



**OAKLAND  
WORKFORCE DEVELOPMENT BOARD  
REGULAR MEETING**

**Thursday, August 3, 2023**

8:30 a.m. – 11:00 a.m.

Hearing Room 4  
Oakland City Hall





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 (510) 238-3474 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico [LDial@oaklandca.gov](mailto:LDial@oaklandca.gov) o llame al (510) 238-3474 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [hlindsay@oaklandca.gov](mailto:hlindsay@oaklandca.gov) 或致電 (510) 238-3474 或 (510) 238-3254 TDD/TTY。

## OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

### REGULAR MEETING NOTICE

Thursday, August 3, 2023  
8:30 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: <https://us06web.zoom.us/j/88629069787?pwd=Q2ZvQW05dnJBZHhJNURTNUQ3MFhMdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>

**Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join.**  
<https://us06web.zoom.us/j/88629069787?pwd=Q2ZvQW05dnJBZHhJNURTNUQ3MFhMdz09>  
**Passcode:686845**

Webinar ID: 826 7150 7842 Passcode: 686845

International numbers available: <https://us06web.zoom.us/u/kcDBKV2rP8>

#### **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)

**OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)**

**EXECUTIVE COMMITTEE MEETING NOTICE**

City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA  
**Hearing Room 4**

Thursday August 3, 2023  
8:30 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) – May 4, 2023

**II. ACTION ITEMS**

- a. Conduct Chair and Vice-Chair Nominations and Elections
- b. Authorize a Day Laborer Sole Source Professional Services Agreement with Causa Justa::Just Cause in the amount of \$440,00 for FY 23-25 to provide employment and employment-related services for day laborers
- c. Authorize the Transfer of Up To 80% or \$1,107,660 of Dislocated Worker Program Funds from FY 22-23 to the Adult Program in FY 23-24
- d. Approve the Amended WIOA Supportive Services Policy 23-001
- e. Adopt Policy 23-002 Permitting Participants to Enroll in Training Programs Offered by Providers Not Registered on the State of California’s Eligible Training Provider List (ETPL)
- f. Authorize a Professional Services Agreement with a Strategic Plan Consultant in an Amount Not to Exceed \$125,000

**III. INFORMATIONAL ITEMS**

- a. Performance Reports

**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 REGULAR MEETING  
THURSDAY, NOVEMBER 02, 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)**

**REGULAR MEETING**

Thursday, May 4, 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:** Derreck Johnson, Ahmed Ali Bob, Gilbert Pete, Lee McMurtray, Polly Guy, Eddie Alvarez, Jason Gumataotao, John Brauer, Omar Sabeh (late) Della Randolph, Kalpana Oberoi, Ching Wang, Peter Gamez, Pete May, Nigel Jones, Aaron Johnson, Mark Richards (*quorum met*)

**Absent** – *Ahmed Ali Bob, Gilbert Pete, Polly Guy, Kalpana Oberoi, Nigel Jones, Mark Richards*

**Excused** – Della Randolph, Eddie Alvarez

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

Board Member Aaron Johnson moved Board Member Ching Wang seconded to accept the agenda.

Chair Derreck Johnson stated that 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.

**ITEM 1c. APPROVAL OF MINUTES - ACTION**

Chair Derreck Johnson requested a motion to accept the minutes of the February 2, 2023.

Board Member Jason Gumataotao moved Board Member Lee McMurtray seconded to approve.

**Motion Passed:** Derreck Johnson, Lee McMurtray, Jason Gumataotao, John Brauer, Omar Sabeh, Ching Wang, Aaron Johnson.

**Ayes - 7**

**Noes - 0**

**Absent -7-** *Ahmed Ali Bob, Gilbert Pete, Polly Guy, Omar Sabeh, Kalpana Oberoi, Nigel Jones, Mark Richards*

**Abstention – 0**

**Excused -2 -** Della Randolph, Eddie Alvarez

Naree Chan Deputy City Attorney gave an overview of common law procedures for the Workforce Development Board the main topics she presented were Conflicts of Interest, Open Meeting Requirements and Rules of Procedure During the Board Meetings.

## **ITEM II b.– INFORMATIONAL Service Provider Performance**

### **2022-2023 WIOA Service Provider Performance**

#### **2022-2023 Q1–Q3 Program Summary Report**

Staff Member Dovey presented background she stated OWDB has contracted with 9 organizations to provide these WIOA services.

- Adult Program - Serves individuals 18 and older giving priority to recipients of public assistance and other low-income individuals and their families, individuals who are basic skill deficient, veterans and their eligible spouses.
- Dislocated Worker Program – Who have experienced job loss, mass layoffs or transitions in economic sectors, the Dislocated Worker program provides services to assist them in reentering the workforce.
- Youth Program - eligible youth, ages 16-24, who face barriers to education, training, and employment.

Summaries were table 1- Participant Summary followed by Visual Chart: Gender, Age, Race/Ethnicity, Veteran Status, Labor Force Status, School Status at Participation, Overview of Service: Unemployment Insurance Status, Barriers, Income/Public Assistance Program Summary Report, all service providers are on track except dislocated workers, final reports for the full program year are presented annually in November of the following program year. The data presented is a snapshot which may not reflect all service providers enrolled participants who have not yet been entered into CalJOBS.

Board Member Lee McMurtray inquired if 10% ratio of new participants enter/exit is typical?

Staff Member Dovey stated an integral part due to carry over from the closing out of previous year due to placement or crossing over to the next program year.

Richard de Jauregui OPICs spoke on dislocated workers, he stated there is a drop in the Dislocated Worker Program, there's a statewide crisis and that Alameda County Workforce Development Board has hired an organization to develop a strategy to recruit and enroll dislocated workers. He suggested the OWDB could develop a system or hire a contractor for marketing recruitment ideas.

Board Member Aaron Johnson asked how are staff's feelings about providers meeting their quota are there any concerns about implications and execution of the program? Where are we on enrollment numbers? He stated there are so many variations in numbers.

Staff Member Dovey commented that the dislocated worker numbers aren't surprising to her, the veteran providers are hitting their goals. She is satisfied with the direction the providers are going and they have a monthly meeting where they discuss enrollments, what challenges they have, and support needed if any.

Sofia Navarro Executive Director to the OWDB added that the contract with the City is a long process, some providers have the ability to continue without having a contract in place. We feel more confident things will be better in the upcoming FY beginning July 1.

Board Member Aaron Johnson asked, how do we feel about performance funding for organizations, how does that feedback work?

Sofia Navarro Executive Director of the OWDB discussed that accountability is a big piece that we hone in on. We are in constant communication with our partner organizations. If there is a challenge, we want to make sure we are providing whatever support is needed. If they aren't meeting their numbers, there will be conversations before we get to the point of deciding to not continue the funding and re-direct the funding. We do our best to make sure we've done all that we can do to make sure these dollars are serving the needs it was meant to.

Board Member Pete May requested pre-pandemic historical data for veterans on how they performed.

Sofia Navarro Executive Director to the OWDB mentioned to keep in mind that majority of the veteran provider organizations are new and there will be an uptick in data in the coming months.

Board Member Ching Wang inquired how the enrollees feel the programs are beneficial to them, did they get what they wanted to achieve through these programs?

Board Member Aaron Johnson as a board member he would be more interested in data than antidotes, how are we doing comprehensively.

Board Member Peter Gamez requested a more uniformed data survey to provide the providers a report from every participant who has gone through their program.

Board Member Ching Wang shared as a professor her job requires students to evaluate the class objective and the professors, another question is what the satisfaction rate of the participants from the service providers jobs.

#### **ITEM II c.- INFORMATIONAL Oakland Forward Update**

Staff Member Wetzel gave background that in 2022, the City was awarded \$5,896,000 for its Oakland Forward program through the state of California and the California Volunteers Office. Oakland Forward increases youth and young adult employment by developing pathways into careers in public service in the areas of climate resilience and public safety. The program supports youth and young adults ages 16-30 with a focus on Oakland's underserved communities in East, Central, and West Oakland and prioritizes service for Black and Latinx youth and young adults. State funding provided to Oakland is available for services through April 2024. The OWDB contracted with nine entities FY 2022-2023. Civicorps, Spanish Speaking Unity Council, Youth Employment Partnership (YEP), Safe Passages, Lao Family Community Development, Rising Sun Center for Opportunity, Department of Violence Prevention (DVP), Oakland Police Department (OPD), Oakland Public Works (OPW) Oakland Forward anticipated reaching nearly 400 youth and young adults in the first year of service.

#### **Board Discussion, Questions and Clarification:**

- Discussion held pertaining to reallocation of funds.
- Discussion held regarding continuation of funding if providers don't meet their goals.
- Discussion held relating to overseeing how money is spent.
- Discussion regarding are the funds carry forward or a use it or lose it, is it encumbered or use by a certain timeframe.

- Conversation held regarding if there has been any public sector for unions, are there other enrollment related to education for women.
- Discussion held regarding women Cohorts.
- What is the unemployment gender balance between male to female?

**INFORMATIONAL IIIa. – ACTION**

**Contract Amendment – add Youth Employment Partnership to the TCC Workforce Program**

Chair Derreck Johnson read Resolution authorizing an Amendment To The Grant Agreement With Youth Employment Partnership, Inc. (YEP) To Provide Job Training And Placement To Young Adults In The Better Neighborhoods, Same Neighbors Workforce Development Program As A Transformative Climate Communities (TCC) Training Partner In An Amount Not To Exceed Two Hundred Eighty-one Thousand And Twenty-Five Dollars (\$281,025) For A Term Beginning February 1, 2023 Through December 31, 2024.

**RECOMMENDATION:**

Consultant Murrington presented the recommendation that the OWDB: 1. Approve and authorize an amendment to the contract for YEP to include YEP as a training partner in the Transformative Climate Communities (TCC) grant agreement in an amount not to exceed \$281,025. 2. YEP will work with Black Cultural Zone, Cypress Mandela Training Center and West Oakland Jobs Resource Center, to partner and cross refer young adults to the various training programs. The three training partners will focus on conducting outreach, training, job placement and retention, the amendment has no additional cost, the action today is to add YEP as a partner to this grant the amendment, restructuring the budget then adding YEP allowing training partners to do outreach and be paid.

Board Member Aaron Johnson moved Board Member Ching Wang seconded to approve the recommendation.

**Motion Passed:** Derreck Johnson, Lee McMurtray, Jason Gumataotao, John Brauer, Omar Sabeh, Ching Wang, Peter Gamez, Pete May, Aaron Johnson.

**Ayes - 9**

**Noes - 0**

**Absent - 6** - Ahmed Ali Bob, *Gilbert Pete, Polly Guy, Kalpana Oberoi, Nigel Jones, Mark Richards*

**Abstention – 0**

**Excused - 2** - Della Randolph, Eddie Alvarez

**ITEM. IIIb. – ACTION**

Approve FY 2023-24 OWDB Budget and Contracts

Chair Derreck Johnson read resolution.

(1) Adopting The Fiscal Year 2023-24 Workforce Development Budget:

(2) Accepting And Appropriating Workforce Innovation And Opportunity (WIOA) Title I Formula Funds For Adult, Dislocated Worker, Youth And Rapid Response Services In The Estimated Amount Of Three Million Seven Hundred Fifty-Two Thousand Three Hundred Thirty-Nine Dollars (\$3,752,339);

(3) Appropriating An Additional Two Million Three Hundred Forty-Three Thousand Eight Hundred Ninety-Five Dollars (\$2,343,895) From The General Fund For Workforce Development; And

(4) Authorizing The Carryover Of Unspent Fiscal Year 2022-2023 WIOA And General Funds In The Estimated Amount Of Two Million Nine Hundred Twenty-Nine Thousand Six Hundred Thirty-Two Dollars (\$2,929,632) To Contracted Service Providers In Fiscal Year 2023-2024; And

(5) Authorizing Contracts With Service Providers Competitively Selected To Provide Comprehensive, Specialized, Business Engagement And Youth Services From WIOA Title I Formula Funds And Other Funds For Fiscal Year 2023-2024

**Note:** Correction on page 43 “Estimated City General Fund - \$2,385,588 is incorrect and should reflect the same amount that is shown on the budget table on page 45 in the amount of \$1,257,046 for fiscal year 2023-24.

