entails: 1) a 4-week paid hands-on culinary and kitchen training covering the fundamentals of food safety, knife skills, customer service, and self-advocacy; 2) an 8-week internship at partner food businesses, giving participants live kitchen and food service experience that builds off the curriculum they learned in the preceding training; 3) gaining long-term employment at business internship sites, or will be provided with support and resource connections to gain employment through Mandela's broader workforce network.

Recruitment efforts will primarily focus on individuals residing in East Oakland, West Oakland, and the Fruitvale neighborhoods, with emphasis on priority zip codes: 94621, 94603, 94605, 94601, and 94607. It is important to note that the individuals to be served by P2E 2.0 are expected to be predominantly African-American and Latinx males.

# **OAKLAND WORKFORCE DEVELOPMENT BOARD**

## **RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD (“BOARD”) AUTHORIZING 1) THE ACCEPTANCE OF ONE HUNDRED TWENTY-TWO THOUSAND NINE HUNDRED ONE DOLLARS AND TWENTY-FOUR CENTS (\$122,901.24) FROM THE ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD (ACWDB); AND 2) A GRANT AGREEMENT WITH MANDELA PARTNERS IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS (\$100,000) TO PROVIDE COMPREHENSIVE TRAINING AND SUPPORT SERVICES TO JUSTICE-INVOLVED INDIVIDUALS FROM JULY 1, 2023, THROUGH DECEMBER 31, 2025**

**WHEREAS**, the Alameda County Workforce Development Board (ACWDB) has been awarded, by the State Workforce Development Board (State Board), \$639,758.12 for the East Bay Regional Planning Unit (EBRPU) Prison to Employment 2.0 (P2E) program; and

**WHEREAS**, the EBRPU is comprised of Workforce Development Boards of Alameda County, Contra Costa County, the City of Richmond, and the City of Oakland, established under the federal Workforce Innovation and Opportunity Act (WIOA) and designated by the California Workforce Development Board; and

**WHEREAS**, ACWDB will be serving as the fiscal agent for the delivery of services under this grant; and

**WHEREAS**, the Oakland Workforce Development Board (OWDB) is a mandated partner in the EBRPU initiative and has been awarded One Hundred Twenty-Two Thousand Nine Hundred One Dollars and Twenty-Four Cents (\$122,901.24) to support the implementation of reentry services with the goal of providing high-quality and effective workforce services to the reentry population; and

**WHEREAS**, the OWDB aims to leverage successful partnerships established during the previous P2E 1.0 program and establish new collaborations with Community-Based Organizations (CBOs) and service providers experienced in assisting reentry and justice-involved individuals; and

**WHEREAS**, staff recommends OWDB enter into an agreement with Mandela Partners, in an amount not to exceed One Hundred Thousand Dollars (\$100,000), to engage 15 justice-involved individuals in comprehensive training and support services from July 1, 2023, through December 31, 2025; and

**WHEREAS,** Mandela Partners' Re-Gen Program creates pathways to employment with local food businesses by providing paid kitchen and culinary training for community members facing barriers to employment, with a focus on the reentry population; and

**WHEREAS,** the 12-week kitchen training program connects system-impacted residents to food jobs with competitive pay, positive work environments, and growth opportunities, including a 4-week paid hands-on culinary and kitchen training, an 8-week internship at partner food businesses, and gaining long-term employment at business internship sites or through Mandela's broader workforce network; and

**WHEREAS,** Mandela Partners will provide paid work-based training to 80% of individuals enrolled in P2E 2.0, with 80% of those enrolled successfully completing their training program, and 50% of those completing training being placed into internships or employment; and

**WHEREAS,** 100% of clients in P2E 2.0 will receive individualized case management support to address additional barriers to stability and employment, including housing and legal supports; now, therefore be it

**RESOLVED:** That the Oakland Workforce Development Board (Board) accepts the P2E 2.0 grant in the amount of One Hundred Twenty-Two Thousand Nine Hundred One Dollars and Twenty-Four Cents (\$122,901.24) from the Alameda County Workforce Development Board (ACWDB); and be it

**FURTHER RESOLVED:** That the Board authorizes staff to enter into an Agreement with Mandela Partners for the purpose of providing workforce services to justice-involved individuals for an amount not to exceed One Hundred Thousand Dollars (\$100,000), with the grant period running from July 1, 2023, through December 31, 2025.; and be it

**FURTHER RESOLVED:** That the Board is authorized to take actions with respect to the transfer of funds consistent with this Resolution and its basic purposes, subject to review and approval by the City Attorney's Office as counsel to the Board.

