

**Executive Committee and FULL WDB BOARD OF DIRECTORS'
SPECIAL MEETING**

**October 28, 2021
Thursday**

2:59



Executive Committee and FULL WDB BOARD OF DIRECTORS' SPECIAL MEETING

**SELACO WDB
10900 E 183rd Street, Suite 350
Cerritos, CA 90703**

**October 28, 2021
Thursday
2:59 PM**

**Join Zoom Meeting
<https://us06web.zoom.us/j/84694732741>**

**Meeting ID: 846 9473 2741
Passcode: 644356**

Members of the public wishing to address the board must complete and return a public comment speaker card prior to the start of the meeting. Please contact Carol Davis at carolr@selaco.com

AGENDA

CALL TO ORDER

Dameron

ACTION ITEM (S):

1. AJCC Comprehensive Certification – Approval to Submit

Castro


*Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Requests should be received at least 72 hours prior to the meeting.
Please call (562) 402-9336 to request accommodations.*



MEMORANDUM

DATE: 10/28/21

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: AJCC Comprehensive Certification – Approval to Submit

WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCC's. To support this effort, the California Workforce Development Board (CWDB), in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area).

The objective for those operating a local AJCC is to ensure three key requirements to obtain State Certification:

- 1) Effectiveness of the AJCC,
- 2) Physical and programmatic accessibility of individuals with disabilities, and
- 3) Continuous improvement.

As a comprehensive center, the SELACO WDB AJCC system is required to:

Complete a ***Baseline Certification Matrix*** to ensure that our comprehensive AJCC is following three key WIOA statutory and regulatory requirements. To receive Baseline Certification, the SELACO WDB AJCC system must ensure that:

1. SELACO WDB and WIOA required partners within the AJCC system have a signed and implemented Memorandum of Understanding (MOU).
2. SELACO WDB AJCC has implemented the board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider (i.e., an AJCC Operator and Career Services Provider is in place and functioning within the AJCC system).

3. SELACO WDB AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, and all other applicable federal and state guidance.
4. SELACO WDB AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule.

In addition to the Baseline Certification SELACO WDB is required to complete an ***AJCC Certification Indicator Assessment*** for the following seven areas:

1. SELACO WDB AJCC must ensure universal access, with an emphasis on individuals with barriers to employment.
2. SELACO WDB AJCC actively supports the One-Stop system through effective partnerships.
3. SELACO WDB AJCC provides integrated, customer-centered services.
4. SELACO WDB AJCC serves as an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathway.
5. SELACO WDB AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
6. SELACO WDB AJCC has high-quality, well-informed, and cross-trained staff.
7. SELACO WDB AJCC achieves business results through data-driven continuous improvement.

Upon completion of all seven AJCC Certification Indicators, SELACO WDB is expected to use the recommendations and evaluations from the assessment to create a ***Continuous Improvement Plan*** for the AJCC.

To date, staff, with the support of consultant, David Shinder, have completed the Comprehensive AJCC Certification Matrix to meet the Baseline Criteria, see Attachment I. In addition, stakeholder meetings consisting of SELACO WDB AJCC staff, WIOA mandated partners, and the SELACO WDB AJCC One Stop Operator took place to assess the required seven (7) indicators and complete the ***AJCC Certification Indicator Assessment***. The ***Indicator Assessment*** is still in development and will not be available for full board review until January 2022. Due to the November 1st deadline to submit the required documents, SELACO staff is seeking board approval to submit the Indicators Assessment without full board review.

Timeline for meeting State Directive WSD20-08 AJCC Comprehensive and Affiliate/Specialized Certification:

| | |
|-------------------|---|
| November 1, 2021 | Baseline Criteria Matrix and Seven (7) AJCC Certification Indicators Assessments due to the State Regional Advisor. |
| December 31, 2021 | Continuous Improvement Plan completed and submitted to the State Regional advisor. |
| January 1, 2022 | Begin implementing Continuous Improvement Plan. |
| Program year 2025 | Next Certification Process |

Action Required:

Approve the attached Baseline Criteria Matrix and authorize the Board Chair to sign the required documents without the full board review of the AJCC Certification Indicator Assessment allowing staff to meet the State deadline of November 1, 2021. All documents submitted to the State Regional Advisor, in accordance with State Directive WSD20-08, will be presented and modified if needed at the January 2022 scheduled board meeting.

Comprehensive AJCC Certification Matrix Baseline Criteria

The baseline America's Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Boards must submit a completed matrix to their Regional Advisor for each comprehensive AJCC by November 1, 2021.

Name of Local Board –Southeast Los Angeles County Workforce Development Board

Name of AJCC SELACO WDB AJCC

| Implements the signed Memorandums of Understanding (MOU) | Yes | No |
|---|-------------------------------------|--------------------------|
| A Memorandum of Understanding (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The signed MOU identifies the AJCC as a comprehensive. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| The AJCC is implementing the MOU specifications applicable to comprehensive centers. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider | Yes | No |
| AJCC Operator selected in compliance with WSD19-13. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Roles and responsibilities of AJCC Operator are clearly identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Career Services Provider selected in compliance with WSD19-13. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305) | Yes | No |
| AJCC has least one Title I staff person physically present. (Note: Consideration may be given for remote/virtual services implemented due to the COVID-19 pandemic) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|-------------------------------------|--------------------------|
| AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430 . | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AJCC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 680.200 . | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AJCC provides access to any employment and training activities carried out under WIOA Section 134(d). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AJCC provides workforce and labor market information. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AJCC provides customers with access programs, services, and activities during regular business hours. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ensures Equal Opportunity for Individuals With Disabilities | Yes | No |
| <p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 <i>Code of Federal Regulations</i> Part 38.</p> <p>The <i>Americans with Disabilities Act</i> (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • <i>Fair Employment and Housing Act</i> (California Government Code Section 12900-12996) • <i>Unruh Civil Rights Act</i> (California Civil Code Section 51-52) • <i>Disabled Persons Act</i> (California Civil Code Section 54-55) • <i>California Building Code</i> Title 24 Chapter 11B • <i>California Government Code</i> 7405 • <i>California Government Code</i> 11135 <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities. • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|---|---------------------------------------|
| <ul style="list-style-type: none"> • Administering programs in the most integrated setting appropriate. • Communicating with persons with disabilities as effectively as with others. • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity. • Providing for the physical accessibility of the AJCC to individuals with disabilities. | | |
| Was WIOA Section 188 compliance monitoring completed for PY 2019-20? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If yes, briefly describe the findings: Click here to enter text. | | |
| Was a corrective action plan submitted? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the status of the findings open or closed?: Click here to enter text. | | |
| If closed, as of what date: Click here to enter text. | | |
| The AJCC meets all Baseline Criteria for Baseline AJCC Certification | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

The Local Board Chair must attest the Local Board's certification decision by signing below.

Signature

Mark Dameron

Name

Board Chair

Title