Staff Member Lindsay continued with a detailed narrative of state and general funding adding a more detailed scope of grant funding she stated that contracts should be utilized by April 20, 2024, this resolution is requesting authorization to carryover unspent 22-23 WIOA and General funds contracted to the service providers into the next FY 23-24.

Board Member Lee McMurtray questioned if there is a way to measure which service providers operate the most efficiently?

Sofia Navarro Executive Director of the OWDB shared that the performance goals will be brought to the board at the end of the year.

Board Member Aaron Johnson How many participants are employed? What is the overhead, where is the bulk of the money going?

Board Member Jason Gumataotao moved Board Member Lee McMurtray seconded to approve with the amendment to correct the General Fund amount changed from \$2,385,588 which is incorrect to reflect \$1,257,046 that is shown on the budget table. FY year 2023-24.

**Motion Passed:** Derreck Johnson, Lee McMurtray, Jason Gumataotao, John Brauer, Ching Wang, Peter Gamez, Pete May, Aaron Johnson.

**Ayes - 8**

**Noes - 0**

**Absent -7-** Ahmed Ali Bob, Gilbert Pete, Polly Guy, Omar Sabeh, Kalpana Oberoi, Nigel Jones, Mark Richards

**Abstention – 0**

**Excused -2 -** Della Randolph, Eddie Alvarez

#### **IV. PUBLIC FORUM**

Michelle Clark Executive Director of Youth Employment Partnership (YEP) gave a brief background of YEP summer job program she mentioned they just finished their first cohort of 50 people. Next week they have 75 starting, and 100 following them. They received 500 applications for summer jobs. She thanked the board and invited all to visit their site.

Raymond Lankford Executive Director of OPIC invited the board to their new OPIC facility to meet staff. He thanked the workforce development board and mentioned a job fair that OPIC is co-hosting today at the Fruitvale Bart station from 1 – 3 PM.

Sofia Navarro Executive Director of the OWDB shared that on behalf of the board and staff she would like to take a moment to honor board members John Brauer, Derreck Johnson, Polly Guy, and Gilbert Pete who have termed off the Oakland Workforce Development Board, with a beautiful plaque, acknowledging their many years of service with the City of Oakland.

**V. DIRECTORS REPORTS**

Sofia Navarro Executive Director of the OWDB gave an update on Mayor Thao’s Proposed budget stating there would be no layoffs FY 2023-2025 and that the final budget will be approved by June 31<sup>st</sup> – July 1, 2023. She shared that the City is going through a lot of restructuring including Economic and Workforce Development Department will be merging with the Planning & Building Development in year two, with William Gilchrist as Director.

Sofia acknowledged her small but mighty team Alli, Quin, Mike, and Ata who worked diligently with the soft launch and kick off on May 11, 2023 at Oak Stop, located in Oakland on Broadway. The next phase is Business Outreach and Engagement. What is to come as we move forward? She is in the process of planning a retreat bringing focus to business service goals including service providers and the community.

**VI. ANNOUNCEMENTS**

None

**VII. CLOSING REMARKS & ADJOURN**

Chair Derreck Johnson stated that it has been an honor to chair the board. He complimented the Executive Director to the Board Sofia Navarro on a great job.

**NEXT SCHEDULED REGULAR BOARD MEETING**

**Thursday, August 3, 2023**

**8:30 a.m. – 11:30 a.m.**

**NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING**

**Friday, June 16, 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: August 3, 2023**  
**Re: Chair and Vice-Chair Office Nominations and Election**

---

**RECOMMENDATION**

That the Oakland Workforce Development take the following action:

1. Conduct and accept Nominations for a Chair and Vice-Chair.
2. Conduct and accept the results of the Election for a Chair and Vice Chair.

**BACKGROUND:**

Per Article V. Officers of the OWDB Bylaws:

At minimum, officers of the Board shall be a Chair and a Vice Chair, both of whom must be business representatives. Nominees for Officer positions shall be nominated by Board members at a Board meeting. The Chair and Vice Chair shall be elected from among members of the Board by a majority vote. In the event of a tie vote, a run-off of the two highest candidates shall determine who is elected.

The term of office for Chair and Vice Chair shall be two years. If the office of the Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term, and the Vice Chair shall act as Chair pending election of the new Chair. If the office of the Vice Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term.

The Chair shall preside at all meetings of the Board, represent the Board whenever the occasion demands, appoint committees and task forces, and call special meetings at any time necessary upon appropriate advance notification to all members.

The Vice Chair shall assist the Chair as directed and shall assume all the obligations and authority of the Chair in the absence of the Chair.

**ATTACHMENTS: II.a.1. – Eligible Board Members List**

**Oakland Workforce Development Board  
Business Board Members  
Eligible Chair & Vice Chair List**

#	Name	Organization	Board Composition
1	<b>Ahmed Ali Bob</b>	<b>Square Up</b>	<b>Business</b>
2	<b>Lee McMurtray</b>	<b>California Bank</b>	<b>Business</b>
3	Eddie Alveraz	BTC Alameda	Laborer
4	Jason Gumataotao	IBEW 595	Laborer
5	<b>Peter Gamez</b>	<b>Visit Oakland</b>	<b>Business</b>
6	<b>Pete May</b>	<b>GreenBiz</b>	<b>Business</b>
7	Della Randolph	State of CA Dept. of Rehabilitation	Voc. Rehab
8	Ching Wang	Samuel Merritt University	Education
9	Omar Sabej	IATSE Local107	Laborer
10	<b>Aaron Johnson</b>	<b>Pacific Gas &amp; Electric</b>	<b>Business</b>
11	Kalpana Oberoi	State of CA EDD	Wagner-Peyser



## ITEM. IIb - ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: June 16, 2023**  
**Re: Day Laborer Program Professional Services Agreement with Causa Justa  
::Just Cause**

---

### RECOMMENDATION

Staff recommends that the Oakland Workforce Development Board (OWDB) enter into a professional services agreement with Causa Justa::Just Cause and its partners, Street Level Health and Centro Legal de la Raza (collectively, “Causa Justa”) for the Oakland Day Laborer Program (Program) for a two-year period from July 1, 2023, to June 30, 2025, in a total amount not to exceed Four Hundred and Forty Thousand Dollars (\$440,000) to provide employment and employment-related services and to improve employment and income prospects for day laborers.

### EXECUTIVE SUMMARY

The City of Oakland Economic and Workforce Development Department (EWDD) has administered the Day Laborer Program on behalf of the City since 2012. These funds have historically been awarded to a local community-based organization through a Request for Proposals (RFP) process. For the 2013 and 2015 RFP cycles, Causa Justa was either the only applicant and/or had received the highest-ranking score for their application. To ensure continuity, maintain the momentum of the program and based on their historically satisfactory performance, staff recommends that the OWDB to enter into a professional services agreement with Causa Justa to avoid any delays in providing the needed services to businesses and day laborers in the Fruitvale Avenue and Foothill Boulevard community.

Causa Justa::Just Cause, acts as the fiscal agent and partners with Street Level Health, who provides ongoing outreach and employment advocacy to day laborers along with Centro Legal de la Raza who provides worker rights and legal consultations. Through this partnership, Causa Justa has made a significant impact in the business community and for Oakland day laborers, however, much more work is needed to ensure the continuation of equitable work conditions, fair pay, and basic human rights.

Causa Justa, Fourth Quarter Performance Report, (**Attachment A**) provides a detailed description and analysis of the challenges, activities, and project goals of the Day Laborer Program and the importance of building on the progress to date.

### BACKGROUND / LEGISLATIVE HISTORY

In 2010, businesses near the Fruitvale Avenue and Foothill Boulevard area expressed concerns about the public safety impacts of the congregation of large numbers of day laborers in the area. As a result, funding was reauthorized by City Council to help redirect workers congregating near these businesses by providing employment and employment-related services and to improve employment and income prospects for day laborers.

The Oakland Day Laborer Program is specifically designed to:

- Improve public safety through outreach to day laborers congregating in the Fruitvale Avenue and Foothill Boulevard area (District 5);
- Provide employment and employment-related services;
- Provide access to legal support for immigration laws, labor rights and self-employment regulation;
- Build self-awareness in the community at-large regarding the benefits of a structured day laborer program;
- Empower day laborers participating in the program to move closer to self-sufficiency.

## **ANALYSIS AND POLICY ALTERNATIVES**

Day labor work, by nature, places workers in potentially challenging and vulnerable circumstances with regards to negotiating work hours, payments, and workplace safety. By approving this recommendation, the Causa Justa can continue to provide programs that promote economic stability and equitable access to one of Oakland's most vulnerable communities.

Staff recommends that the OWDB enter into a professional services agreement with Causa Justa for FY 2023-2025 in the amount of \$440,000 (\$220,000 in FY 2023-24; \$220,000 in FY 2024-25). This recommendation is in the best interests of the City for the following reasons:

- Past history of satisfactory performance, as documented in quarterly reports.
- Limited to no competition as several community organizations have aligned under one organization, Causa Justa as the fiscal agent.
- Deep knowledge of the Program, the businesses and the day laborer community.
- Established delivery system and community of practice.
- Extensive relationships, partnerships, and resources.
- Responsiveness, experience, and expertise, of Program team and partners.

## **ATTACHMENTS**

II.b1 – Causa Justa FY 2022-23 Q4 Program Report

**SECTION 1 – PROJECT INFORMATION**

<b>Grantee:</b> Causa Justa: Just Cause	<b>Grant Award Number:</b>
<b>Project Title:</b> Day Labor Program	<b>Grant Period:</b> April 1, 2023 - June 30, 2023
<b>Prepared by:</b> Gabriela Galicia <b>Title:</b> Executive Director, <b>Street Level Health Project</b>	<b>Phone:</b> 510-533-9954 ext. 101
<b>Email:</b> gabriela@streetlevelhealthproject.org	<b>Date Submitted:</b> 7/14/2023

Reporting Quarters			
Qtr 1  July - September	Qtr 2  October - December	Qtr 3  January- March	<b>XXX Qtr 4</b>  <b>April - June</b>

**SECTION 2 – PROJECT STATUS**

**A. Expenditure Status:**

Award Amount	\$ 220,000
Amount Invoiced Year-to-Date (Sum of Quarterly Invoices)	\$220,000
Percent of Award Invoiced to Date (Amount above ÷ Annual Award)	100%

In relation to the overall grant budget, are funds being expended as planned and on schedule?

Yes       No

**B. Staffing** – Indicate whether all positions included in the application have been filled (other than those previously addressed through a formal program modification). If positions remain unfilled, what is the plan and anticipated outcome for staffing of the program? Are surplus funds anticipated due to salary savings, and what is the plan for these funds?

Street Level Health Project is working to fill the current open positions. We have struggled to find and hire candidates to perform the roles in contract, and as such we have recently increased wages to support the hiring process. In Q4 we have filled the Day Laborer Employment Advocate position temporarily part time as a solution for the vacancy and to support current staff who have been taking on the role. We are still in the process of looking for someone permanent. We have revamped the job description and

reposted at the end of the quarter to attract more candidates. We continue to accept applications on a rolling basis.

**C. Problem Identification/Resolution** – Describe any problems the project has encountered during the reporting period. Consider what may be affecting project effectiveness or may have the potential of affecting program outcomes and stated goals. Examples of areas where problems of this nature may exist are program administration, service delivery, rate of referrals and participant enrollment. Indicate the steps taken to resolve any problems mentioned.

**Issue:** *Changes in community population due to safety concerns, lack of jobs, and dearth of affordable housing*

We keep seeing new immigrants in our neighborhood coming from the global South daily fleeing climate crisis conditions that have created mass migrations, unrest and intense violence. Every week at the day laborer stops we meet 2-3 folks who have just arrived. Therefore we have seen the population throughout the year fluctuating. This quarter we had a dip in population. We went from seeing 200 day laborers in a day to maybe 100 for several weeks as the warmer months started. Some it's due to getting jobs but some have reported that community members are leaving the area to other cities and states. But towards the end of June we have seen another increase again in the day laborers at the day labor stops.

Many day laborers are leaving Oakland because there is simply not enough work for the true amount of workers that exist within Oakland yet for every day laborer that leaves several more arrive pretty much daily. So even with the concerns around safety as Oakland becomes like every other place in the world-more violent it is still not as overrun with violence as many folks' homelands.

The Bay Area is one of the areas with the highest rents. As a result we have a serious housing crisis and the lifting of the eviction moratorium in our city has exacerbated the housing insecurity and contributing to this community leaving. We see housing insecure day laborers constantly at the stops worried about paying rent and their precarious living situations and more reporting living in their cars as well.

