

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

**LARRY BOOTH**  
Frank M. Booth, Inc.

**DENNIS CANEVARI**  
Sheet Metal Workers Local #104

**N. LISA CLAWSON – Secretary/Treasurer**  
Kaiser Permanente

**LYNN R. CONNER**  
Better Business Bureau

**DAVID P. DE MERS**  
Sacramento Regional Conservation Corps

**ANN EDWARDS**  
Department of Human Assistance

**DIANE FERRARI**  
Employment Development Department

**TROY GIVANS**  
County of Sacramento, Economic  
Development

**DAVID W. GORDON**  
Sacramento County Office of Education

**KIM GUSMAN**  
California Employers Association

**TOM KANDRIS**  
pk1, Inc.

**GARY R. KING – Chair**  
SMUD

**KATHY KOSSICK**  
Sacramento Employment & Training Agency

**MATT LEGE**  
SEIU – United Healthcare Workers

**FRANK A. LOUIE**  
Sacramento Asian Chamber of Commerce

**ELIZABETH MCCLATCHY**  
The Safety Center, Inc.

**DENNIS MORIN**  
Sacramento Area Electrical Training Center

**DR. JAMEY NYE**  
Los Rios Community College District

**JAY ONASCH**  
California Department of Rehabilitation

**JOHNNY PEREZ**  
SAFE Credit Union

**FABRIZIO SASSO**  
Sacramento Central Labor Council

**ANETTE SMITH-DOHRING**  
Sutter Health – Sacramento Sierra Region

**PETER TATEISHI**  
Associated General Contractors of California

**RICK WYLIE – Vice Chair**  
Villara Building Systems



**SACRAMENTOWORKS**

**SACRAMENTO WORKS, INC.  
PLANNING/OVERSIGHT COMMITTEE**

**Date:** Wednesday, May 16, 2018

**Time:** 8:30 a.m.

**Location:** SETA - Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

**AGENDA**

1. Call to Order/Roll Call
2. Approval of the March 21, 2018 Minutes
3. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc. Resource Allocation Plan for 2018-19
4. Approval to Submit Workforce Innovation and Opportunity Act (WIOA) Self-assessment Reports to the California Workforce Development Board for Certification of Non-comprehensive America's Job Centers
5. WIOA Performance Report and Customer Satisfaction Survey Update
6. Public Input
7. Adjournment

**Planning/Oversight Committee Members:** Dr. Jamey Nye, (Chair), Lisa Clawson, Ann Edwards, Kathy Kossick, Matt Legé, Frank Louie, Jay Onasch, Anette Smith-Dohring

**DISTRIBUTION DATE: TUESDAY, MAY 8, 2018**

**Planning/Oversight Committee**  
Minutes/Synopsis  
(Minutes reflect the actual progression of the meeting.)

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Wednesday, March 21, 2018  
8:30 a.m.

1. **Call to Order/Roll Call:** Dr. Nye called the meeting to order at 8:36 a.m.

**Present:** Dr. Jamey Nye, Kathy Kossick, Frank Louie, Jay Onasch, Anette Smith-Dohring (arrived at 8:45 a.m.)

**Absent:** Lisa Clawson, Ann Edwards, Matt Legé

Other Present: Phil Cunningham, Michelle O’Camb, Julie Davis-Jaffe, Ralph Giddings, Terri Carpenter, Heather Luke

2. **Approval of the July 19, 2017 Minutes**

The minutes were reviewed; no questions or corrections.

Moved/Kossick, second/ Louie, to approve the July 19, 2017 minutes.

Roll call vote:

Aye: 4 (Kossick, Louie, Nye, Onasch)

Nay: 0

Abstentions: 0

Absent: 4 (Clawson, Edwards, Legé, Smith-Dohring)

3. **Discussion on the Role of the Sacramento Works, Inc. Planning/Oversight Committee**

Mr. Kim distributed a copy of the Workforce Development Board current board structure. There has been discussion around current goals and any additional goals for the committee.