PASSED BY THE FOLLOWING VOTE:

AYES –

NOES –

ABSENT –

ABSTENTION –



## ITEM. III.a. - INFORMATIONAL



**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: October 10, 2023**  
**Re: OWDB Policy for Local Board Determination Training**

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### **RECOMMENDATION**

That the Oakland Workforce Development Board (OWDB) recommend a policy to the Regular Board to allow America's Job Centers of California (AJCC) partners to utilize training providers not registered on the State of California's Eligible Training Provider List (ETPL).

### **EXECUTIVE SUMMARY**

On December 29, 2019, the State of California, Employment Development Department (EDD) issued Workforce Services Directive ([WSD](#)) 19-06 regarding the use of CalJOBS Enrollment Activity Code 330-Local Board Determination Training, which is defined as follows:

*"A participant enrolled in a training program that can bypass the CA ETPL upon the determination of the Local Workforce Development Board (LWDB) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide justification in CalJOBS under case notes."*

Currently, OWDB limits WIOA-funded training opportunities to training providers listed on the ETPL. However, the State of California permits Local Workforce Development Boards to develop policy to allow for "Local Board Determination Training", expanding training options for clients to benefit from local training providers.

The policy will enable Oakland's AJCC partners to access a broader range of training options that support jobseekers, including training providers that may be better equipped to address client's barriers through specialized knowledge or capacity to provide assistance required, including language capacity. By expanding our network of training providers beyond the ETPL, Oakland can ensure that jobseekers have access to a wider array of high-quality and industry-relevant training programs. This approach will foster greater opportunities for participants and enhance the overall effectiveness of our workforce development initiatives.

Staff recommends that the Executive Committee thoroughly review this policy proposal, taking into consideration the potential benefits it holds for our jobseekers and the local workforce development landscape. Upon approval, staff will present this recommendation to the full board for further consideration and adoption.

### **ATTACHMENTS:**

23-002 – Local Board Determination Training Provider Policy  
23-002-a – Local Board Determination Training Policy – Training Request Form  
Local Board Determination PowerPoint

CITATIONS:

- [EDD Workforce Services Directive \(WSD\) 19-06](#)

# Local Board Determination Training Policy

Oakland Workforce Development Board  
(OWDB) Executive Committee  
October 10, 2023



# Local Board Determination Training Policy

## ***TOPICS***

- Employment Training Panel List (ETPL) Overview
- Local Board Determination (LBD) Training Policy
- Industries and Trainings to be supported by LBD
- Local Board Determination Training Criteria
- Current OWDB Individual Training Account (ITA) Policy and Performance



# What is the Employment Training Panel List (ETPL)?

# What is the Employment Training Panel List (ETPL)?

- California's **Eligible Training Provider List (ETPL)** provides employment training resources for adults and dislocated workers. The ETPL includes qualified training providers who offer a wide range of educational programs, including classroom, correspondence, online, and apprenticeship programs.

# What is the Employment Training Panel List (ETPL)?

- The ETPL was established in compliance with the Workforce Investment Act of 1998 and amended by the [Workforce Innovation and Opportunity Act \(WIOA\)](#) of 2014.
- The ETPL includes training providers who are eligible to receive **Individual Training Accounts (ITAs)** through WIOA Title I-B funds.

# What is the Employment Training Panel List (ETPL)?

- The **Employment Development Department (EDD)** is the entity responsible for publishing, disseminating, and maintaining the comprehensive California (CA) ETPL with performance and cost information.

# What is the Employment Training Panel List (ETPL)?

- In addition, the EDD is responsible for ensuring programs meet the established eligibility criteria and performance levels; removing programs that do not meet the established program criteria or performance levels; and taking enforcement actions against providers that intentionally provide inaccurate information, or that substantially violate the requirements of WIOA.

# What is the Employment Training Panel List (ETPL)?

- **Local Boards** and the EDD are responsible for working together to identify Employment Training Providers (ETPs) for the state ETPL. The state ETPL creates a pool of ETPs that Local Boards can utilize to establish their local ETPL. In California, the state ETPL is called the California (CA) ETPL.
- Each Local Board must maintain a local list of training providers and programs

# OWDB ETPL List

- Academy of Truck Driving
- College of Alameda
- Contra Costa County Office of Education/ROP
- International College of Cosmetology
- Laney College
- Moler Barber College

# CA ETPL Application Process

- For a provider to be listed on the CA ETPL, the provider must have its information entered into the CalJOBS ETPL module. It is the Local ETPL Coordinator's role to provide assistance and guidance to training providers who register in CalJOBS. Once all necessary information is entered, the Local ETPL Coordinator must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the CA ETPL ensuring all information provided is complete, accurate, and current, and is in alignment with this EDD Policy Directive.
- The EDD will review applications for the CA ETPL within 30 days of receipt from the Local Board.