**Solution(s):** We continue to go out to the day laborer stops to offer the support we can and us being present and providing any information on resources as needed. Also our outreach team is important in continuing to foster the relationship with the community to be heard and seen during this crisis and thereby being connected and seen as part of our community. When we feel part of something we are less likely to cause harm and that multiplies as we connect with others. Reminding folks of their rights to not be exploited by employers, landlords etc serves to empower this community.

**Issue:** *Many employers are making it harder to give employment opportunities to workers by cancelling, haggling over prices and rampant wage theft.*

Around this time of year historically we have seen an increase in jobs for workers yet that is not happening. We attribute this to various factors including the transition out of the pandemic, the looming economic crisis, and other factors. We have experienced employers refusing to pay wages that are more than reasonable, refusing to go beyond our hourly minimum set by the workers themselves. Many employers in the last few weeks have just flat out canceled jobs the day of saying they found someone else to do the work and/or just canceling on the worker when they arrive at the job site.

The cases of wage theft have just continued to increase with workers having multiple incidents of this exploitative practice. One worker recently shared that he had worked an entire month without pay and now the employer is dodging his calls completely. So as employers hire workers they also look for ways to take advantage of this population that is so vulnerable to exploitation on so many levels.

The economy being what it is, it's understandable there are less jobs available yet this competition to find the cheapest labor when there are jobs is making it extremely hard for the day laborer community to make inroads into stable livelihoods. When you don't have stable employment and an opportunity arrives, then that opportunity vanishes it affects the workers morale. Many of us privileged enough to have steady employment do not fully understand what the majority of the world's workforce experiences.

There is a lack of valuing of labor overall that is clearly being shown with these cancellations, wage theft and trying to squeeze work out of human beings at the lowest price possible.

**Solution:** We are continually reminding the workers at the day laborer stops that their work, their labor is valuable. Repeated again and again especially when we are accompanied by Centro Legal's workers rights attorneys. This partnership has been invaluable throughout the years in order to support day laborers through these issues. Regardless of migration status they have inherent rights. As new day laborers arrive from other parts of the world they need to inform as part of welcoming them into the community. This is a community where word of mouth is valued and we have witnessed other workers informing/reminding other workers of their rights. Workers refer other workers to our organization as one that can be trusted. The more folks feel a part of a community the more fulfilled they will feel-even when your work situation is not so great.

**D. Proposed Changes** – Describe any changes that are being proposed to improve the program within the next reporting period. (Note that some changes may require a formal Budget/Program Modification to be approved by your Program Analyst)

N/A

**Activities** – Describe any significant program activities anticipated in the next reporting period (i.e., award ceremonies, graduation ceremonies, media events).

## **Quarter 4 Events and Activities:**

### **In person Day Labor Activities**

We have continued to host our monthly worker's collective meetings to continue to build community empowerment. Hosting these meetings monthly with various topics of discussion and useful knowledge that workers can use to build up their skills on the job.

#### *April OWC Meeting*

We continued to update the workers of the collective about the City of Oakland budget process. The main part of our meeting in April was around being better team members and ways we can improve our community.

#### *May 2023 OWC Meeting*

Focus groups were held where we discussed COVID-19, to learn more about what they thought about COVID after it was declared that we are no longer in a pandemic. Questions we asked revolved around where they got their information from, any myths they might have heard about it, vaccinations and more. Workers went deep into the discussion and we were able to learn more about different communities and how they perceive COVID.

#### *June 2023 OWC Meeting:*

We had a great discussion about safety and the importance of community support. The role that the City of Oakland can play in supporting community safety. And that safety is a very personal feeling to begin with. Calls were made to city council members as well to urge them to include the Oakland Workers Collective into the Oakland city budget.

### **National Day Laborer Organizing Network**

In May NDLO hosted a three day leadership school for day laborer centers across California in Sonoma County to continue to organize this community. This leadership school included conflict resolution with restorative justice grounding skills building, organizing 101 workshops, campaign coordination, and many more workshops grounded in a popular education model that is culturally relevant. It was an opportunity to build more unity and collaborations within the various day laborer organizations statewide.

## **Anticipated Activities in Quarter 1**

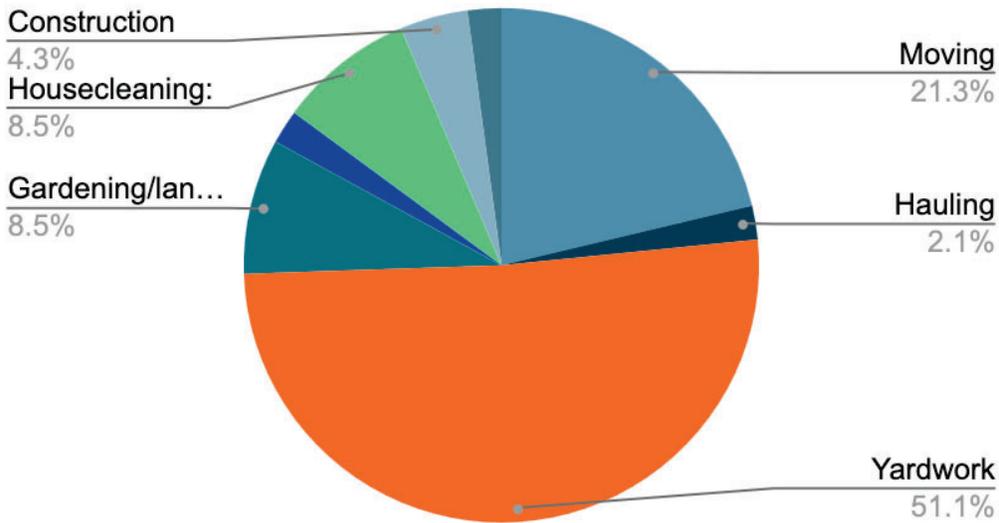
NDLO-National Day Laborer Organizing Network will be beginning a statewide survey effort. This will commence in July and will be the model for a nationwide survey effort. NDLO staff and others will be going to day laborer stops across the state surveying workers on needs and support. The last time they did a nationwide survey was in 2004. It is long overdue and needed.

**E. Project Goals and Progress** – Identify the project goals and the progress associated with each goal.

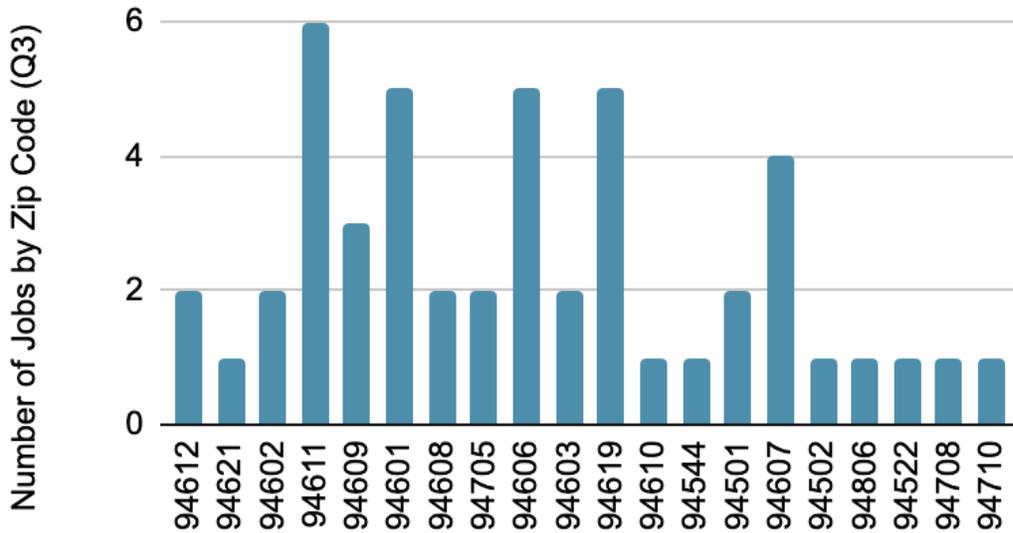
- 1) Collect and share Oakland Day Labor demographic data.

Below you will see different graphs representing our work this quarter. Due to the atmospheric storms it highly has impacted our job connections. Many jobs were cancelled or had to be rescheduled to a later time. As many of the jobs we connect workers are outdoors it is unsafe to do these jobs during the storms. Jobs tend to slow down as we enter into colder months and the unusual rainy season this year but this year it had a higher negative impact on our program both for jobs and outreach to day laborers at the stops. A majority of the jobs have been moving and yard work. New members are also now being added to the Oakland Workers Collective.

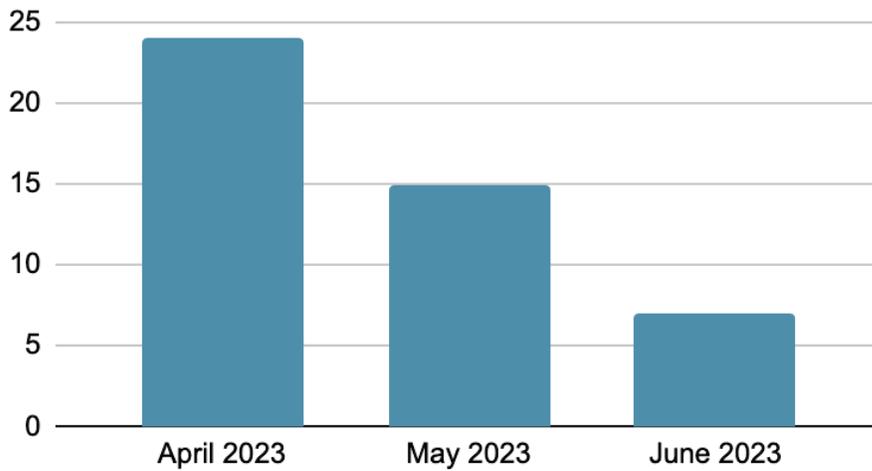
### Type of job referrals Q4



## Number of Jobs by Zip Code (Q4)



## Number of Jobs by Month(Q4)



- 2) Provide English language classes directly and/or in partnership with other organizations

In Quarter 3 SLHP experienced difficulties in connecting with OUSD staff to schedule for them to come to outreach due to the staffing and rain. We continued to reach out and check in periodically to see if the staff can go with our team and based on last contact they will be sending staff out in Quarter 4.

In the meantime our team stays up to date on referrals to other agencies in case there may be people that may be interested in ESL classes. The Alameda Adult ESL class reached out to us to do a presentation to their class about their services.

- 3) Identify and/or develop employment related training programs for Day Laborers in partnership with local institutions

Due to the continued COVID-19 pandemic and reduction of employment related training programs we have been able to provide and refer day laborers to employment related training programs. However, we continue to provide as much workers rights and immigrant rights education for workers to be aware of their rights and changing policies that may affect their employment. Our street outreach program has become key to continue to provide these workshops at the street corners once a week and stay connected with this community with new resources. In Quarter two we provided referral and information to Lao Family Community Development Inc and The Unity Council job placement programs.

- 4) Facilitate legal services related to wage theft, housing, legalization, and work authorization

### **Day Labor Program - Centro Legal Legal Services Report Quarter 4: April - June 2023**

#### Summary of Legal Services Provided

In the months of April through June 2023, Centro Legal continued to serve day laborers in a modified format due to the ongoing COVID-19 pandemic. We continued to provide legal consultations telephonically, and communicated with workers through calls, text messages, and e-mail. Centro Legal provided legal services to 7 day laborers in Q4, including 7 in-depth workers' rights legal consultations. The consultations involved a variety of topics, primarily issues of wage theft, independent contractor questions, and other wage-and-hour violations at their workplaces.

We provided 14 extensive legal services for 4 clients, including filing 3 new wage claims, 1 retaliation complaint, and sending 3 demand letters on behalf of workers. We also provided ongoing legal representation to 3 workers in a group case, including representation at 1 DLSE hearing, resulting in an order awarding \$29,944.07 to plaintiffs for wage claims, interest, and penalties. Centro Legal opened 1 new case for legal representation during the quarter.

#### **Day Labor Workers' Know-Your-Rights Presentations**

Our in-person outreach to day laborers, in partnership with Street Level Health Project (SLHP)

has been limited in some ways due to the pandemic. However, in Q4, Centro Legal and SLHP conducted joint, in-person day labor outreach in April and June through 3 interactive know-your-rights presentations that reached 330 workers.