Ms. Kossick stated that at the January board meeting, Mr. King asked each committee to review their roles with a mission to reinvigorating the board. Each committee is focusing on their goals and bringing their updated goals to the board for approval.

Dr. Nye reviewed the goals of the committee:

Coordinates Strategic Planning Process: It was decided that this is still an appropriate goal for the committee. Mr. Louie said that the discussion at the Sutter Club was good and helped to focus our energies.

Develops Resource Allocation Plan: Ms. Kossick stated that this is more of an administrative function. This committee has traditionally overseen the resource allocation plan. Mr. Kim stated that the resource allocation plan will be brought to the committee for action at the May meeting.

Identifies critical industries and occupations in the region: Dr. Nye stated that this goal seems a good one for this committee. Mr. Louie asked if the critical industries are updated every year. Ms. Kossick replied not necessarily annually; it could be 18 months or longer, depending upon when the information is received.

Provides a forum for identifying and responding to community Issues: Ms. Kossick stated that not much has been done on this goal. SCOE may have something on the dropout rates which continues to be an issue in the community.

Ms. Smith Dohring arrived at 8:45 a.m.

Mr. Kim stated that the WIOA boards are supposed to have convenings with partners. Having a policy or system alliance with partners does not really happen with the MOU process. It is important to have a meaningful discussion around policies.

Coordinates oversight and evaluation of the One Stop Career Center system: Ms. Kossick stated that this goal was more accurate 10 years ago. Ms. O'Camb stated that the State now issues certifications of our job centers. What used to be a state function is now a local function. We now are supposed to monitor compliance.

Mr. Onasch asked what is the focus of the committee? If a center is not performing as well as the others, is there a recommendation? Is this something we as a committee can do? Ms. Kossick stated that during the transition to WIOA, staff used to provide regular updates. Mr. Onasch stated that he has not seen any strategic planning going on at the committee level. What would the committee do and what is in mind? Dr. Nye suggested identifying specific tasks and timelines.

Mr. Onasch stated that each committee has a lot of goals; it is a lot for a committee to accomplish that meets quarterly for an hour.

Mr. Kim stated that the goals are old and we are not tied to them. Staff is open to hearing the thoughts of the committee members to refresh the goals.

Mr. Cunningham suggested that the committee wants to make sure the staff are taking the Board to places relevant to the community. Where is this community

going and will we have a workforce board responding to the needs of the community? It is important to consider regional coordination and participation.

Mr. Kim stated that there is a need for regional planning in addition to local planning. WIOA requires regional planning so we try to capture a lot of regional initiatives. We need to have a deeper discussion with other regional boards. The workforce board established goals for the system. There is a much broader goal now under WIOA.

Ms. Smith-Dohring stated that we need forward thinking for regional partnerships outside of Yolo and Golden Sierra. Our region includes parts of the Bay Area and we are becoming a bedroom community to the bay area due to very high rent there.

Mr. Louie stated that he sits on the Small Business Council for CalTrans and asked if there was anyone involved with CalTrans? Caltrans stimulates more small businesses, there is a lack of resources and lack of training. Mr. Kim stated that there are a lot of different advisory councils and he suggests Mr. Louie share the information with staff to become more engaged.

Mr. Louie stated that a lot of small businesses are finding it difficult to get employees. Mr. Cunningham stated that this is something the Planning/Oversight Committee needs to know.

#### **4. Customer Satisfaction Survey Report**

Mr. Kim stated that this survey is the result of a recently implemented customer satisfaction survey as a result of the one stop evaluation. There is some interesting feedback.

Mr. Ralph Giddings stated that the survey reports were collected over the past three months with 284 surveys received. The majority of the survey reports (43%) are from Lemon Hill or Sacramento City. Overall, Job Center staff are getting a 4.8 out of a possible score of 5. The results are very good. The most valuable service received is that each center has special programs run specifically for the community. People are commenting on those special programs offered at each center. Mr. Kim stated this information has been shared with the center supervisors and is available to anyone who wants to see it.