# Training Provider Initial Eligibility Criteria

The following institution types are eligible for inclusion on the CA ETPL:

- 1) Adult education secondary schools, as long as the activities are provided in combination with occupational skills training.
- 2) Pre-apprenticeship and apprenticeship providers.
- 3) Private postsecondary institutions.
- 4) Public postsecondary institutions.

There are specific requirements for each of the four types of providers listed above to be eligible for the ETPL.

# Training Provider Initial Eligibility Criteria

All training providers (with the exception of apprenticeship programs) must meet the following:

- All training providers are subject to the Equal Opportunity and Nondiscrimination requirements found in Section 188 of WIOA.
- Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.
- Enter program(s) of training services into CalJOBS. The training provider should only enter the program(s) desired to be on the CA ETPL. If the program is offered with multiple modes of delivery, curriculum, or course lengths, the program must be entered separately for each variation.
- A signed copy of the CA ETP Assurances Form is uploaded to the Documents section of the Provider Profile in CalJOBS. This form must be uploaded annually, prior to the provider being reviewed for eligibility.

# Training Provider Initial Eligibility Criteria

- Initial eligibility applies to a program previously not listed on the CA ETPL under the WIOA or the WIA. The initial eligibility period is **one year (365 days)**.
- After a training provider meets the training provider initial eligibility criteria, been nominated by the Local Board, and approved by the State ETPL Coordinator, each individual training program must meet the following requirements to be listed on the CA ETPL:
  - The training program must be for occupations in in-demand industry sectors identified by the state, region, or Local Board. In-demand or priority industry sector information must be verified with the State Board and/or Local Board.

# ETPL Initial Eligibility Criteria ( con't )

- The training program provides training services that lead to an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements, or employment in a specific occupation after receiving measurable technical skills. Please note the training program does not have to issue the credential, but the training program should prepare the individual to obtain the credential.
- The cost should match the cost of a member of the general public enrolling in the program without assistance from WIOA.
- The mode of instruction, and class schedule(s) are consistent with the provider's advertised brochure/website. If a program is offered with multiple modes of instruction (e.g., online and in-person) or durations, the program needs to be entered separately for each variation.

# ETPL Initial Eligibility Criteria ( con't )

- For providers with a Bureau for Private and Post-Secondary Education (BPPE) Approval to Operate, the training program and its location are BPPE approved.
- For Western Association of Schools and Colleges (WASC) accredited training providers where the program's instruction and/or curriculum development is entirely sub-contracted to another entity or third party vendor, the training provider directly receiving tuition and related instruction fees (e.g., ITA) must meet the requirements outlined in this directive, and register in CalJOBS as a provider.

# ETPL Initial Eligibility Criteria ( con't )

Program must provide and meet the following performance metrics based on aggregate data for all students in the program to ensure the program supports the ability for the individual to obtain an industry-recognized postsecondary credential, and/or employment upon completion of the program. The provider must provide performance data for the prior complete program year (July 1 – June 30).

- Public Postsecondary Community Colleges, CSUs, UCs, and Adult Education Secondary Schools are required to provide performance information for consideration of placement on the CA ETPL, but due to heavy state oversight, investment, and the inability to capture true program outcome data, these institution types are not required to meet a specific performance threshold to be listed on the CA ETPL. The following performance data must be provided and listed in CalJOBS:
  - Of individuals that exited the program, the percentage who successfully completed the training program (did not withdraw or transfer out of the program).
  - Of individuals that successfully completed the training program, the percentage who are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the program.

# ETPL Initial Eligibility Criteria ( con't )

- Private Postsecondary Institutions are required to meet and provide the following performance data in CalJOBS:
  - Of individuals who exited the program, 50% successfully completed the training program (did not withdraw or transfer out of the program).
  - Of individuals who successfully completed the training program, 50% are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the program.