This outreach was a COVID-19 safe activity organized in collaboration with SLHP.

Our team visited several day laborer gathering points across Oakland. Centro Legal attorneys engaged in short, interactive know-your-rights presentations at each gathering point. We fielded questions on an individual basis, referring workers to our workers' rights legal clinic when relevant. SLHP coordinated the outreach and engagement of workers, which included providing breakfast, hot coffee, and informational flyers. We distributed know-your-rights brochures in Spanish and English. We also distributed information regarding the rights and responsibilities of independent contractors as well as information for day laborers on preventing wage theft.

All attendees received educational materials such as one-pagers that outline the process for filing wage claims, retaliation complaints, and discrimination claims, as well as TikTok videos that concisely describe various labor laws that are commonly violated. These materials are accessible in pdf, jpeg, and video formats and can be easily distributed among workers, including those with limited access to technology.

Centro Legal continues to strengthen a long-lasting partnership with SLHP. Centro Legal receives a steady stream of referrals from SLHP. As partners, we engage in regular and mutual knowledge and resource-sharing, and collaborate on local advocacy efforts.

#### Day Labor Workers' Rights Clinics

Centro Legal conducted 9 workers' rights clinics during Q4. These were held on April 13, April 18, April 27, May 10, May 17, June 1, June 16, June 21, and June 29. We served day laborers at every clinic, and reserved slots for day laborers who came through direct referrals from our partnership with SLHP. These clinics were conducted on a hybrid model, including remote, telephonic consultations and in-person meetings.

Our legal team provided in-depth, individualized legal advice and assistance to workers with a range of grievances, including wage theft, workplace injuries, unlawful terminations, among other issues. We assisted workers in filing wage, discrimination, and retaliation claims. Furthermore, Centro Legal helped workers settle their cases with employers, and represented workers at administrative hearings.

5) Facilitate engagement of workers in advocating for policies that would increase their employment opportunities such as immigration-related bills.

#### **DWES Director Engagement**

We continue to engage with Director Aspilla and her staff through the coalition Fair Labor Oakland (FLO) which we have been a part of since its inception. We hosted

another site visit in May and our alliance with the office has increased tremendously. In the future we hope to work with her office specifically on how to support day laborers experiencing wage theft issues.

### **City of Oakland Budget Advocacy**

We advocated for a budget that did not remove valuable services and programs including the funding for this program (day laborer program) and the minimum outreach and education contract that we are a part of. We are grateful for the continued support and partnership with the city and OWDB. We hope to see how we can get these funds increased as the number of day laborers and the needs continue to increase.

### **DALE Campaign (Worker Enforcement)**

DALE process can be passed in California. One worker from the Oakland Workers Collective also spoke in front of city hall, to denounce the racist comments that were made by the Los Angeles City council members in a leaked video that had been leaked a week before the DALE action.

### **6. Conduct outreach in all informal day labor hiring sites**

#### **Outreach was conducted at the following corners:**

East 12th Street – Between 12th & Fruitvale Avenue  
Gas Station – At the intersection of Coliseum Way & High Street  
Home Depot – Alameda Avenue  
High Street & International Boulevard  
Walgreens – Foothill Boulevard & Coolidge Avenue  
San Leandro Ave – San Leandro & High Street

We continue making first contact with day laborers at the 6 hiring stops listed below. Our outreach model continues to include the deployment of our outreach team which consists of: our Mam Interpreter, COVID outreach team, day laborer organizer and immigrant rights organizer provide Day Laborers COVID-19 health education, “Know Your Rights” training on topics such as immigration. During this quarter our team has also been able to distribute hot meals, masks and hand sanitizer as we have access to, in particular our team was able to get donations of KN95 and anything else that protects workers while waiting for work from COVID-19. We were able to distribute masks and information this quarter with the support of our COVID outreach team for an additional day to provide information on COVID, vaccine education and enrollment support. We reached day laborers over **13 outreach sessions** and distributed **1,340 breakfast meals.**

### **SECTION 3 – TECHNICAL ASSISTANCE**

To assist the project in appropriate implementation of the grant award, technical assistance can be provided at any time during the grant year.

**Technical assistance requested:**  Yes  No

Please indicate why/what type of technical assistance is needed:N/A

**SECTION 4 – PROJECT MEASURES**

Provide statistical information only as it pertains to your particular project. If a question does not apply, please indicate by entering “N/A”. A participant should be counted in only one focus area unless the participants receive distinct, separate services in multiple areas. Attach additional pages to further clarify reported data, if needed.

		Cumulative 7/1 - 6/30/2022
4/1-6/30/23		
1.	Number of participants (unduplicated - new members only).	<u>21</u>
2.	Number of new employers.	<u>75</u>
3.	Number of referrals.	<u>181</u>
4.	Number of placements.	<u>270</u>
<b>Training Services</b>		
5.	Number of participants receiving Vocational or ESL Training.	<u>228</u>
6.	Number of participants receiving Occupational Health Training Services.	<u>916</u>
7.	Number of participants receiving Immigration and Workers’ Rights Training.	<u>3946</u>
<b>Support Services</b>		
8.	Number of participants receiving services.	<u>See Below</u>
9.	Food (# of breakfasts distributed during outreach)	<u>5993</u>
10.	Health	<u>382</u>
11.	Legal Services	<u>61</u>
<b>Referral Services</b>		
12.	Housing.	<u>61</u>
13.	Other_Health	<u>1333</u>
14.	Other_Govt. Services (City ID, form translation)	<u>655</u>
15.	Other_Legal	<u>187</u>
16.	Other_English	<u>11</u>
17.	Other_Employment	<u>33</u>

**SECTION 5 – FINAL REPORT**

Complete this section for the final reporting period only, in addition to all other sections of the Progress Report.

**A. Discuss overall program effectiveness. Specifically, how have the problems identified in the application been addressed? What progress has been made in the program's ability to provide employment and supportive services to participants in the Day Laborer Program?**

During this period our day labor program continues to be a lifeline to this community as we continue to go through the COVID-19 pandemic and move into the recovery phase. This program became even more important and crucial to provide outreach and education to day laborers on health, immigration, and workers rights information as well as wrap around services. This community continued to be highly impacted by the pandemic.

The big themes that we continued to identify this year were the following: wage theft, housing issues/housing insecurity, food insecurity, safety concerns, lack of immigration status, employers who want to exploit workers, depression/mental health and substance abuse. These are all problems that have become more exacerbated by the current climate/economic crisis. As a result we have seen an increase of day laborers accessing resources and information in regards to these topics.

We have addressed wage theft through our outreach efforts and working closely with Centro Legal de la Raza employment rights attorneys. This is not a complete solution because for every 20 workers we inform there are 40 more that need to be informed as well. Centro has wage theft clinics that are very well attended and workers feel seen. Housing issues are addressed by letting folks know about their rights and referring them out to other supportive housing rights organizations. Safety concerns inside and outside of work are addressed through listening to workers when they share what is going on for them. We remind them that safety is very personal and it begins with us. We are mindful that being a target just for looking for work and carrying cash is a terrible burden for them. The more we can create spaces so that they feel a part of the community the more we believe they will feel safer. The immigration status we can only do so much-beyond sharing immigration attorney resources and supporting them throughout the process we cannot do much more.

Furthermore our advocacy has continued to be key during this time to continue to work in partnership with the National Day Laborer Organizing Network on local, regional and national campaigns on pushing for support around immigrant and workers rights.

**B. Describe collaboration efforts with other agencies throughout the grant period**

Our continued partnership between Centro Legal de la Raza and Oakland Workers Collective (day laborer program) continues to prove effective in supporting worker advocacy efforts to provide information on worker rights. Despite the COVID-19 pandemic and the challenges we saw more than ever the need for this support for also our staff to be able to have support in answering questions workers had about their rights during this time. The legal support that day laborers are provided through this collaboration has allowed workers to recover wages and pursue claims against bad employers. Our collaboration with Centro Legal de la Raza continues to connect day laborers to critical legal services.

We continued to work closely during this year with the Alameda Public Health Department, City and County to keep day laborers abreast of the everchanging information and landscape. This allowed us to have an avenue to speak about the day laborer community needs and for other groups including city, county, and state officials to learn more about the day laborers in Oakland, the barriers and challenges they face in their daily lives and accessing services.

We continues to see the increase of food insecurity during this time, and our continued partnership with grassroots organizations like Trybe, Homies Empowerment, East Oakland Collective has been important to continue to provide food services to the day laborer and immigrant communities in Fruitvale and East Oakland. Lastly, we continue being an active member of Resilient Fruitvale, a coalition of 17+ organizations led by The Unity Council, which has led to better coordination of services, information sharing, warm hand off referrals, and overall more communication amongst smaller and larger organizations to better serve the Latino and Indigenous communities including day laborers.

As a safety-net agency, Street Level Health depends on many partners to implement our integrated service model. Our collaborations grow each year and we are proud to be part of such an amazing service community. Some of those partners this grant period included but not limited to:

- Immigration/Legal Services - Centro Legal de La Raza and Catholic Charities
- Occupational Health - UC Berkeley Labor & Occupational Health Program; California Department of Public Health, Worksafe
- Advocacy - Worksafe, Centro Legal, California Immigrant Policy Center, National Day Laborer Organizing Network, other day laborer centers
- Newcomer Youth Engagement - OUSD Newcomer Program joint outreach efforts to enroll in ESL classes and re-enroll those that qualify to go back to school or continuation/adult school
- Health & Social Services - Alameda County Health Services Agency, Healthcare for the Homeless, Alameda Food Bank, and Highland Hospital, La Clínica de la Raza, Native American Health Center Alameda County Public Health Department, La Familia
  - Food Access collaboration: Trybe, Homies Empowerment, East Oakland Collective.
- Employment/Entrepreneur Programs/ITIN services - The Unity Council

**C. Describe efforts the project has made toward program sustainability beyond the grant period.**

Street Level Health's strength is anchored in our ability to leverage an integrative health model to access cross-sector funding. We have continued partnership with longtime funders like The California Endowment, and the Hellman Foundation. During this period we continued working and were grateful to our partnership with National Day Laborer Organizing Network (NDLON) for their tremendous efforts to help day labor centers nationwide but in particular in CA to obtain foundation support then passing those funds to organizations like ourselves, Leaders Trust Fund,

and others. This has helped us continue the wrap-around efforts in response to COVID-19 that day laborers continue to need, as well as workers rights education. Foundation and many individual donors for our programming and for our day laborer rapid response fund. We have also continued ongoing contracts that were renewed for the next three years with Alameda County Health Services Agency for the health access program. Through our response to continue to educate workers around our COVID-19 and provide access to vaccines we have continued our efforts with the Alameda County Public Health through the coalition of grassroots organizations like Trybe, Homies Empowerment, and East Oakland Collective as well enlisting La Familia and The Unity Council to join our efforts towards the vaccine outreach and recovery efforts for the next two years. We also continue conversations around our advocacy efforts for workers rights and immigrant rights with support from Y and H Soda Foundation.

**D. Describe recommended program modifications/improvements should the program be replicated or continued.**

COVID-19 continues to impact Alameda County and the Oakland day laborer community because there are less jobs overall, which means less work and workers not having enough money to pay rent.. We continue to prioritize mental health services as this continues to be a challenge for day laborers to have more stable employment. We again hope to work with the county to further our advocacy to fund programs that have wrap-around services like our organization.

We also continue to see the limitations of our physical space due to services. We currently continue to provide most of our services through our hotline because the numbers of vaccinated in our zip code are still low and we cannot open safely until numbers go up, since our physical space is small and lacking adequate requirements to reopen like ventilation needs and physical distancing of community members. We have resumed limited in-person services and in the next fiscal year will be further opening our doors for more wrap around services like our health screening clinic.

Also our workers rights advocate has supported in providing 1-1 education and support on wage theft cases. Our program will continue to operate in a modified way until we are able to figure out a reopening plan that is safe both for staff and community members. We have been able to adapt our day labor program meetings to host once a month in person and graciously other organizations have opened up their doors to let us use their parking lot or large indoor settings. We continue to implement that all workers that participate are fully vaccinated and up to date with vaccinations. To attend in- person meetings workers must show proof of vaccination or a negative COVID test and our team conducts pre-symptom screenings before they enter space as well as a mask mandate through the whole meeting time (only can take masks off during dinner time). We continue to adjust the program as new guidelines come out and also through discussions with the workers with their input on how to keep us all safe. We also encourage employers we match to also pre-screen themselves for symptoms before letting workers enter their home and to let us know if they need to reschedule if they have symptoms or COVID+. Lastly, all services provided in person we still require community members to wear a mask and we provide one if they do not have one.

