

# **Local Workforce Development Board Recertification Request**

**Program Years 2016-18**

**Local Workforce Development Board**

**Yolo County**

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## Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this request.

Workforce Innovation Board

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Name of Local Board

25 N. Cottonwood Street

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Mailing Address

Woodland, CA

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95695

City, State

Zip

Elaine Lytle

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Contact Person

(530) 661-2754

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Contact Person's Phone Number

March 2016

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Date of Submission

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### Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

## Local Board Membership

### **Instructions**

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

## BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

| Name                   | Title                           | Entity  | Appointment Date | Term End Date |
|------------------------|---------------------------------|---|------------------|---------------|
| Gary Pelfrey           | Chair<br>Vice President         | Woodland Aviation   | 12/15/2015       | 12/15/2019    |
| Denice Seals           | Vice Chair<br>President/CEO     | West Sacramento Chamber of Commerce                                 | 12/15/2015       | 12/15/2019    |
| Benny Mitchell Jr.     | Warehouse Operations Manager    | Olam West Coast   | 12/15/2015       | 12/15/2019    |
| Brett Sanders          | US R and D Veggie Stations Lead | Seminis Vegetable Seeds   | 12/15/2015       | 12/15/2019    |
| Jennifer Pike          | Human Resources Generalist      | Clark Pacific   | 12/15/2015       | 12/15/2019    |
| John Pickerel          | Small Business CEO              | Buckhorn Steakhouse   | 12/15/2015       | 12/15/2019    |
| John Rodriguez         | Small Business Owner            | The Scoop Frozen Yogurt Shop  | 12/15/2015       | 12/15/2019    |
| Kenneth D. Garrett Jr. | Small Business CEO              | All Phase Security, Inc.  | 12/15/2015       | 12/15/2019    |
| Kevin Sanchez          | Executive Director              | Yolo Food Bank  | 12/15/2015       | 12/15/2019    |
| Marco Cesar Lizarraga  | Executive Director              | Optimum Zendejas Home Loans /La Cooperativa Campesina De California | 12/15/2015       | 12/15/2019    |
| Michele Fadling        | Human Resource Manager          | DMG Mori  | 12/15/2015       | 12/15/2019    |

|           |              |             |            |            |
|-----------|--------------|-------------|------------|------------|
| Paul Basi | Board Member | Pride Staff | 12/15/2015 | 12/15/2019 |
|           |              |             |            |            |
|           |              |             |            |            |

## WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

*California Unemployment Insurance Code (CUIC) Section 14202(c)* further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

| Name            | Title  | Entity                                | Appointment Date | Term End Date |
|-----------------|--|---------------------------------------|------------------|---------------|
| Maggie Campbell | 2 <sup>nd</sup> Vice Chair/Labor Organization/<br>Registered Apprenticeship<br><br>Labor Relations Representative/<br>Researcher | Laborers Local 185 (LiUNA)            | 12/15/2015       | 12/15/2019    |
| Randy Young     | Labor Organization/<br>Registered Apprenticeship<br><br>Randy Young  | Sheet Metal Worker LU 104             | 12/15/2015       | 12/15/2019    |
| Rob Carrion     | Labor Organization/<br>Registered Apprenticeship<br><br>District Reprehensive  | Operating Engineers Local Union No. 3 | 12/15/2015       | 12/15/2019    |

|                 |  |                        |            |            |
|-----------------|--|------------------------|------------|------------|
| Lynn M. White   | Labor Organization<br>California Gaming<br>Organizing Director | Unite HERE Local<br>49 | 12/15/2015 | 12/15/2019 |
| Alice B. Tapley | CBO Workforce<br>Executive Director                            | Yolo Employment        | 12/15/2015 | 12/15/2019 |
|                 |  |                        |            |            |

## EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

| Name              | Title  | Entity                                       | Appointment Date | Term End Date |
|-------------------|--|--|------------------|---------------|
| Susan Moylan      | Adult Education & Literacy<br>Principal  | Woodland Adult<br>Education                  | 12/15/2015       | 12/15/2019    |
| Dr. Alfred Konuwa | Institution Higher Education<br>Vice President for<br>Academic and<br>Student Services | Woodland<br>Community College                | 12/15/2015       | 12/15/2019    |
| Don Palm          | Institution Higher Education<br>Dean, Davis Center                                     | Sacramento City<br>College<br>(Davis Center) | 12/15/2015       | 12/15/2019    |
|                   |  |  |                  |               |
|                   |  |  |                  |               |



## GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

| Name               | Title   | Entity                            | Appointment Date | Term End Date |
|--------------------|---|-----------------------------------|------------------|---------------|
| Wendy Ross         | Economic & Community Development<br>Economic Development Manager                          | City of Woodland                  | 12/15/2015       | 12/15/2019    |
| Cornelio Gomez     | Employment Service<br>Employment Program Manager-Sacramento/Yolo Counties Cluster Manager | Employment Development Department | 12/15/2015       | 12/15/2019    |
| Robyn David-Harris | Rehabilitation Act of 1973<br>Staff Services Manager I                                    | Department of Rehabilitation      | 12/15/2015       | 12/15/2019    |
|                    |   |                                   |                  |               |
|                    |   |                                   |                  |               |
|                    |   |                                   |                  |               |

## ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

| Name | Title | Entity | Appointment Date | Term End Date |
|------|-------|--------|------------------|---------------|
| N/A  |       |        |                  |               |
|      |       |        |                  |               |
|      |       |        |                  |               |

## **CORRECTIVE ACTION COMMENTS**

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

N/A

## COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

**Instructions** – Double click the table below to open in Excel.

|   |                                   |
|---|-----------------------------------|
| Total number of individuals currently sitting on local board =                      | 23                                |
| Number of vacancies currently on local board =                                      | 0                                 |
| Total local board membership =  | 23                                |
| <br>  |                                   |
| Total number of Business Representatives currently sitting on local board =         | 12                                |
| Number of Business Representative vacancies currently on local board =              | 0                                 |
| Total local board Business Representatives =  | 12                                |
| <br>  |                                   |
| Divide total local board Business Representatives by total local board membership = | 52.17%                            |
|   | <b>(Must be greater than 50%)</b> |

## COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIC Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

**Instructions** – Double click the table below to open in Excel.

|   |                                    |
|---|------------------------------------|
| Total number of individuals currently sitting on local board =                            | 23                                 |
| Number of vacancies currently on local board =  | 0                                  |
| Total local board membership =  | 23                                 |
| <br>  |                                    |
| Total number of Workforce Representatives currently sitting on local board =              | 5                                  |
| Number of Workforce Representatives vacancies currently on local board =                  | 0                                  |
| Total local board Workforce Representatives =   | 5                                  |
| <br>  |                                    |
| Divide total local board Workforce Representatives by total local board membership =      | 21.74%                             |
|   | <b>(Must not be less than 20%)</b> |
| <br>  |                                    |
| Total number of Labor Organization Representatives currently sitting on local board =     | 4                                  |
| Total number of Apprenticeship Program Representatives currently sitting on local board = | 0                                  |
| Number of Labor Org/Apprenticeship Program Representatives vacancies =                    | 0                                  |
| Total local board Labor Representatives =   | 4                                  |
| <br>  |                                    |
| Divide total local board Labor Representatives by total local board membership =          | 17.39%                             |
|   | <b>(Must be at least 15%)</b>      |

Note: Three (3) of the four (4) Labor Organization Representatives are also Apprenticeship Program Representatives but when three (3) is entered on the total local board Labor

Representatives line the total increases to 30.43% which is not an accurate reflection of total members.

## Local Board Performance Accountability Measures

### Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

| <b>Performance Table</b>               |                          |                      |                          |                      |
|--|--------------------------|----------------------|--------------------------|----------------------|
| Name of Local Area: <u>Yolo County</u> |                          |                      |                          |                      |
| Common Measure                         | Negotiated<br>PY 2013-14 | Actual<br>PY 2013-14 | Negotiated<br>PY 2014-15 | Actual<br>PY 2014-15 |
| <b>Adult</b>                           |                          |                      |                          |                      |
| Entered Employment Rate                | 75.8%                    | 81%                  | 75%                      | 94.1%                |
| Employment Retention Rate              | 82.4%                    | 71.4%                | 85%                      | 87%                  |
| Average Earnings                       | \$14,000                 | \$11,083             | \$14,250                 | \$14,958             |
| <b>Dislocated Worker</b>               |                          |                      |                          |                      |
| Entered Employment Rate                | 77.1%                    | 79.4%                | 78.5%                    | 79.4%                |
| Employment Retention Rate              | 89.3%                    | 88.5%                | 85%                      | 85.7%                |
| Average Earnings                       | \$16,900                 | \$21,598             | \$15,570                 | \$18,229             |
| <b>Youth (ages 14-21)</b>              |                          |                      |                          |                      |
| Placement in Employment or Education   | 72%                      | 94.4%                | 72%                      | 95.6%                |
| Attainment of a Degree or Certificate  | 70%                      | 78.1%                | 64%                      | 76.2%                |
| Literacy and Numeracy Gains            | 75%                      | 0.0%*                | 72%                      | 75%                  |

\*0.0% is an indicator of the Department of Labor "Rule of Three" which means that 3 or fewer individuals were included in this measure; it is not an indicator of failed performance.

## Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act (WIA)* requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations (CFR)* Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance.  
Highlights of these responsibilities include the following:
  - Timely reporting of WIA participant and expenditure data
  - Timely completion and submission of the required annual single audit
  - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

## Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

- a. Developing new services

Yolo County is actively working on developing work based learning opportunities like on-the-job training, entrepreneurial training, and apprenticeship. Once established these trainings opportunities will be added to the list of currently offered services which include occupational skills training, work experience, and job readiness training.