# ETPL Continued Eligibility Criteria

- The following outlines the performance metrics for **continued eligibility**:
  - The program must meet the following performance metric for all students for the most recent complete program year (July 1 – June 30):
    - Of individuals who exited the program, 50% successfully completed (did not withdraw or transfer) the program.
  - The program must meet the following performance metrics for WIOA participants for the most recent complete program year (July 1 – June 30):
    - Employment Rate 2nd Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
    - Employment Rate 4th Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
    - Median Earnings meet the state's negotiated goal for the Title I Adult program.
    - Credential Attainment meets the state's negotiated goal for the Title I Adult program (if applicable).
    - Measurable Skill Gains meets the state's negotiated goal for the Title I Adult program.

***With the exception of completers, providers will be held accountable for the performance measures in which two complete years of data is available for their program(s) on the ETP Report.***



# Local Board Determination Training Policy

# Local Board Determination Training Policy

- On December 29, 2017, the State of California, Employment Development Department (EDD) issued Workforce Services Directive (WSD) 19-06 regarding the use of CalJOBS Enrollment Activity Code **330-Local Board Determination Training**, which is defined as follows:

*“A participant enrolled in a training program that can bypass the CA ETPL upon the determination of the Local Workforce Development Board (LWDB) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide justification in CalJOBS under case notes.”*

# Why a Local Board Determination Training Policy?

- Approval of the policy will enable Oakland's AJCC partners and jobseekers with an **expanded range of training options**, including training providers that may be better equipped to address client's barriers through specialized knowledge or capacity to provide assistance required, including language capacity.
- The policy will help OWDB reach the requirement that 30% of funds are expended on training.

# What industries will be supported?

# What industries will be supported?

- OWDB's policy for **Local Board Determination Training** would allow for training focused toward one of the OWDB's Priority Industry sectors, which are:
  - Advanced Manufacturing
  - Healthcare
  - Information Communication Technology
  - Transportation & Logistics
  - Construction
  - Government
  - Hospitality, Leisure, and Retail

# Examples of Other Training Needs

## Swords to Plowshares

*“I wanted to reach out to see if you have any insight or recommendations on providers who are waiting to be renewed or added to the ETPL list. **We have a few training providers who have been waiting for 6+ months.** I know we can't pay for a training for clients without them being on the ETPL list. For example, **Project Heartbeat**, an **EMT training provider**, has been waiting for renewal since July of 2022”*

# Examples of Other Training Needs

## Swords to Plowshares

STP works with veterans. They are also working with two other trainers who are not on the ETPL but provide training to be certified as an Emergency Medical Technician (EMT): **Bay Area Training Academy** and **American Health Education**. All three of these trainers provide courses leading to industry-recognized credentials in healthcare in a high-demand position, and which aligns with the prior skills and experience of their clientele.

# Examples of Other Training Needs

## Oakland Private Industry Council

*“Some of our training candidates face barriers related to their language or culture. Some of our ETPL training providers have demonstrated an inability or unwillingness to insure that training candidates with ESL challenges are able to complete their training effectively. While this inability to effectively work with ESL-challenged clients may be understandable from the training providers’ standpoint, it poses serious problems for the ESL client and his or her career coach/case manager.”*



# What are the criteria for OWDB's Policy?

# What are the criteria for OWDB's Policy?

**Local Board Determination Training** will be allowed when the following conditions have been met:

- 1) When the training leads to the **attainment of an industry-valued certificate, credential, or degree**; and
- 2) When the training is focused toward one of the **OWDB's Priority Industry sectors**; and
- 3) When there is a **general lack or limited number of training providers listed on the ETPL that are located in OWDB's Local Area** or within a reasonable travel distance for the participant; or
- 4) When the individual **participant has significant barriers to employment that can be more effectively addressed during training by an institution or training provider that possesses specialized knowledge** and/or the capacity to provide the assistance required, including language capacity, or accommodation of a disability.

# What is the process for implementation?

Service providers must follow the following process and procedures for local board approval of the non-ETPL training provider:

- 1) The service provider must follow all the steps detailed in the OWDB Individual Training Account (ITA) Policy and Procedures (OWDB Directive # 22-002) to determine if the client meets the eligibility requirements to receive training through WIOA Funds, including but not limited to assessment, use of WIOA funds as a last resort, research of providers for most appropriate fit for skills interests and aptitude, and documentation of training in CalJOBS.

# What is the process for implementation?

Service providers must follow the following process and procedures for local board approval of the non-ETPL training provider:

- 2) The service provider must determine that local ETPL training providers are not available or appropriate to provide the same or similar level and quality of training leading to industry-recognized certification, credentialization, or degree for the identified client. **ETPL training is the first and primary source for WIOA client training.** The service provider must determine that the client would best be served by a non-ETPL training provider based on the conditions listed above. Use of Local Board Determination Training is to be used as a final option for providers after all other sources of funding for training have been explored.