One challenge that will need to be looked at in the next year is the OWC employer base and expanding our education on why the pay scale the workers set is important and how they play a role in providing dignified jobs. We hope now that we are coming out the pandemic we can resume door hanger campaigns with the workers to spread the word about the program.

**E. Describe lessons learned from the program.**

We know that doing direct outreach to day laborers at the stops will continue to be practiced because it's meeting the community where they are at. As COVID becomes one more thing to be aware of we are seeing many other issues that are more concerning. We have learned that our efforts do not go unnoticed by this community as we witness time and time again the way the workers support one another regarding rights overall. We have seen how providing a space for workers like the Oakland Workers Collective has created a small community of informed workers and empowered workers. This program continues to be a fabric of this city to support this community that otherwise other organizations would not support. Our strong partnerships and help create visibility of this community to those organizations and other stakeholders is key for others to learn about this community and not just about the needs but how to serve this community that faces language barriers, literacy issues, immigration status barriers, and others.

# OAKLAND WORKFORCE DEVELOPMENT BOARD

## RESOLUTION NO. 23 – \_\_\_\_\_

**RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH CAUSA JUSTA::JUST CAUSE AND ITS PARTNERS STREET LEVEL HEALTH AND CENTRO LEGAL DE LA RAZA IN A TOTAL AMOUNT NOT TO EXCEED FOUR HUNDRED AND FORTY THOUSAND DOLLARS (\$440,000) FOR THE PERIOD OF JULY 1, 2023 TO JUNE 30, 2025 TO PROVIDE EMPLOYMENT AND EMPLOYMENT RELATED SERVICES AND ADMINISTER THE DAY LABORER PROGRAM**

**WHEREAS**, the City of Oakland Economic and Workforce Development Department (EWDD) has successfully administered the Day Laborer Program since 2012, aimed at improving employment and income conditions for day laborers congregating in the Fruitvale Avenue and Foothill Boulevard area (District 5); and

**WHEREAS**, the Day Laborer Program has been pivotal in promoting economic stability and equitable access for one of Oakland's most vulnerable communities; and

**WHEREAS**, Causa Justa::Just Cause, in collaboration with Street Level Health and Centro Legal de la Raza (collectively referred to as "Causa Justa"), has been at the forefront of delivering impactful services and advocacy to day laborers in the area; and

**WHEREAS**, Causa Justa has consistently demonstrated satisfactory performance, as evidenced in their quarterly performance reports, and their expertise, responsiveness, and extensive community relationships have further strengthened the program's delivery system; and

**WHEREAS**, in the interest of continuity, momentum, and to avoid any delays in delivering vital services to businesses and day laborers, staff recommends entering into a two-year agreement with Causa Justa for the period of July 1, 2023, to June 30, 2025, in the amount of Four Hundred and Forty Thousand Dollars (\$440,000) for the provision of employment and employment-related services; now, therefore, be it

**RESOLVED:** That the Oakland Workforce Development Board (Board) approves the professional services agreement with Causa Justa::Just Cause and its partners, Street Level Health and Centro Legal de la Raza, for the Oakland Day Laborer Program in an amount not to exceed Four Hundred and Forty-Four Thousand Dollars \$440,000 from July 1, 2023, to June 30, 2025; and be it

**FURTHER RESOLVED:** That the Board authorizes the disbursement of funds over the two-year period in an amount not to exceed Two Hundred Twenty Thousand Dollars (\$220,000)

in FY 2023-24 and Two Hundred Twenty Thousand Dollars (\$220,000) in FY 2024-25 to support the continuation and enhancement of the Day Laborer Program; and be it

**FURTHER RESOLVED:** That the Board acknowledges the importance of sustaining equitable work conditions, fair pay, and basic human rights for day laborers and recognizes the significant impact made by Causa Justa through their exemplary efforts in the community; and be it

**FURTHER RESOLVED:** That the Board directs staff to ensure regular evaluations and monitoring of the Day Laborer Program's progress to ensure effective utilization of funds and the achievement of desired outcomes; and be it

**FURTHER RESOLVED:** That the Board expresses its appreciation for the dedication and commitment of Causa Justa: Just Cause, Street Level Health, and Centro Legal de la Raza in improving the lives of day laborers and fostering a safer and more prosperous community; and be it

**FURTHER RESOLVED:** That the Board is authorized to take actions with respect to such agreements 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 IIc - ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2023**  
**Re: WIOA Funds Transfer Request of Dislocated Worker Funds to the Adult Program**

---

### **RECOMMENDATION:**

That the Workforce Development Board approve a transfer of up to eighty percent (80%) of Dislocated Worker Program funds in an estimated amount not to exceed One Million One Hundred Seven Thousand Six Hundred Sixty Dollars (\$1,107,660) from FY 2022-23 to the Adult Program in FY 2023-24.

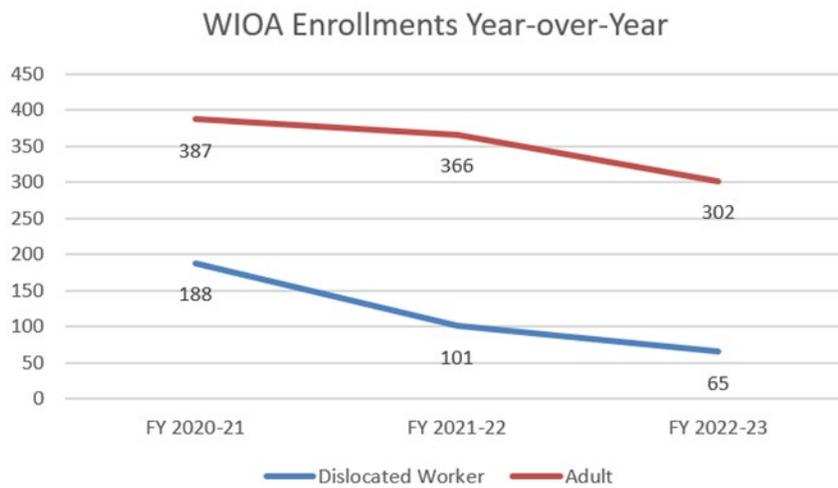
### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) allows the transfer of funds between the adult and dislocated worker funding streams, in order to maximize customer service and provide the Local Workforce Development Board greater flexibility in addressing areas of greatest need. According to WIOA Section 133(b)(4), it is allowable to transfer up to 100 percent of funds allocated to Title I Adult and Dislocated Worker programs between these funding streams. However, all transfer requests must be approved and authorized by the Local Board.

In recent years, despite service providers' dedicated outreach efforts, there has been a steady decline in the participation of Dislocated Workers. Among those individuals who experienced job loss during the pandemic, a prevailing concern has been the challenge of returning to work due to prioritizing the care of children or other family members. Additionally, individuals have faced health issues themselves, placing their own health as the top priority rather than actively seeking employment. Other contributing factors to the decreased workforce participation include early retirements and relocation. It is also worth noting that many individuals remain apprehensive about accepting low-paying jobs that fail to meet the cost-of-living requirements. These challenges are not unique to Oakland and are happening both regionally and across the State.

Individuals who have experienced job loss due to the aforementioned reasons often find themselves unemployed for longer than 27 weeks and may not fit the specific definition of a dislocated worker according to WIOA. By transferring funds to the adult program, we aim to expand eligibility to individuals who may no longer qualify under the dislocated worker program but are still significantly impacted by job loss. This approach ensures that these individuals can still access the necessary support and services provided under the adult program. Importantly, transferring funds to the adult program does not exclude dislocated workers from participating; it simply expands the range of individuals who can benefit from the available resources. Staff is proposing up to 80 percent

of the Dislocated Worker program funds be transferred to the Adult program which historically is the average ratio of Adult to Dislocated Worker Oakland serves.



**ATTACHMENTS**

- 1 EDD Workforce Services Directive WSD22-09: Transfer of Funds – WIOA Adult/Dislocated Worker Programs

# TRANSFER OF FUNDS – WIOA ADULT/DISLOCATED WORKER PROGRAMS

## EXECUTIVE SUMMARY

---

---

This policy provides the guidance and establishes the procedures regarding the transfer of *Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker* formula funds. This policy applies to all Local Workforce Development Areas (Local Area), and is effective immediately.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *Transfer of Funds – WIOA Adult/Dislocated Worker Programs (WSDD-238)*, issued for comment on August 23, 2022. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4.

This policy supersedes Workforce Services Directive *Transfer of Funds – WIOA Adult/Dislocated Work Programs (WSD15-23)*, dated March 29, 2016. Retain this Directive until further notice.

## REFERENCES

---

---

- WIOA Public Law 113-128, Sections 133(b)(4) and 134(c)(3)(E)
- Training and Employment Guidance Letter (TEGL) 19-16, Subject: Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 1, 2017)
- [Workforce Service Directive WSD16-15](#), Subject: Dislocated Worker Additional Assistance Projects (December 28, 2016)

## BACKGROUND

---

---

The WIOA allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Board) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated Worker programs may be transferred between these two funding streams.

## POLICY AND PROCEDURES

---

---

In accordance with WIOA Section 133(b)(4), the Employment Development Department (EDD) has the authority to approve transfer requests on behalf of the Governor. Local Boards may transfer up to 100 percent of their Adult and Dislocated Worker funds between the two funding streams. Local Boards may not transfer funds to or from the Youth program.

### Allowable Transfers

Each program year the U.S. Department of Labor (DOL) provides Adult and Dislocated Worker funds to the state in two separate allotments. The first allotment begins July 1 and the second allotment begins October 1. The state uses the following grant codes when it allocates the funds to Local Areas:

	Adult	Dislocated Worker
<b>First Allocation (July1)</b>	201	501
<b>Second Allocation (October 1)</b>	202	502

***Transfer requests can be submitted anytime during the two-year life of the funds.*** Funds transferred must stay within the original year of allocation. They must also stay within their respective allocation time period (i.e., July 1, first allocation funds, or October 1, second allocation funds). Accordingly, Local Areas cannot transfer funds between program years or between first and second allocations. In addition, Local Areas must ensure that its funds are not overdrawn during the time a transfer takes place. If this condition occurs, the transfer will not be approved. In order to accommodate DOL reporting requirements, funds may not be transferred directly from the Dislocated Worker grant codes to the Adult grant codes (501 to 201 and 502 to 202) or vice versa (201 to 501 and 202 to 502). Instead, the funds are transferred to a distinct grant code that is attached to their original funding stream. These grant codes are designated as follows:

	<b>Adult</b>	<b>Dislocated Worker</b>
<b>First Allocation (July 1)</b>	299	499
<b>Second Allocation (October 1)</b>	200	500

*First Allocation*

**Grant Code 299** – First allocation Adult funds that are now first allocation Dislocated Worker funds. Participants served with these funds must be entered into CalJOBS<sup>SM</sup> under the Dislocated Worker category.

**Grant Code 499** – First allocation Dislocated Worker funds that are now first allocation Adult funds. Participants served with these funds must be entered into CalJOBS<sup>SM</sup> under the Adult category.

*Second Allocation*

**Grant Code 200** – Second allocation Adult funds that are now second allocation Dislocated Worker funds. Participants served with these funds must be entered into CalJOBS<sup>SM</sup> under the Dislocated Worker category.

**Grant Code 500** – Second allocation Dislocated Worker funds that are now second allocation Adult funds. Participants served with these funds must be entered into CalJOBS<sup>SM</sup> under the Adult category.

*Implications of Transferring 100 Percent of Funds*

To the extent that a Local Area requests to transfer its entire allocation of Dislocated Worker program funds to the Adult program, Local Areas should be aware of the following implications pertaining to that transfer:

- The state will not consider a Local Area’s request for WIOA Dislocated Worker 25 Percent Additional Assistance to mitigate the loss of Dislocated Worker funds resulting from the transfer as stated in *Dislocated Worker Additional Assistance Projects (WSD16-15)*. However, if a Local Area transfers 100 percent of its Dislocated Worker funds and a dislocation event occurs in the Local Area, (e.g., specific employer layoff or a disaster that changes the local economic conditions), then state will consider a Local Area’s request for Additional Assistance funds on a case by case basis.
- All transfers of funds are subject to the priority of service requirement. The WIOA Section 134(c)(3)(E) requires priority of service for recipients of public assistance, other low income individuals, and individuals who are basic skill deficient. Additionally, [TEGL 19-16](#) further emphasizes that Local Areas must give such priority of services regardless of the levels of funds.

