



County of Santa Cruz

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HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

June 21, 2000

Agenda: June 27, 2000

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

DESIGNATION OF THE HUMAN RESOURCES AGENCY AS THE ADMINISTRATIVE ENTITY PURSUANT TO WORKFORCE INVESTMENT ACT IMPLEMENTATION

Dear Members of the Board:

On April 27, 1999, your Board approved a number of preliminary actions to implement the Workforce Investment Act (WIA) of 1998, including the designation of the Human Resources Agency as the administrative entity for the receipt of funds pursuant to Workforce Investment Act grant funds and the designation of an Interim Workforce Investment Board to oversee initial workforce development activities in our community. As a part of actions to implement the Act and at the direction of your Board and the Interim Workforce Investment Board, the Human Resources Agency recently submitted the Santa Cruz County Five Year Strategic Plan to the California Workforce Investment Board. Although the submitted Strategic Plan was generally commended, the State Board is now requesting that supplemental information be incorporated in the Plan by July 31, 2000. In order to meet this requirement, it is now necessary to take additional actions to designate the Human Resources Agency as the administrative entity authorized to implement the Workforce Investment Act in Santa Cruz County.

As you know, approval of the Strategic Plan by the State of California is required if our community is to continue to receive funding for services and training to benefit youth, job seekers and employers. The supplemental information required by the State (included as Attachment 1) will not affect the overall goals and objectives of the Strategic Plan approved by your Board, but must be included in the Plan in order to receive approval from the State. Because it is not possible to bring the Supplemental Plan Information before your Board before the State's

BOARD OF SUPERVISORS
Agenda: June 27, 2000
Workforce Investment Act

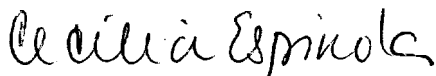
deadline, it would be appropriate to designate the Human Resources Agency as the administrative entity with authority to make the necessary modifications and amendments to the Strategic Plan and other documents. In previous actions your Board has already designated the Human Resources Agency as the administrative entity for the receipt of funds pursuant to the Workforce Investment Act. The attached resolution (Attachment 2) designated the Human Resources Agency as the grant recipient and clearly authorizes the Human Resources Agency to make modifications and amendments to the Plan that do not affect the overall goals and vision of the plan and to execute necessary documents and agreements as appropriate. This resolution has been reviewed and approved by County Counsel.

A number of Workforce Investment Act implementation actions are scheduled to come before your Board in August, including the ordinance establishing the Workforce Investment Board and recommendations regarding appointments to that Board. A report on the Supplemental Plan Information submitted to the State will also be prepared for your Board's consideration at that time.

The action recommended in this letter, which would authorize the Human Resources Agency to act as the administrative entity pursuant to implementation of the Workforce Investment Act of 1998, is essential to meet State-mandated funding requirements. It is THEREFORE RECOMMENDED that your Board:

- 1) Approve the resolution (included as Attachment 2) designating the Human Resources Agency as the administrative entity pursuant to implementation of the Workforce Investment Act;
- 2) Direct the Human Resources Agency Administrator to return on or before August 22nd with a report on the Santa Cruz County Workforce Investment Act Five Year Strategic Plan Supplemental Information.

Very truly yours,



Cecilia Espinola
Administrator

RECOMMENDED



Susan A. Mauriello
County Administrative Officer

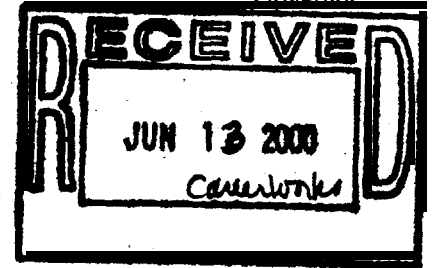
California Workforce Investment Board



Gray Davis
Governor

Christine Essel
Vice Chair

Christine Essel
Vice Chair



June 9, 2000

The Honorable Mardi Wormhoudt, Chair
County Board of Supervisors
701 Ocean Street, Suite 500
Santa Cruz, CA 95060-4069

Dear Supervisor Wormhoudt:

This correspondence addresses requirements for the **completion** of Local Workforce Investment Act (**WIA**) plans submitted to this office in March 2000. Separate correspondence also provides new information related to plan budget, performance requirements and several new assurances.

Local Area staff are commended for submitting plans timely and for making the effort to respond to both initial and supplemental planning guidance forwarded by this office on December 8, 1999 and February 25, 2000. Each plan showed many "best practices" and unique service delivery options for job seekers and employers alike. The plan for your local area is conditionally approved pending receipt of all required supplemental information as well as any additional questions from the *Local Plan* Review Checklist Summary, which is enclosed.