# What is the process for implementation?

Service providers must follow the following process and procedures for local board approval of the non-ETPL training provider:

- 3) The service provider must determine that training funds are available to cover the cost of training.
- 4) The service provider must complete the OWDB Local Board Determination Training request form in its entirety.
- 5) The service provider will submit the OWDB Local Board Determination Training request form to OWDB staff for review and approval and include any relevant ETPL printouts to support claims of limited availability, high costs, a physical location that is a barrier for the client, or other factors inhibiting the use of an ETPL-approved training provider.

# What is the process for implementation?

Service providers must follow the following process and procedures for local board approval of the non-ETPL training provider:

- 6) OWDB will reply with an approval or denial of the request to the service provider contact within two weeks of receipt of the OWDB Local Board Determination Training request form.
- 7) In the event that the request is denied, OWDB staff will provide an explanation for the denial. Service providers will have the opportunity to respond with additional information and/or documentation to make the case that the non-ETPL training provider is the most appropriate fit for the identified client. If the request is ultimately denied, the service provider and participant may opt to consider a training provider listed on the ETPL.

# OWDB Current Training Policy for ITAs

# OWDB Current Training Policy for ITAs

## 3. ITA Training Cost Per Participant

*The ITA cap shall not exceed **\$6,000 for any customer** and **\$50,000 for an individual training organization in a fiscal year**. For occupations that are in very high demand, the ITA request for a higher amount may be requested on a case-by-case basis (request must be submitted to the OWDB Program Analyst for approval). The ITA cap in place at the time of the ITA Authorization must be adhered to without exception.*



# OWDB ITA Performance PY22 -23

# OWDB ITA Performance PY22 -23

- In **Program Year 2022-2023** (July 1 2022 through June 30 2023) OWDB's providers engaged **79 clients** in training through ITAs.
- OWDB has complete data on **58 client** records showing:
  - Courses Taken
  - Training Providers
  - Occupation Codes for Training

# OWDB ITA Performance PY22

-23

## Courses Taken

Courses	Count
Class A Commercial Drivers License Program	13
Clinical Medical Assistant	4
Dental Assistant Certificate Program (DARHP)	4
Medical Assisting Program w/ Phlebotomy	4
PHLEBOTOMY TECHNICIAN	4
Class A Truck Driver	2
Esthetician	2
Human Resource Management Certificate Program-Executive	2
Phlebotomy Technician CPT1 Training	2
Project Management Online	2
Administrative Medical Assistant Program	1
Advanced 3D Computer Aided Design and Drafting with Solidworks	1
Advanced Commercial Driver Class A	1
BIM Technology Certificate - Online	1
Bookkeeping (Online)	1

## Courses Taken (con't)

Courses	Count
Certified Ethical Hacker	1
Commercial Truck Driver (160 hrs)	1
Data Analyst Training	1
Data Science (Intensive)	1
Digital Illustration (Short Term)	1
E-Learning Instructional Design Online	1
Esthetics	1
Human Resource Management Certificate Program-Advanced	1
Medical Assisting	1
Medical Programs Externship Program	1
Nursing Assistant	1
Nursing Assistant Program	1
Pharmacy Technician	1
Technology Sales	1

## Training Providers

Row Labels	Count of Provider
Academy of Truck Driving	13
Vasco Career College	8
Bay Area Medical Academy	6
Jewish Vocational Service	5
Castro Valley Adult & Career Education	4
California State University, East Bay, University Extension	3
UC Irvine Continuing Education	3
MTS Training Academy	2
UCLA Extension	2
Advance Bus & Truck Driving School	1
International College of Cosmetology	1
Paris Beauty School	1
Performance Trucking Academy	1
Procareer Academy	1
San Francisco Institute of Esthetics & Cosmetology	1
SF State, College of Professional & Global Education	1
Silicon Valley Polytechnic Institute	1
Springboard	1
Studio Arts, LTD	1
Virtual Design & Construction Institute	1
WEST CONTRA COSTA ADULT EDUCAT	1