### *Additional Participant Considerations*

Participants served with transferred funds will be subject to the performance outcomes of the new funding source. For example, funds transferred from the Dislocated Worker to the Adult program will be attributed to the Adult program and subject to Adult performance outcomes. Under this scenario, the Local Area will not have any Dislocated Worker participants or performance outcomes, even though some clients may have otherwise qualified as Dislocated Workers. Therefore, a new Participant Plan is required (see Attachment 2).

### **Transfer of Funds Procedures**

***The Local Area must submit the transfer request in writing to their Regional Advisor.*** All requests must contain the reason(s)/rationale for the transfer. Local Areas should consider the following when providing a justification for the transfer:

- Changes in planned services to eligible participants.
- Unexpected layoffs requiring additional funds.
- Changes in the goals for serving eligible participants.
- Changes in labor market conditions.
- Effect of transfer on jointly funded employment and training programs in the local America's Job Center of California<sup>SM</sup> system.
- Effect on existing agreements for the delivery and/or coordination of employment and training services.
- Effect on current state and Local Area employment and training systems.
- Effect on the employment and training needs of eligible participants in the Local Area.

All transfer requests must be approved and signed off by the Local Board prior to submitting the transfer request to the Regional Advisor.

### *Submission Requirements*

***The following three documents must be submitted in order to request a transfer of funds.*** All three documents are needed for each transfer:

1. **Transfer of Funds Request (Attachment 1)** – This form describes who is making the request, the transfer amount, and why the transfer is being requested. This document requires signature approval of the Local Area administrator/designee.
2. **Participant Plan (Attachment 2)** – This form describes how the transfer of funds impacts the Local Area's participants.
3. **Budget Plan (Attachment 3)** – This form describes how the transfer of funds impacts the Local Area's budget using the plus and minus format.

Local Areas must email the transfer of funds requests to their assigned Regional Advisor. The Regional Advisor will notify the Local Area within 15 calendar days regarding the approval or denial of their request. If a transfer request is approved, the EDD will transfer the funds within the Local Area master subgrant. This entire process will be completed as quickly as possible, and Local Area will receive completed copy of the subgrant package.

## **ACTION**

---

---

Please bring this Directive to the attention of appropriate Local Area policy, administrative, fiscal staff, and other relevant parties.

## **INQUIRIES**

---

---

If you have any questions, contact your assigned [Regional Advisor](#).

/s/ JAVIER ROMERO, Deputy Director  
Workforce Services Branch

Attachments:

1. [Transfer of Funds Request \(DOCX\)](#)
2. [Transfer of Funds Request: Participant Plan \(XLS\)](#)
3. [Transfer of Funds Request: Budget Plan \(XLS\)](#)
4. [Summary of Comments \(DOCX\)](#)

# OAKLAND WORKFORCE DEVELOPMENT BOARD

## RESOLUTION NO. 23 – \_\_\_\_\_

**RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD AUTHORIZING THE TRANSFER OF UP TO EIGHTY PERCENT (80%) OF DISLOCATED WORKER PROGRAM FUNDS IN AN ESTIMATED AMOUNT NOT TO EXCEED ONE MILLION ONE HUNDRED SEVEN THOUSAND SIX HUNDRED SIXTY DOLLARS (\$1,107,660) IN FISCAL YEAR 2022-23 TO THE ADULT PROGRAM IN FISCAL YEAR 2023-24**

**WHEREAS**, WIOA Section 133(b)(4) permits the transfer of up to One Hundred percent (100%) of funds allocated to Title I Adult and Dislocated Worker programs anytime during the two-year life of the funds to provide greater flexibility to provide services in the areas of greatest need, subject to the approval and authorization of the Local Workforce Development Board; and

**WHEREAS**, in recent years the City of Oakland has seen a decline in the participation of Dislocated Workers, due to a variety of challenges such as prioritizing family care, health concerns, early retirements, and relocation; and

**WHEREAS**, individuals impacted by job loss who may no longer meet the specific definition of a dislocated worker under the Workforce Innovation and Opportunity Act (WIOA) often find themselves unemployed for extended periods; and

**WHEREAS**, transferring funds to the adult program will expand eligibility to individuals significantly affected by job loss, ensuring they can access vital support and services provided under the adult program, without excluding dislocated workers from participating; and

**WHEREAS**, staff recommends transferring up to Eighty Percent (80%) of Dislocated Worker Program funds, not exceeding One Million One Hundred Seven Thousand Six Hundred Sixty Dollars (\$1,107,660) of Fiscal Year 2022-23 funds, to the Adult Program in the same two-year life of the funds in Fiscal Year 2023-24; now, therefore be it

**RESOLVED:** That the Oakland Workforce Development Board (Board) approves the transfer of up to Eighty Percent (80%) of Dislocated Worker Program funds, in an estimated amount not to exceed One Million One Hundred Seven Thousand Six Hundred Sixty Dollars (\$1,107,660), from Fiscal Year 2022-23 to the Adult Program in Fiscal Year 2023-24; and be it

**FURTHER RESOLVED:** That the Board directs the appropriate staff to oversee the proper allocation of transferred funds, ensuring they are effectively utilized to support individuals impacted by job loss who fall under the expanded eligibility criteria of the Adult Program; and be it

**FURTHER RESOLVED:** That the Board acknowledges the importance of maximizing customer service and responsiveness to the needs of the community through the fund transfer and providing critical resources to those facing employment challenges; 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. IId - ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2023**  
**Re: OWDB Supportive Services Policy Update**

---

### RECOMMENDATION

That the Oakland Workforce Development Board (OWDB) approve the amended Workforce Innovation and Opportunity Act (WIOA) Supportive Services Policy.

### EXECUTIVE SUMMARY

WIOA allows for the provision of Supportive Services which are services deemed necessary to enable a WIOA Adult, Dislocated Worker or Youth participant to successfully participate in career and/or training services authorized under WIOA sec. 134(c) (2) and (3), and in WIOA sec. 3(59).

The updated policy seeks to enhance the effectiveness and impact of our offerings. The proposed changes seek to provide greater flexibility and responsiveness to the needs of our participants by adjusting caps per category based on the utilization of services and need. By adjusting the caps on these categories, we can more effectively address the barriers our participants face in achieving their employment and training goals.

The OWDB has reviewed current and historical participant data to help further identify any additional appropriate types of supportive services to meet the current needs of the populations served and have increased maximum amounts for most types based on previous program year supportive services costs and service provider feedback.

In addition, OWDB has included Needs-Related Payments (NPRs) into the policy as it was not previously allowable. NPRs provide financial assistance to participants who are enrolled in training, unemployed, and are not qualified for or have exhausted unemployment compensation for the purpose of supporting them while in training.

Other Supportive Services may include, but are not limited to, the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments, as described in CFR (§§ 680.930, 680.940, 680.950, 680.960, and 680.970);
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal aid services;
- Referrals to health care;

- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

ATTACHMENTS:

23-001 - Supportive Services Policy

23-001-a – Supportive Services Matrix

CITATIONS:

- WIOA Section 134(d)(2) and (3); and Section 3(59)
- Federal Register, WIOA; CFR §§ 680.930, 680.940, 680.950, 680.960, and 680.970  
<https://www.federalregister.gov/d/2016-15975/p-1373>



CITY OF OAKLAND



OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT  
OAKLAND WORKFORCE DEVELOPMENT BOARD

---

**DIRECTIVE No:** 23-001  
**TO:** WIOA Service Providers  
**EFFECTIVE:** Retroactive to July 1, 2023  
**SUBJECT:** Supportive Services Policy

**PURPOSE:**

The purpose of this policy is to address the issuance of supportive services available to WIOA participants of the OWDB, and provide guidance to service providers when assessing the need and providing supportive services to participants. The provision of any and all supportive services is contingent upon the availability of funding.

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for supportive services for Adults, Dislocated Workers and Youth as defined in WIOA Sections 3(59) and 134(d)(2) and (3). Supportive services for youth as defined in WIOA Section 129(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities, and referrals to health care. Needs-Related Payments (NRPs) may also be allowed per the conditions set forth under 20 CFR 680.930, 680.940, 680.950, 680.960.

All WIOA-enrolled adults, dislocated workers, and out-of-school (OSY) and in-school youth (ISY) are eligible for supportive services as defined in WIOA Section 3(59).

**POLICIES:**

1. Supportive services may be provided to participants enrolled in WIOA when it is determined **necessary** to enable participation in such programs and when the participants cannot afford to pay for such services on their own.
2. Supportive Services should be provided to participants to:
  - a. Enable them to participate in career and/or training services; or
  - b. Obtain or retain employment; or
  - c. Provide accommodations as needed to aid in training, education or employment.

3. Supportive services as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
  - Linkages to community services;
  - Assistance with transportation;
  - Assistance with child care and dependent care;
  - Assistance with housing;
  - Needs-related payments;
  - Assistance with educational testing;
  - Reasonable accommodations for youth with disabilities;
  - Legal aid services;
  - Referrals to health care;
  - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
  - Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
  - Payments and fees for employment and training-related applications, tests, and certifications.
  
4. Prior to issuing any supportive services, program staff must verify that these same services are not available through the following:
  - a. non-WIOA funded sources;
  - b. Special Project funded sourcesDue diligence or resource research should be documented in case notes and within the supportive services request. WIOA Supportive Services should only be the participants' **final option** after exhausting all other available resources.
  
5. The attached Supportive Services Matrix (ATTACHMENT A) lists the allowable supportive service types available for WIOA participants of OWDB funded programs. Non-Allowable Supportive Services are listed at the end of this policy.
  
6. Payments may not be requested for expenses incurred prior to enrollment of any WIOA program.
  
7. When the policy specifies "one-time only" payment, the service provider requesting the one-time payment must verify the participant is able to make subsequent payments.
  
8. WIOA participants who have been exited may receive supportive services for the 12-month follow-up period when necessary to enable the participant to participate in follow-up services.

## **NEEDS-RELATED PAYMENTS**

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant **must be enrolled in training**.

### **Needs Related Payments Eligibility**

WIOA Adult participants must:

- a) Be unemployed; and
- b) Not qualify for, or have ceased qualifying for, unemployment compensation; and
- c) Be enrolled in a program of training services under WIOA sec. 134(c)(3).

WIOA Dislocated Worker (DW) participants must:

- a) Be unemployed; and
  - Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
  - Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13<sup>th</sup> week after most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed 6 months; or
- b) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

WIOA Youth (ages 18-24) participants must:

- a) Be unemployed; and
- b) Not qualify for, or have ceased qualifying for, unemployment compensation; and
- c) Be co-enrolled in WIOA Adult services program of training services under WIOA sec. 134(c)(3).

## **SUPPORTIVE SERVICES PROCESS**

Service providers must assess the participant to determine if supportive services are needed. If need is demonstrated, service provider staff must complete the following:

1. Document supportive service need in case notes. This should include the reason for the need and verification that participant and service provider has either exhausted all other funding

- opportunities and WIOA supportive services are being utilized as a last resort.
2. Supportive Services Request Form (include any supporting documentation if applicable): Forms must include signature and date lines for both service provider staff, site/program manager and participant. (See “Required Documentation for Supportive Services” section);
  3. Supportive Service Logs: For additional supportive services in which the participant may be issued. Logs must include areas to initial and date by the service provider. (See “Required Documentation for Supportive Services” section);
  4. Enter appropriate service activity code and supportive service activity code in CalJOBS.
  5. Submit all documentation (including print-outs of the supportive activity code) to fiscal manager/staff for invoicing.

### Reimbursements to Participants

Service providers may allow participants to submit reimbursements for purchases made by the participant under the following conditions:

- Supportive service need was determined prior to the participant submitting receipts for reimbursement;
- Service provider verifies the participant’s financial hardship of covering other basic living expenses may be affected

Service providers may only reimburse participants up to the maximum amount allowable of the supportive service type listed in the Supportive Services Matrix.