- b. Entering into collaborative partnerships

Yolo County is actively working on collaborative partnerships that assist with sharing resources to accomplish a mutual goal. Members of the Yolo County Workforce Development Board known as the Workforce Innovation Board (WIB) are serving as mentors in a program offered by the Yolo County Public Defender's Office with the goal of reducing recidivism. WIOA Title I Adult program is working with the Yolo County Day Reporting Center and a private employer to develop on-the-job training opportunities for individuals released from jail. WIOA Title I program staff is participating in a workgroup of individuals that represent employers, career and technical education programs, and economic development to develop a career pathway for individuals interested in tourism and hospitality. In addition, staff has initiated a workgroup that includes economic development, higher education which includes the local community college sector navigators, career and technical education, and Chambers of Commerce representatives to develop a career pathway and business engagement strategy.

- c. Creating innovative workforce development strategies in alignment with WIOA

The Capital Region (Golden Sierra, North Central Counties, SETA, and Yolo County) are actively working on SlingShot, National Emergency Grant (NEG) Sector Partnership Grant, and WIOA regional coordination initiatives. The Capital Region SlingShot initiative aims to strengthen regional economic prosperity and improve income mobility by creating a stronger regional innovation ecosystem. Through the NEG Sector Grant the Capital Region is in the process of mapping business resources as well as conducting an industry cluster analysis study. Valley Vision is assisting with SlingShot and NEG and the Employment Development Department, Labor Market Information Division is assisting with the industry cluster analysis study. In addition, the four local areas associated with the Capital Region are beginning to review and compare local policies and procedures.

- d. Redesigning service delivery



Yolo County Health and Human Services Agency (HHS), the America's Job Center of California (AJCC) comprehensive one-stop operator, is working on redesigning the employment center located in the Woodland Service Center to better meet the needs of both jobseeker and employer customers. The redesign tentatively includes changing the location and layout of the employment center to provide better access, flow of service, as well as space for partners and business representatives. In addition, the WIOA Title I programs, CalWORKs/TANF Employment Services (CWES), Department of Rehabilitation, Adult Education, and Woodland Community College is considering redesigning the staffing process for shared participants.

e. Other WIOA transitional activities to design a better system for customers

Staff is in the process of convening local WIOA partners that include CalWORKs/TANF Employment Services, Community College, Adult Education, Career and Technical Education, Department of Rehabilitation, Employment Development Department, and WIOA Title I programs to review the current customer service delivery system to determine gaps as well as align and improve services provided via the WIOA system. The current emphasis is to share information so that staff is properly trained to provide information about all programs, services, and activities that may be available to customers through other partners.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

The WIOA Title I Youth program provider contract was amended in September 2015 to include both the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements.

3. Describe your efforts to comply with the Uniform Guidance requirements.

Staff attended the Department of Labor (DOL) *SMART Financial Grants Management Training* provided in Sacramento, CA in April of 2015. This training included an overview of the WIOA vision as well as Uniform Guidance. In 2016, staff is planning to attend the *SMART Financial Grants Management Training* tentatively scheduled in San Francisco. In addition, internal processes are being refined and/or developed in order to comply with the Uniform Guidance.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

Regionally, Yolo County is working with the other local areas in the Capital Region on the National Emergency Grant (NEG) Sector Partnership Grant initiative that includes the process of mapping business resources as well as conducting an industry cluster analysis study. This information will assist with both regional and local sector initiatives which will include career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers. Locally, a workgroup that includes economic development, higher education which includes

the local community college sector navigators, career and technical education, and Chambers of Commerce representatives are convening regularly to develop a business engagement strategy that will include career pathways.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

The WIB letterhead utilizes the co-branding statement of “A proud partner of America’s Job Center of California<sup>SM</sup> network” and the official AJCC decal is prominently displayed on front doors of the HHS Service Centers that are affiliated with WIOA Title I programs.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

On February 2, 2016, staff attended *Building the WIOA Partnership and Developing the MOU* training provided in Sacramento, CA and based guidance provided they have identified the local WIOA system partners as well as scheduled the first MOU convening on February 24, 2016.

## Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

*\*Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

*\*Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: AB 1234 Ethics Training for Local Officials.
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

## Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

### Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board Chair**

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Gary Pelfrey  
Name

**Local Chief Elected Official**

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Jim Provenza  
Name

**Workforce Innovation Board**

\_\_\_\_\_  
Chair  
Title  
  
\_\_\_\_\_  
2/24/16  
Date

**Board of Supervisors**

\_\_\_\_\_  
Chair  
Title  
  
\_\_\_\_\_  
03/22/16  
Date