## Occupation Codes for Training

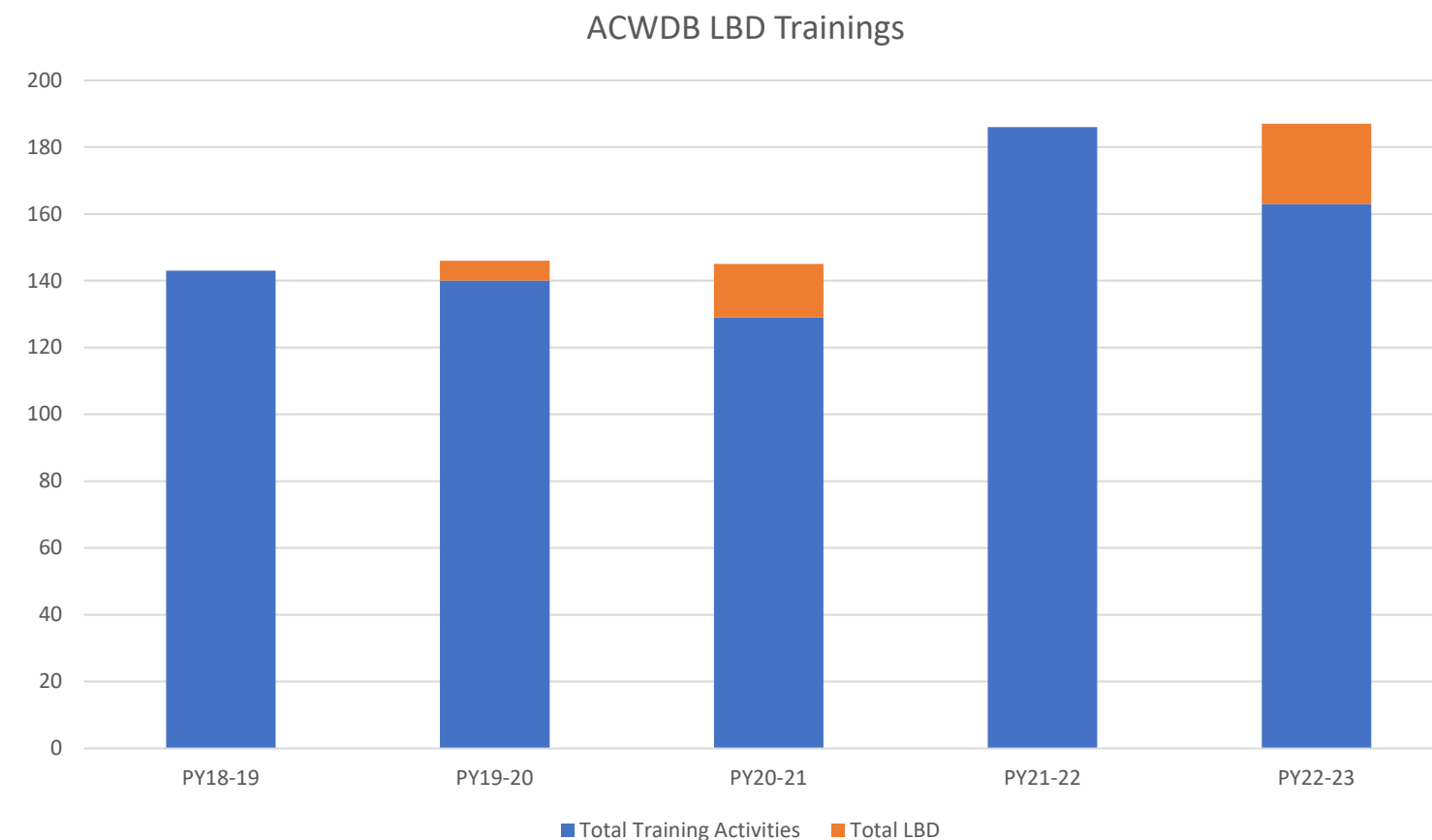
Occupation Code Description	# of ITAs
Heavy and Tractor-Trailer Truck Drivers	17
Medical Assistants	9
Phlebotomists	7
Dental Assistants	4
Skincare Specialists	3
Human Resources Managers	2
Management Analysts	2
Nursing Assistants	2
Architectural and Civil Drafters	1
Bookkeeping, Accounting, and Auditing Clerks	1
Business Intelligence Analysts	1
Community Health Workers	1
Database Administrators	1
Editors	1
Education Administrators, All Other	1
Electrical and Electronic Engineering Technologists and Technicians	1
Information Security Analysts	1
Pharmacy Technicians	1
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1
Training and Development Managers	1

# ACWDB LBD Policy Implementation

Alameda County Workforce Development Board (ACWDB) adopted a Local Board Determination (LBD) Training Policy in May 2018 and went into effect July 1 2018 for the 2018-2019 Program year.