### **REQUIRED DOCUMENTATION**

Documentation of supportive services for participants relies solely on the service providers and must include the supportive services requests, approval, and verification of documents.

#### **1. Supportive Service Request Form (Service Provider Generated Form)**

The Supportive Service Request Form is necessary when requesting supportive services reimbursements (both participants and service providers). All Supportive Service requests must be submitted with accompanying supportive documentation.

#### **2. Supportive Services Logs (Service Provider Generated Form)**

Service providers must maintain all Supportive Services Logs to track participants’ supportive services in order to monitor the appropriateness of issuance.

Service providers may combine the above form types into one document, however, if so, supportive service logs must include areas for service providers to initial for each supportive service provided.

## **SUPPORTIVE SERVICES WAIVER REQUESTS**

Supportive Services Waiver Requests must be submitted to OWDB and documented for each item when the following applies:

- a. The service is not on the Supportive Services Matrix; or*
- b. The cost of the service exceeds the maximum amount indicated on the Matrix*

A Supportive Service Waiver must be approved by OWDB staff **prior** to providing the supportive services to the participant. This may be provided in the form of an e-mail with the Service Provider Site or Program Manager CC'd and should include the following explanations:

1. Justification for the need of the supportive service type and how it relates to the participant's WIOA services and goals listed in their Individual Services Strategy/Individual Employment Plan (ISS/IEP);
2. What other forms of funding were exhausted or were not available to pay for the supportive service item requested;

Review of such supportive service waiver requests are subject to the Uniform Guidance Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards". OWDB staff will respond with an approval or denial along with a reason if a denial is issued.

## **NON-ALLOWABLE SUPPORTIVE SERVICES**

WIOA does not allow the following to be provided through Supportive Services:

- Bad debts such as late services charges, penalties, tickets and/or fines;
- Payments for participant memberships, dues, or subscriptions unless it is a specific requirement of a training program or necessary and reasonable as a condition of employment;
- Interest payments;
- Child support;
- Taxes;
- Contributions or donations;
- Entertainment, meals (including food gift cards/vouchers), alcohol, tobacco products, and tips;
- Firearms or ammunition;
- Refundable deposits;
- Out-of-State job search costs;
- Immigration assistance;
- Bail or Restitution;
- Purchase of goods or services illegal under any federal state, local, or municipal law or statute
- Utilizing Bus, Bart or Gas Cards as "incentives" to continue or participate in WIOA;
- Payments to parents and/or other family members or friends.

## **References**

- WIOA Section 3(59)
- WIOA Section 134(c)(3)
- WIOA Section 134(d)(2)
- 20 CFR 680.330, 680.900, 680.910 and 980.920 – Adult and Dislocated Workers
- WIOA Section 129(c)(2)(G) – Youth
- 20 CFR 681.570 – Youth
- 20 CFR 680.930, 680.940, 680.950, 680.960 – Needs Related Payments
- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

*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 Development Board  
250 Frank Ogawa Plaza, Suite 3315  
Oakland, CA 94612  
[OWDB@oaklandca.gov](mailto:OWDB@oaklandca.gov)

## **Attachments:**

23-001-a – Supportive Services Matrix

The following types of Supportive Services are allowable for OWDB’s WIOA funded programs, however, please see “Non-Allowable Supportive Services” for a list of services that may be related to the types below which are not permitted (*for example: under “Automotive”, late fees, traffic tickets/fines, etc. are not allowable*). Any additional allowable supportive service types not listed below are not considered allowable.

SUPPORTIVE SERVICE	MAXIMUM AMOUNT	GUIDELINES
<b>Automotive</b>	\$500	<ul style="list-style-type: none"> <li>• Proof of vehicle ownership is required. Bank statements of auto payments are not accepted as proof of ownership.</li> <li>• One-time payment only, not to exceed maximum.</li> </ul> <p>Payment: May represent only one month’s worth of auto payment.</p> <p>Insurance: May represent only one installment period.</p> <p>Repairs: At least 2 estimates are required.</p> <p>DMV services: <i>See DMV</i>  Gas: <i>See Transportation</i></p>
<b>Books, Computers/Laptops, Software, or Supplies</b>	\$400	<p>Books: Only when required by the *training program, employer (as a condition of employment), or school.</p> <p>*Training program – allowable for ETPL programs IF there are no costs already included for such supplies.</p>
<b>Education/ Employment</b>	\$500	<p>Testing, Certification, Licenses, Credentials in which may not have been provided or paid for by employer, training provider or school</p> <p>Fingerprinting, Background Checks, Processing Fees in which may not have been provided or paid for by employer, training provider, or school</p>
<b>DMV</b>	Per DMV Cost	<p>Vehicle Registration: One-time payment only, not to exceed maximum. Proof of vehicle ownership required Bank statements of auto payments are not accepted as proof of ownership.</p> <p>CA Driver’s License/ ID / Printout: For new or replacement IDs</p>
<b>Grooming</b>	\$60	<p>As needed for employment or job search (interviews, job fairs) or if required for participation in training programs with grooming policies.</p>

<b>Medical/Dental</b>	\$500	<p>Hearing Exam/Aids: Must provide documentation of hearing care needs. One-time payment only, not to exceed maximum</p> <p>Optometry (Eye Exams/Glasses): Must provide documentation of eye care needs. One-time payment only, not to exceed maximum.</p> <p>Physical Exam: Must maintain documentation in customer file regarding exam as a condition of employment or training. Includes tests.</p> <p>Prescriptions: Must provide documentation from physician.</p> <p>Dental: Must provide documentation of dental care needs. One-time payment only, not to exceed minimum.</p>
<b>Phone/Internet</b>	\$100	<p>One-time payment only, not to exceed maximum. Payment may represent only one month's worth of service for participant's primary phone or internet service.</p> <p>Internet bill documentation must be provided to show participant's address.</p>
<b>Rent/Mortgage</b>	\$1000	<p>Must be an emergency situation in which participant is experiencing financial hardship to meet total payment by due date.</p> <p>May not be used to pay security deposit</p> <p>Must provide copy of lease, rental agreement, eviction notice or other documentation.</p> <p>One-time payment only, not to exceed maximum.</p>
<b>Tools/Supplies</b>	\$500	<p>Only if required as a condition of employment or training program*. Employer or training provider must provide itemized list of tools/supplies and costs.</p> <p>*Training program – allowable for ETPL programs IF there are no costs already included for such supplies.</p>
<b>Transportation</b>	<p>1) Actual Cost</p> <p>2) \$80</p>	<p>1) Bus/BART Passes: No more than one per month</p> <p>2) Gas: Mileage reimbursement must be accompanied by a copy of map directions to locations. If issued for new employment, can only be utilized until participant receives first paycheck. If issued for training or school, issuance is allowable through the duration of training or until participant is able to obtain financial means to pay.</p>

<b>Transportation (cont.)</b>	3) \$40	3) Taxi/Rideshare: One-time payment only. To be used only when Bus/BART is unavailable or in an emergency situation.
<b>Utilities</b>	\$400	Limited to Electric, Gas, Water and Refuse
<b>Work Attire</b>	\$300	As needed for employment or job search (interviews, job fairs) or if required for participation in training programs with attire/uniform policies.  Receipt of items must be provided.

### **Non-Allowable Supportive Services**

OWDB does not allow the following to be provided through Supportive Services:

- Bad debts such as late services charges, penalties, tickets and/or fines;
- Payments for participant memberships, dues, or subscriptions unless it is a specific requirement of a training program or necessary and reasonable as a condition of employment;
- Interest payments;
- Child support;
- Taxes;
- Contributions or donations;
- Entertainment, meals (including food gift cards/vouchers), alcohol, tobacco products, and tips;
- Firearms or ammunition;
- Refundable deposits;
- Out-of-State job search costs;
- Immigration assistance;
- Bail or Restitution;
- Purchase of goods or services illegal under any federal state, local, or municipal law or statute
- Utilizing Bus, Bart or Gas Cards as “incentives” to continue or participate in WIOA;
- Any purchase or payment that is not otherwise listed under allowable costs set forth by OWDB

# OAKLAND WORKFORCE DEVELOPMENT BOARD

## RESOLUTION NO. 23 – \_\_\_\_\_

### RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD APPROVING THE AMENDED WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUPPORTIVE SERVICES POLICY 23-001 THAT IS DESIGNED TO ENABLE ADULT, DISLOCATED WORKER OR YOUTH PARTICIPANTS TO SUCCESSFULLY ENGAGE IN CAREER AND TRAINING SERVICES

**WHEREAS**, the Workforce Innovation and Opportunity Act (WIOA) allows for the provision of Supportive Services designed to enable Adult, Dislocated Worker, or Youth participants to successfully engage in career and training services authorized under WIOA sec. 134(c)(2) and (3), and in WIOA sec. 3(59); and

**WHEREAS**, Supportive Services Policy 16-009 was in effect beginning July 21, 2017; and

**WHEREAS**, the Oakland Workforce Development Board (Board) recognizes the importance of enhancing the effectiveness and impact of its offerings, ensuring flexibility, and responsiveness to the needs of its participants in achieving their employment and training goals; and

**WHEREAS**, the Board has conducted a comprehensive review of current and historical participant data, identifying additional appropriate types of supportive services to meet the current needs of the populations served and based on feedback from service providers; and

**WHEREAS**, the amended policy includes adjustments to caps per category based on utilization and need, allowing for a more effective response to the barriers faced by participants; now therefore be it

**RESOLVED**: That the Board approves the amended WIOA Supportive Services Policy 23-001; and be it

**FURTHER RESOLVED**: That the amended policy allows for increased maximum amounts for most types of supportive services based on previous program year costs and service provider feedback, empowering the Board to better address the needs of its participants and improve outcomes; and be it

**FURTHER RESOLVED**: That the Board includes Needs-Related Payments (NPRs) in the policy, providing vital financial assistance to participants who are enrolled in training,

unemployed, and not qualified for or have exhausted unemployment compensation, thereby supporting them during their training journey; and be it

**FURTHER RESOLVED:** That the amended policy expands supportive services to include, but not limited to, linkages to community services, transportation assistance, child care and dependent care support, housing assistance, legal aid services, health care referrals, reasonable accommodations for individuals with disabilities, assistance with work attire and tools, support for postsecondary education expenses, and payments and fees for employment and training-related applications, tests, and certifications; and be it

**FURTHER RESOLVED:** That the Board directs the appropriate staff to implement and communicate the amended policy to all relevant stakeholders and ensure its efficient and equitable application to all eligible participants; and be it

**FURTHER RESOLVED:** That the Board is authorized to take any actions necessary for its effective implementation with respect to the amended WIOA Supportive Services Policy 23-001 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. IIe - ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2023**  
**Re: OWDB Utilization of Non-ETPL Training Providers Policy**

---

### RECOMMENDATION

That the Oakland Workforce Development Board (OWDB) adopt a policy 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 policy limits WIOA-funded training opportunities to training providers vetted and listed on the State of California’s ETPL. However, the State of California permits “Local Board Determination Training”, allowing participants to receive WIOA funded training from local training providers so long as the training leads to an industry recognized credential, and determined by the board.

Approval of 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, we 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.

### ATTACHMENTS:

23-002 – Non-ETPL Training Provider Policy  
23-002-a – Non-ETPL Training Provider Policy – Training Request Form

### CITATIONS:

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



CITY OF OAKLAND

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT



OAKLAND WORKFORCE DEVELOPMENT BOARD

**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:** Utilization of Training Providers Not Registered on the State of California’s Eligible Training Provider List (ETPL)

**Purpose**

Current OWDB policy restricts WIOA-funded training opportunities to training providers who have been vetted and included on the State of California’s ETPL listing. 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 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 further defined 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 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 provide 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 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.

## **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 determine that the client would best be served by a non-ETPL training provider, and 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.
- 2) The service provider must determine that training funds are available to cover the cost of training.
- 3) The service provider must complete the OWDB Local Board Determination Training request form (Attachment 1) in its entirety.
- 4) 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.
- 5) 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.
- 6) 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.