Ms. Davis-Jaffe stated that managers are meeting with site supervisors to do more checks and balances. We are digging in deeper to give the centers the tools they need to bring their numbers up.

Mr. Giddings stated that almost all of the comments center on the staff and how helpful the staff are.

Mr. Kim referenced an article in the Sacramento Business Journal regarding the creation of Sacramento Valley Manufacturing Initiative recently approved by Valley Vision. SETA is involved with this organization with Golden Sierra. We think it is positive for the region. SMUD is hosting a Tech Forum on April 4; SETA is co-hosting this with SMUD and Valley Vision.

5. **Staff Report:** No report.
6. **Public Input:** No report.
7. **Adjournment:** The meeting was adjourned at 9:41 a.m.

ITEM 3 - ACTION

APPROVAL OF THE WORKFORCE INNOVATION AND OPPORTUNITY  
ACT (WIOA), SACRAMENTO WORKS, INC., RESOURCE ALLOCATION  
PLAN FOR 2018-2019

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how the funding, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works America's Job Center System (SWAJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Program Year (PY) 2018-2019 for the WIOA Adult and Dislocated Worker programs is estimated to be \$6,624,154, representing a 1.5 percent decrease (\$100,043) from PY2017-2018 funding levels. If final allocations are different from projections, then the RAP allocations will be adjusted proportionately.

Over the past year, the SWAJCs have continued to transition from the former bifurcated system of Job Centers and Training Centers to the current system of neighborhood-based Job Centers that provide access to the full menu of career and training services. In addition, the SWAJCs have continued to implement the WIOA reporting and other requirements.

For 2018-19, staff is recommending the continuation of the following RAP categories and percentages:

61.4%	Job Center Career Services
24.8%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
<b>100%</b>	<b>Total</b>

The proposed RAP chart and definitions are attached for your review.

RECOMMENDATION:

Approve the Resource Allocation Plan for 2018-19, and forward to the full Sacramento Works Board for approval.

**Attachment 1  
Recommended Resource Allocation Plan for FY 2018-2019**

<b>Job Center Services Activities and Functions</b>	<b>Allocation % for Fiscal Year 2017-2018</b>	<b>Estimated Allocation % for Fiscal Year 2018-2019</b>	<b>WIOA Adult and Dislocated Worker Funding 2017-2018</b>	<b>Estimated WIOA Adult and Dislocated Worker Funding 2018-2019</b>	<b>Increase/Decrease from last year</b>
<b>Career Services:</b> Costs associated with welcoming customers, outreach, intake, orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, other services referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services for customers enrolled in training activities and business services.	61.4%	61.4%	\$ 4,128,657	\$ 4,067,231	\$ (61,426)
<b>Training Services:</b> Costs associated with customers enrolled in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training and entrepreneurial training.	24.8%	24.8%	\$ 1,667,601	\$ 1,642,790	\$ (24,811)
<b>Job Center Support:</b> Program Monitoring and Quality Control, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 450,521	\$ 443,818	\$ (6,703)
<b>Administration:</b> General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 376,555	\$ 370,953	\$ (5,602)
<b>Board Initiatives:</b> Funds are approved for Sacramento Works, Inc., Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 100,863	\$ 99,362	\$ (1,501)
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 6,724,197</b>	<b>\$ 6,624,154</b>	<b>\$ (100,043)</b>

## ITEM 4 – ACTION

### APPROVAL TO SUBMIT WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), SELF-ASSESSMENT REPORTS TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD FOR CERTIFICATION OF NON-COMPREHENSIVE AMERICA'S JOB CENTERS

#### BACKGROUND:

On June 9, 2017, the California Workforce Development Board (CWDB) and the Employment Development Department (EDD), acting under the authority of the Governor, released Workforce Services Directive WSD16-20, which provided guidance and established procedures regarding the certification of comprehensive America's Job Center of California (AJCC) locations. The Directive was intended to implement the key WIOA requirements for AJCC certification: 1) effectiveness of the AJCC, 2) physical and programmatic accessibility for individuals with disabilities, and 3) continuous improvement.