	Total Training Activities*	Total LBD	%
PY18-19	143	0	0.0%
PY19-20	140	6	4.3%
PY20-21	129	16	12.4%
PY21-22	186	0	0.0%
PY22-23	163	24	14.7%

*\* Does not include On-the-Job Training*



# Questions?





CITY OF OAKLAND

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)



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**DIRECTIVE #:** 23-002  
**TO:** All Workforce Innovation and Opportunity Act (WIOA) Funded Oakland Workforce Development Board (OWDB) Service Providers  
**EFFECTIVE:** Retroactive to July 1, 2023  
**SUBJECT:** OWDB Local Board Determination Training Policy

**Purpose**

The State of California allows for **Local Board Determination Training**, whereby a participant enrolled in a WIOA training program can receive training from a local provider not on the Employment Training Panel List (ETPL) upon determination of the local board.

OWDB has developed guidance to implement use of the Local Board Determination Training through our America's Job Centers of California (AJCC) partners, to expand access to training opportunities for jobseekers, and to increase training expenditures which contribute to OWDB's 30% training expenditure requirement.

**Background**

On September 29, 2017, the State of California, Employment Development Department (EDD) issued WSIN 17-09 regarding the use of CalJOBS Enrollment Activity Code 330-Local Board Determination Training. The definition was reaffirmed with EDD Directive WSD19-06 issued December 27, 2019, which defined Activity Code 330 as follows:

Activity Code	Code Title	Code Definition
330	Local Board Determination Training	A participant enrolled in a training program that can bypass the CA ETPL upon the determination of the Local Workforce Development Board (LWDB) for reasons, such as higher education, lack of providers, barriers to employment, etc. This activity code requires staff to provide justification in CalJOBS under case notes.

The guidance allows Local Workforce Development Boards to develop a policy to allow America's Job Centers of California (AJCC) service providers to engage with trainers that are not included on the State of California Eligible Training Provider List, expanding the training options available for WIOA clients. Local Workforce Development Boards must approve policy to detail criteria and procedure for WDB staff approval prior to allowing service providers to refer WIOA participants to training providers not listed on the ETPL.

## **Policy**

Use of CalJOBS enrollment Activity Code 330-Local Board Determination Training will be allowed for OWDB WIOA-funded Adult and Dislocated Worker programs. CalJOBS Enrollment Activity Code 330-Local Board Determination Training will be allowed when the following conditions have been met:

- A) When the training leads to the attainment of an industry-valued certificate, credential, or degree; and
- B) When the training is focused toward one of the OWDB's Priority Industry sectors; and
- C) When there is a general lack or limited number of training providers listed on the ETPL that are located in OWDB's Local Area or within a reasonable travel distance for the participant; or
- D) When the individual participant has significant barriers to employment that can be more effectively addressed during training by an institution or training provider that possesses specialized knowledge and/or the capacity to provide the assistance required, including language capacity or accommodation of a disability.

OWDB's priority industry sectors are:

- Advanced Manufacturing
- Healthcare
- Information Communication Technology
- Transportation & Logistics
- Construction
- Government
- Hospitality, Leisure, and Retail

WIOA Training funds available for Local Board Determination Training are capped at a maximum of \$6,000 per client.

## **Process**

Service providers must follow the following process and procedures for local board approval of the non-ETPL training provider.

- 1) The service provider must follow all the steps detailed in the OWDB Individual Training Account (ITA) Policy and Procedures (Directive # 22-002) to determine if the client meets the eligibility requirements to receive training through WIOA Funds, including but not limited to assessment, use of WIOA funds as a last resort, research of providers for most appropriate fit for skills interests and aptitude, and documentation of training in CalJOBS.
- 2) The service provider must determine that local ETPL training providers are not available or appropriate to provide the same or similar level and quality of training leading to industry-recognized certification, credentialization, or degree for the identified client. ETPL training is the first and primary source for WIOA client training. The service provider must determine that the client would best be served by a non-ETPL training provider based on the conditions listed above. Use of Local Board Determination Training is to be used as a final option for providers after all other sources of funding for training have been explored.
- 3) The service provider must determine that training funds are available to cover the cost of training.