**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>	
--------------------------	--

Name of Training Provider	
Address (Street Address/ City/ ZIP)	
Training Staff Contact (Name)	
Training Staff Contact (email address)	
Training Staff Contact (phone)	

Total Program Hours	
---------------------	--

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

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

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

# OAKLAND WORKFORCE DEVELOPMENT BOARD

## RESOLUTION NO. 23 – \_\_\_\_\_

### RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD ADOPTING A POLICY PERMITTING PARTICIPANTS TO ENROLL IN TRAINING PROGRAMS OFFERED BY PROVIDERS NOT REGISTERED ON THE STATE OF CALIFORNIA'S ELIGIBLE TRAINING PROVIDER LIST (ETPL)

**WHEREAS**, the Oakland Workforce Development Board (the Board) is committed to advancing workforce development initiatives that empower jobseekers and enhance their employability; and

**WHEREAS**, on December 29, 2019, the State of California, Employment Development Department (EDD) issued Workforce Services Directive (WSD) 19-06, which introduced the concept of CalJOBS Enrollment Activity Code 330-Local Board Determination Training, permitting participants to enroll in training programs outside the State of California's Eligible Training Provider List (ETPL) under certain circumstances; and

**WHEREAS**, the Local Workforce Development Board (LWDB) can make determinations justifying the use of non-ETPL training providers for reasons such as higher education opportunities, limited providers, employment barriers, and other pertinent factors; and

**WHEREAS**, the current Board policy 22-002 restricts WIOA-funded training opportunities exclusively to training providers listed on the ETPL, limiting the range of training options available to jobseekers; and

**WHEREAS**, the Board recognizes the importance of expanding access to diverse, high-quality training programs that can better address the unique needs and barriers faced by jobseekers in the community; and

**WHEREAS**, approving the policy to allow America's Job Centers of California (AJCC) partners to utilize training providers not registered on the ETPL will enhance the effectiveness and inclusivity of the availability of workforce development programs in Oakland; now, therefore be it

**RESOLVED**: That the Board adopt the 23-002 Non-ETPL Training Provider Policy to allow AJCC partners to utilize training providers not registered on the State of California's ETPL under "Local Board Determination Training"; and be it

**FURTHER RESOLVED**: That the Board encourages the use of non-ETPL training providers when there are justifiable reasons, including but not limited to situations where higher

education opportunities are available, limited providers exist, specific barriers to employment need to be addressed, or when specialized knowledge and capacity are required to support jobseekers effectively; and be it

**FURTHER RESOLVED:** That the Board shall ensure that the CalJOBS Enrollment Activity Code 330 is used appropriately, and that case notes clearly document the justifications for enrolling participants in non-ETPL training programs; and be it

**FURTHER RESOLVED:** That the Board shall periodically review and evaluate the implementation and impact of this policy to assess its effectiveness in meeting the workforce development needs of the Oakland community; and be it

**FURTHER RESOLVED:** That the Board directs the appropriate staff to implement and communicate the amended policy to all relevant stakeholders and ensure its efficient and equitable application to all eligible participants; and be it

**FURTHER RESOLVED:** That the Board is authorized to take any actions necessary for its effective implementation with respect to the Non-ETPL Training Provider Policy 23-002 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 IIf – ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2023**  
**Re: Consultant for Oakland Workforce Development Board Strategic Planning**

---

### **RECOMMENDATION:**

Staff is recommending that the Oakland Workforce Development Board (Board) authorize a professional services agreement for a consultant to provide assistance in facilitating the strategic planning process for the Board in an amount not to exceed \$125,000.

The objective is to develop a comprehensive strategic plan that will guide the Board's initiatives, programs, and activities over the next 3-5 years. The selected consultant will work closely with the Board, its stakeholders, and other key partners to ensure the successful formulation of the strategic plan.

### **Scope of Work**

The consultant's responsibilities will include, but are not limited to, the following:

- Conducting a thorough analysis of the current workforce development landscape, including an assessment of existing programs, services, and policies.
- Facilitating meetings, workshops, and focus groups with the board, stakeholders, and community members to gather input and insights.
- Assisting in the identification of key strategic priorities, goals, and objectives based on the board's mission, vision, and local labor market needs.
- Developing a strategic plan that outlines actionable strategies, timelines, and performance measures for achieving the identified goals.
- Providing guidance and support in the implementation and monitoring of the strategic plan.
- Delivering regular progress reports and recommendations to the board throughout the engagement.

## Strategic Planning Timeline

### Phase 1: Consultant Hiring

- Issue a request for qualifications (RFQ) to hire a strategic planning consultant.
- Evaluate consultant proposals and select the most qualified candidate.
- Engage the selected consultant and onboard them for the strategic planning process.
- Conduct a strengths, weaknesses, opportunities, and threats (SWOT) analysis of the current workforce development landscape.

### Phase 2: Goal Setting and Objective Development

- Conduct a retreat for board members, staff, and key stakeholders.
- Review and refine the mission and vision statements.
- Identify overarching goals and objectives for the OWDB.
- Prioritize goals and objectives based on importance and feasibility.
- Facilitate visioning exercises, led by the consultant.

### Phase 3: Strategy Development and Input

- Conduct a stakeholder engagement sessions (business, education and community) and gather input on strategic priorities.
- Align strategic plan with the City's Economic Development Strategic Plan.

### Phase 4: Draft the Strategic Plan

- Analyze the findings from the retreat and stakeholder engagement.
- Develop strategic initiatives and action plans aligned with the goals and priorities.
- Incorporate resource planning considerations into the strategic plan.

### Phase 5: Finalize Plan and Approval

- Present the draft strategic plan to the OWDB for discussion.
- Incorporate feedback and revisions into the strategic plan document.
- Seek final approval from the OWDB.

### Phase 6: Implementation and Review

- Implement the strategies and action plans outlined in the strategic plan.
- Monitor progress, evaluate outcomes, and make necessary adjustments.

# OAKLAND WORKFORCE DEVELOPMENT BOARD

## RESOLUTION NO. 23 – \_\_\_\_\_

**RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD (BOARD) AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH A CONSULTANT FOR THE PURPOSE OF STRATEGIC PLANNING ON BEHALF OF THE BOARD IN AN AMOUNT NOT TO EXCEED ONE HUNDRED AND TWENTY-FIVE THOUSAND DOLLARS (\$125,000)**

**WHEREAS**, the Oakland Workforce Development Board (Board) acknowledges the importance of a comprehensive strategic plan to guide its initiatives, programs, and activities over the next 3-5 years; and

**WHEREAS**, staff has recommended hiring a consultant to facilitate the strategic planning process to ensure the successful formulation of the strategic plan; and

**WHEREAS**, the consultant's responsibilities will include conducting an analysis of the current workforce development landscape, facilitating meetings with stakeholders, and assisting in identifying key strategic priorities, goals, and objectives based on the board's mission and local labor market needs; and

**WHEREAS**, the consultant will work closely with the Board, its stakeholders, and other key partners to develop a strategic plan with actionable strategies, timelines, and performance measures; and

**WHEREAS**, the strategic planning process will be carried out through distinct phases, including consultant hiring, goal setting and objective development, strategy development and input gathering, drafting the strategic plan, finalizing the plan, and subsequent implementation and review; now therefore be it

**RESOLVED**: That the Board authorizes and directs staff to negotiate and execute a professional services agreement with a consultant for the purpose of strategic planning on behalf of the Board, with an allocated budget not to exceed One Hundred and Twenty-Five Thousand Dollars (\$125,000), without returning to the Board; and be it

**FURTHER RESOLVED**: That staff is authorized to issue a request for qualifications (RFQ) to solicit proposals from qualified strategic planning consultants; and be it

**FURTHER RESOLVED**: That staff shall evaluate the received consultant proposals and select the most qualified candidate based on the proposed approach, experience, and expertise; and be it

**FURTHER RESOLVED:** That staff shall engage the selected consultant and collaborate with them throughout the strategic planning process; and be it

**FURTHER RESOLVED:** That the Board is authorized to take actions with respect to such agreements 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 - INFORMATIONAL

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2023**  
**Re: FY 2022-2023 WIOA Local Area Performance Update**

---

#### **2022-2023 WIOA SERVICE PROVIDER PERFORMANCE**

##### **BACKGROUND:**

The City and the Oakland Workforce Development Board (OWDB) contracts with nine (9) organizations to provide workforce development services to Oakland. The overall goals of these workforce organizations are to help Oakland residents develop the skills to attain the knowledge, and access the resources needed to thrive in a career; and provide employers with the skilled workers needed to sustain and competitively grow their businesses.

The OWDB's Workforce Innovation and Opportunity Act (WIOA) Title I Services provided throughout the city include the following programs:

- Adult Program - Serves individuals 18 and older by providing them with job search assistance and training opportunities and to help meet employer workforce needs. Service Providers must give priority to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, veterans and their eligible spouses.
- Dislocated Worker Program - Designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers because of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce.
- Youth Program - Comprehensive youth employment program for serving eligible youth, ages 16-24, who face barriers to education, training, and employment.

Guided by the Race and Equity Indicators, the City prioritizes workforce services to Black, Indigenous, and people of color (BIPOC) residents residing in the areas of East, West and Central Oakland. This report is incorporated as a primary local area workforce development board (LWDB) guide when determining local policies.

## **ANALYSIS OF REPORTS:**

### **WIOA Service Provider Enrollments Report**

Each Service Provider (SP) proposed and negotiated enrollment goals with OWDB for FY 2022-2023. The report attached reflects the updated enrollments within FY 2022-23 (July 1, 2022 – June 30, 2023) for the following:

1. Enrollment Goals for each WIOA program
2. Current number of enrollments
3. Percentage of each enrollment goal

These numbers were generated by reports within CalJOBS and cross-referenced with service provider reported data. Staff identified reporting discrepancies which both OWDB Staff and SP staff are working together to fix in CalJOBS.

### **WIOA Local Area Employment Placements**

Within FY 2022-23, out of a total of 491 participants that were exited from the program, a total of 134 participants obtained employment, averaging \$23.26 in wages, and within the following industries:

- Administrative & Support Services (19%)
- Arts, Entertainment & Recreation (1%)
- \*Construction (2%)
- Education (6%)
- Government/Public Service (5%)
- \*Healthcare (10%)
- \*Hospitality & Food Services (12%)
- Information & Technology (1%)
- \*Manufacturing (6%)
- Other Services (1%)
- Professional, Scientific & Technical Services (5%)
- Retail (11%)
- \*Transportation & Warehousing (21%)

#### **Highlights:**

- 40% of placements are Oakland-based employers
- \*51% of placements are in OWDB's priority industry sectors
- 77% of placements are full-time employment (>30 hrs)

### **WIOA Local Area Education Placements & Certificate/Credential Attainments**

Within FY 2022-23, out of a total of 491 participants that were exited from the program, a total of 68 participants obtained either a high school (H.S.) Diploma or other certificate/credential.

#### **Highlights:**

- 36% of exited youth entered into post-secondary education
- 36% of those who obtained a certificate/credential also obtained employment

## **WIOA Local Area Training Enrollment Details**

Within FY 2022-23, a total of 74 participants were enrolled into training within the following industries:

- Administrative & Support Services
- Education
- \*Healthcare
- Information & Technology
- \*Manufacturing
- Professional, Scientific & Technical Services
- \*Transportation & Warehousing

### Highlights:

- 26 participants are still actively participating in training
- 66% have successfully completed training
- The average cost of training is \$5,500

### **ATTACHMENT:**

III.a1– REPORT WIOA SP Enrollments FY 22-23

**CITY OF OAKLAND**  
**WIOA SERVICE PROVIDER ENROLLMENTS REPORT**  
 PY 2022-2023 (7/1/2022 through 06/30/2023)

WIOA Providers	Adult			Dislocated Worker			Youth		
	Goal	Current	% of Goal	Goal	Current	% of Goal	Goal	Current	% of Goal
Mandela Partners	25	21	84%	N/A			N/A		
Oakland Private Industry Council (Comprehensive)	109	195	179%	108	36	33%	N/A		
Oakland Private Industry Council (Affiliate)	20	20	100%	20	10	50%	N/A		
Swords to Plowshares	15	27	180%	15	2	13%	N/A		
Lao Family Community Development	30	30	100%	10	12	120%	24	23	96%
Spanish Speaking Unity Council	20	18	90%	20	2	10%	35	21	60%
Black Cultural Zone	N/A			N/A			10	9	90%
Genesys Works	N/A			N/A			25	27	108%
Youth Employment Partnership	N/A			N/A			35	31	89%
Youth UpRising	N/A			N/A			35	35	100%
<b>TOTALS:</b>	219	311	142%	173	62	36%	164	146	89%

**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**