The Directive describes two levels of AJCC certification: "Baseline" and "Hallmarks of Excellence". The "Baseline" criteria ensure that the AJCC complies with the key WIOA statutory and regulatory requirements. The "Hallmarks of Excellence" criteria were developed based on the State Plan and the AJCC Certification Workgroup's vision for the State's One-Stop delivery system. Its criteria are specific to comprehensive AJCCs and are intended to encourage continuous improvement by identifying areas where comprehensive AJCCs exceed quality expectations, as well as areas where improvements may be needed.

Under the Directive, the initial AJCC certification process was required only for comprehensive AJCCs. Subsequently, the CWDB released additional guidance requiring that Local Boards certify other non-comprehensive AJCCs. In follow-up communications, CWDB staff clarified that the "Hallmarks of Excellence" criteria were specifically designed for comprehensive AJCCs and that the "Baseline" criteria would satisfy the certification requirements for non-comprehensive AJCCs.

Where Local Boards also function as the One-Stop Operator, the CWDB must certify the AJCC(s). Under this process, Local Boards must conduct an initial self-assessment and submit the results to the CWDB, whereupon the CWDB will make an official decision on the certification status of each AJCC by June 30, 2018.

Attached for review and approval are "Baseline" criteria self-assessment reports for all non-comprehensive AJCCs. Staff will be available to answer questions.

#### RECOMMENDATION:

Approve the submission of the Workforce Innovation and Opportunity Act, self-assessment reports to the California Workforce Development Board for certification of non-comprehensive America's Job Centers.



## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board SACRAMENTO WORKS, INC.

Name of AJCC : ASIAN RESOURCES, INC.

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	YES	
The signed MOU identifies the AJCC as a comprehensive center.		NO
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		NO
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	YES	
Roles and responsibilities of AJCC Operator are clearly identified.	YES	
Career Services Provider selected in compliance with WSD16-14.	YES	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	YES	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	YES	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	YES	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	YES	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	YES	
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.	YES	
AJCC provides workforce and labor market information.	YES	
AJCC provides customers with access programs, services, and activities during regular business hours.	YES	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	YES	

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works, Inc.

Name of AJCC Crossroads Diversified Services

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	x	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		X
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	x	
Roles and responsibilities of AJCC Operator are clearly identified.	x	
Career Services Provider selected in compliance with WSD16-14.	x	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	x	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	x	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	x	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	x	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	x	
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.	x	
AJCC provides workforce and labor market information.	x	
AJCC provides customers with access programs, services, and activities during regular business hours.	x	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	x	

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

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Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works Inc.

Name of AJCC Elk Grove Unified School District/South County

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	x	
The signed MOU identifies the AJCC as a comprehensive center.		x
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		x
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	x	
Roles and responsibilities of AJCC Operator are clearly identified.	x	
Career Services Provider selected in compliance with WSD16-14.	x	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	x	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	x	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	x	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	x	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	x	
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.	x	
AJCC provides workforce and labor market information.	x	
AJCC provides customers with access programs, services, and activities during regular business hours.	x	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	X	



<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

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Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board \_\_\_\_\_ Sacramento Works, Inc. \_\_\_\_\_

Name of AJCC \_\_\_\_\_ Folsom Cordova Job Center \_\_\_\_\_

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		X
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Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.	X	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	X	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	X	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
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.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	X	

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works, Inc.