- 4) The service provider must complete the OWDB Local Board Determination Training request form (Attachment 1) in its entirety.
- 5) The service provider will submit the OWDB Local Board Determination Training request form to OWDB staff for review and approval and include any relevant ETPL printouts to support claims of limited availability, high costs, a physical location that is a barrier for the client, or other factors inhibiting the use of an ETPL-approved training provider.
- 6) OWDB will reply with an approval or denial of the request to the service provider contact within two weeks of receipt of the OWDB Local Board Determination Training request form.
- 7) In the event that the request is denied, OWDB staff will provide an explanation for the denial. Service providers will have the opportunity to respond with additional information and/or documentation to make the case that the non-ETPL training provider is the most appropriate fit for the identified client. If the request is ultimately denied, the service provider and participant may opt to consider a training provider listed on the ETPL.

### **Local Area Monitoring Responsibilities**

Trainings provided through non-ETPL providers will be subject to the same forms of monitoring as all other WIOA-funded trainings.

*Any discrepancies arising between OWDB policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. OWDB policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will OWDB policy and or procedures not meet minimum federal and state policy.*

### **Action Required**

This information should be disseminated to all current OWDB WIOA service providers and their staff.

### **Inquiries**

Questions regarding this policy should be directed to the Oakland Workforce Development Board:

City of Oakland Economic & Workforce Development  
c/o Executive Director – Workforce  
250 Frank Ogawa Plaza, Suite 3315  
Oakland, CA 94612  
or  
[OWDB@oaklandca.gov](mailto:OWDB@oaklandca.gov)

### **Attachment(s)**

Attachment 1 – OWDB Local Board Determination Training Request Form

<b>AJCC Service Provider Name:</b>		
<b>Participant Name:</b>		
<b>CalJOBS State ID #:</b>		
<b>Client Type (circle one)</b>	<b>Adult</b>	<b>Dislocated Worker</b>

<b>Name of Training Provider</b>	
<b>Name Industry Recognized Credential</b>	
<b>Industry Sector</b>	
<b>Training Location (address)</b>	
<b>Program/ Course Name</b>	

CalJOBS Enrollment Activity Code **330-Local Board Determination Training** will be allowed when the following conditions have been met:

- A) When the training leads to the attainment of an industry-valued certificate, credential, or degree; and
- B) When the training is focused toward one of the OWDB's Priority Industry sectors; and
- C) When there is a general lack or limited number of training providers listed on the ETPL that are located in OWDB's Local Area or within a reasonable travel distance for the participant; or
- D) When the individual participant has significant barriers to employment that can be more effectively addressed during training by an institution or training provider that possesses specialized knowledge and/or the capacity to provide the assistance required, including language capacity or accommodation of a disability.

**Provide a brief explanation below how the conditions above have been met, and why ETPL approved training does meet the needs of the WIOA client.**

--

<b>AJCC Case Manager</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>AJCC Manager</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>OWDB Staff</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
<i>Approved</i>		<i>Denied</i>

<b>Reason for Denial</b>	
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<b>Name of Training Provider</b>	
<i>Address (Street Address/ City/ ZIP)</i>	
<i>Training Staff Contact (Name)</i>	
<i>Training Staff Contact (email address)</i>	
<i>Training Staff Contact (phone)</i>	

<i>Total Program Hours</i>	
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<b>COSTS</b>	
<i>Tuition Subtotal</i>	
<i>Other Program Costs</i>	
<b>TOTAL COST:</b>	

<i>Is financial assistance from other sources available to the participant? (Circle: yes / no)</i>
<i>Provide an explanation:</i>

<b>Summary of Costs</b>			
	<b>Tuition / Fees</b>	<b>Books, Tools, Other Costs</b>	<b>Total</b>
OWDB			
PARTICIPANT			
OTHER SOURCES			
<b>Total:</b>			

*Please attach and send in any additional information and documents regarding the program being requested along with this form when submitting to OWDB.*

**Oakland Workforce Development Board  
2023 Committee Meeting Calendar**

<b>Thursday - February 2, 2023</b>	<b>Regular Meeting</b>
<b>Friday - March 17, 2023</b>	<b>Executive Committee Meeting</b>
<b>Thursday - May 4, 2023</b>	<b>Regular Meeting</b>
<b>Friday - June 16, 2023</b>	<b>Executive Committee Meeting</b>
<b>Thursday - August 3, 2023</b>	<b>Regular Meeting</b>
<b>Friday - September 15, 2023</b>	<b>Executive Committee Meeting</b>
<b>Thursday - November 2, 2023</b>	<b>Regular Meeting</b>
<b>Friday - December 15, 2023</b>	<b>Executive Committee Meeting</b>

**Dates and time subject to change**