Time Frame for Response

Plans must respond to all questions from initial and supplemental planning guidance as well as this correspondence by **July 31, 2000**.

Update to Local Workforce Investment Board information

All areas must update Local Board information, particularly in question IV-A (Leadership), to reflect State Board policy and the requirements of Local Board Certification Application documents.

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Chief Elected Official
June 9, 2000
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Memoranda of Understanding

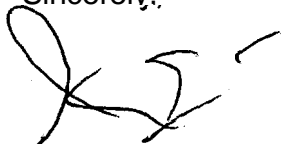
All areas are reminded that complete, signed **WIA** Memoranda of Understanding (**MOUs**) are required for plan approval, in addition to responses to all questions under item V-S, *Supplemental Planning Guidance* of February 25, 2000.

One Stop-Operator Selection

Areas must ensure One-Stop Operator selection processes (question V-B) are consistent with WIA, Section 121. Please pay particular attention to statutory requirements for grandfathering existing One-Stop systems; selection of the Operator by a consortium of at least three mandatory partners; and designation of the One-Stop Operator by the Chief Elected Official. Additionally, the question asks for One-Stop Operator (not partner) selection mechanisms.

If there are any questions about this correspondence, please contact the Office of Workforce Investment (916) 654-9995. In advance, we thank you for your continued cooperation as California prepares for **WIA** implementation.

Sincerely,



JOSE LUIS MARQUEZ
Assistant Chief
California Office of Workforce Investment

Enclosure

cc: Local Area Administrator

State of California
Workforce Investment Act
Local Plan Review Checklist-Summary
June 7, 2000 .

Local Workforce Investment Area: Santa Cruz County

Overall comments/questions: This Local Plan is commended on its detailed response to each section throughout the plan. Specifically, such as the descriptive outline provided for how Santa Cruz County visualizes their local workforce investment system in five years and comprehensive labor market analysis provided in the labor market analysis section.

Plan needs the following:

1. Description of WIA partners involved in the planning and implementation process.
2. Information on ITA administration is needed, including policy on cap and duration .
3. Leveraging of funds must be explained.
4. Need response to Wagner-Peyser funds.
5. Description of area youth, more detail on activities in-school and out-of-school youth .
6. Need information on public review process

Attachment 2

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY, OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted.

**RESOLUTION DESIGNATING THE HUMAN RESOURCES AGENCY AS GRANT
RECIPIENT AND THE ADMINISTRATIVE ENTITY FOR IMPLEMENTATION OF THE
WORKFORCE INVESTMENT ACT**

WHEREAS, the Workforce Investment Act of 1998 requires the development of a Five Year Strategic Plan to guide the implementation of the Act and as a requirement of receiving Workforce Investment Act funds; and

WHEREAS, the Workforce Investment Act requires certification of the Strategic Plan by the Board of Supervisors; and

WHEREAS in order to assist in the administration of the funds the Workforce Investment Act designates the Board of Supervisors as the local grant recipient for Workforce Investment Act funds and on April 27, 1999 the Board of Supervisors designated the Human Resources Agency as the administrative entity for the receipt of funds pursuant to the Workforce Investment Act; and

WHEREAS, the Five Year Strategic Plan requires periodic amendments and modifications to incorporate necessary program elements and services;

WHEREAS, administrative actions are necessary to ensure the timely disbursement of funds for workforce investment activities and the provision of programs, and services consistent with the Five Year Strategic Plan and the direction of the Board of Supervisors and the Workforce Investment Board;

NOW, THEREFORE BE IT RESOLVED AND ORDERED that the Board of Supervisors hereby designates the Human Resources Agency as the grant recipient for Workforce Investment Act Funds and the administrative entity for the implementation of the Workforce Investment Act, and authorizes the Human Resources Agency Administrator, or designee to prepare required amendments and modifications to the Strategic Plan that do not affect the overall goals and vision of the plan; to execute grants funded through the Workforce Investment Act and any modifications and amendments to those grants; and to sign all necessary documents and agreements, as appropriate.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 27th day of June 2000, by the following vote:

AYES:
NOES:
ABSENT

SUPERVISORS
SUPERVISORS
SUPERVISORS

Chairperson of the Board of Supervisors

ATTEST: _____
Clerk of said Board

APPROVED AS TO FORM:
Jane M. Scott
County Counsel
Jane Scott

Distribution: County Administrative Officer
County Counsel
Auditor-Controller
Human Resources Agency