Name of AJCC Franklin

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		X
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	X	
Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.		
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	X	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	X	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
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.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	X	

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board SETA – Sacramento Works

Name of AJCC Galt

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		X
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	X	
Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.	X	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	X	
AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final	X	



Rule Section 680.200.		
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
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.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to</li> </ul>	X	

<p>afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity</p> <ul style="list-style-type: none"> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_

Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_

Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Employment and Training Agency

Name of AJCC Greater Sacramento Urban League

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	x	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		x
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	x	
Roles and responsibilities of AJCC Operator are clearly identified.	x	
Career Services Provider selected in compliance with WSD16-14.	x	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	x	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	x	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	x	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	x	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	x	
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.	x	
AJCC provides workforce and labor market information.	x	
AJCC provides customers with access programs, services, and activities during regular business hours.	x	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	x	

<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works, Inc.

Name of AJCC La Familia Counseling Center, Inc.

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	x	
The signed MOU identifies the AJCC as a comprehensive center.		x
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		x
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	x	
Roles and responsibilities of AJCC Operator are clearly identified.	x	
Career Services Provider selected in compliance with WSD16-14.	x	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	x	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.		
AJCC provides access to all basic and individualized career services	x	

identified in WIOA Joint Final Rule Section 678.430.		
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	x	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	x	
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.	x	
AJCC provides workforce and labor market information.	x	
AJCC provides customers with access programs, services, and activities during regular business hours.	x	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> <li>• Communicating with persons with disabilities as effectively as</li> </ul>	x	

<p>with others</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title



## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board           **Sacramento Works, Inc.**          

Name of AJCC                   **Mark Sanders**                  

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	✓	
The signed MOU identifies the AJCC as a comprehensive center.		✓
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	✓	
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	✓	
Roles and responsibilities of AJCC Operator are clearly identified.	✓	
Career Services Provider selected in compliance with WSD16-14.	✓	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	✓	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section)</b>		

<b>678.305)</b>		
AJCC has least one Title I staff person physically present.	✓	
AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	✓	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	✓	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	✓	
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.	✓	
AJCC provides workforce and labor market information.	✓	
AJCC provides customers with access programs, services, and activities during regular business hours.	✓	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and</li> </ul>	✓	

<p>procedures where necessary to avoid discrimination against persons with disabilities</p> <ul style="list-style-type: none"> <li>• Administering programs in the most integrated setting appropriate</li> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works, Inc.

Name of AJCC Mather

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.		X
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		X
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	X	
Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.	X	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	X	
AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final	X	

Rule Section 680.200.		
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
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.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to</li> </ul>	X	

<p>afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity</p> <ul style="list-style-type: none"> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_

Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_

Title

## Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of California<sup>SM</sup> (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. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board Sacramento Works, Inc.

Name of AJCC Sacramento City USD / Lemon Hill

Baseline Criteria	Yes	No
<b>Implements the signed Memorandums of Understanding (MOU)</b>		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.		x
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		x
<b>Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider</b>		
AJCC Operator selected in compliance with WSD16-14.	X	
Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.	X	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
<b>Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)</b>		
AJCC has least one Title I staff person physically present.	X	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	X	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
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.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
<b>Ensures Equal Opportunity for Individuals With Disabilities</b>		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act 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"> <li>• Fair Employment and Housing Act (California Government Code Section 12900-12996)</li> <li>• Unruh Civil Rights Act (California Civil Code Section 51-52)</li> <li>• Disabled Persons Act (California Civil Code Section 54-55)</li> <li>• California Building Code Title 24 Chapter 11B</li> <li>• California Government Code 7405</li> <li>• California Government Code 11135</li> </ul> <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> <li>• Providing reasonable accommodations for individuals with disabilities</li> <li>• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities</li> <li>• Administering programs in the most integrated setting appropriate</li> </ul>	X	



<ul style="list-style-type: none"> <li>• Communicating with persons with disabilities as effectively as with others</li> <li>• 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</li> <li>• Providing for the physical accessibility of the AJCC to individuals with disabilities</li> </ul>		
<p><b>The AJCC meets all Baseline Criteria for Baseline AJCC Certification</b></p>		

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

\_\_\_\_\_  
Signature

Gary King  
\_\_\_\_\_  
Name

Chair, Sacramento Works, Inc.  
\_\_\_\_\_  
Title