

WORKFORCE POLICY BULLETIN

DATE: October 18, 2006	WPB #: 05-06
TO: Contra Costa One-Stop Operator Consortium	SUBJECT:
ATTN: Operational Management	<input type="checkbox"/> ADMIN
FROM: Bob Lanter, Executive Director Tracey Brown-Carter, Business and Economic Development Coordinator Workforce Development Board	<input type="checkbox"/> PLANNING
SUBJECT: Rapid Response Policy Regarding Required and Allowable Activities and Special Projects	<input type="checkbox"/> MARKETING
	<input type="checkbox"/> EEO/AA
	<input type="checkbox"/> FISCAL
	<input checked="" type="checkbox"/> OPERATIONS
	<input type="checkbox"/> RAPID RESPONSE
	SPECIAL FILING: X

The purpose of this Workforce Policy Bulletin is to communicate this Local Workforce Investment Area's Policy regarding Required, Allowable and Special Projects Activities; and the use of Dislocated Worker 25 Percent funding for the Rapid Response system. In light of the State's expanded list of required and allowable activities cited in WIAD05-18, the Workforce Development Board wants to encourage effective and integrated services that best utilize these funds on behalf of business and job seeker customers. In keeping with the Workforce Development Board's blended approach to delivering Rapid Response services, the Board may utilize formula-allocated Rapid Response dollars to support allowable activities, primarily employer outreach and job development.

It is the Workforce Development Board's role to devise and oversee the implementation of the Rapid Response program that is defined by the State as "Required", "Allowable" and "Special Project" activities. Where there is the capacity to support Rapid Response activities, the One-Stop Operator will provide both required and allowable activities to serve dislocated workers in need.

Rapid Response funding will be allocated to the One-Stop Operator to ensure that required activities are conducted and are in order with the enterprises of the State and the Workforce Development Board. It is the Board's policy that the One-Stop Operator will deliver required Rapid Response services and will do the following when performing required activities:

- Align all Rapid Response Required, Allowable and Special Project activities with the Board's priorities, strategic initiatives, and goals.
- Insure that all Rapid Response activities are coordinated with and fully support the Board's business and employer services activities, e.g., job development, job fairs, business-to-business connections and resource sharing activities.

- Contact and offer Rapid Response services to any company that files a WARN notice as soon as possible or within 48 hours of receiving the notification.
- Contact and offer services as soon as possible to a company that is not obligated to file a WARN notice but is going to be laying off workers. See (WPB# 06-06) for the specific reporting process.
- Submit a 121 activity report directly to the Workforce Development Board for review and discussion, within 48 hours or as soon as possible of conducting an orientation with the affected business. See (WPB #06-06) for the specific reporting process.
- Submit operational and anecdotal data to the Workforce Board consistent with established reporting protocols, or upon request as special circumstances warrant.

In an effort to implement allowable activities the WDB will undertake a blended approach to rapid response and business services. The Board's blended approach to rapid response and business services provides for a workforce system that is designed to benefit businesses and dislocated workers in need of outplacement services while using business services to support this effort. Included in this approach are such activities as:

- Targeted Job Development
- Targeted Job Fairs
- Enterprise Zone Links
- Business-to-Business Connections (to support worker network development)
- Resource Sharing Meetings

To ensure that the resources available throughout the workforce development system are targeted and leveraged and that allowable and special project activities are fully undertaken, the WDB will create an ad hoc workgroup made up of members of the local workforce development community. Through this collaboration, the WDB will gather Rapid Response and business services information from the workforce development community with a goal of garnering ideas pertinent to program, process and proposal development. Additionally, the WDB will coordinate and deploy resources in an effort to devise and deliver innovative and timely Allowable and Special Project activities to its customers.

Required activities are designed to respond to all dislocation events:

1. Conducting planning meeting with employer
2. Assessing layoff aversion potential
3. Providing information about services available in the One-Stops and setting up systems to provide on-site access to information and services
4. Providing training orientation on industry specific opportunities (e.g., manufacturing)
5. Conducting orientation meeting with employees
6. Providing TAA orientation
7. Delivering/mailling Rapid Response informational materials
8. Coordinating Labor-Management/Workforce Transition Committee
9. Providing resources for food, shelter, clothing and other emergency assistance
10. Providing access to CalJobs and SkillsMatch on-site, using company's or mobile facility
11. Enabling participants to register with One-Stop Center on-site
12. Job Fair or information expo at a dislocation event

Allowable activities are designed to support the local economy by:

1. Devising layoff aversion strategies with an employer
2. Providing layoff aversion technical assistance to employer
3. Conducting business services workshops
4. Attending Regional Roundtable meetings
5. Attending conferences
6. Collaborating with EDD/LMID to research business activity
7. Reaching out to businesses

Special projects are those for which the State has set aside and will award a portion of the Rapid Response reserve funds for Rapid Response Allowable Activities. This set aside is accessible twice a year through the State's competitive bidding process. When available, the Workforce Development Board will apply for Special Project funds. Members of the workforce development community wishing to submit ideas for Special Project funding, may send their requests along with the idea directly to the Workforce Development Board via e-mail to the Business and Economic Development Coordinator.

Special Projects for allowable activities support the Governor's priorities:

1. Layoff Aversion plans to identify and assist at-risk employers
2. Local areas identify partnerships with private organizations that provide job training
3. Local areas establish partnerships with private organizations to gather information on changing workforce needs
4. Innovation to expand or redesign local rapid response systems to become more responsive
5. Small Business Services that are innovative and systematic
6. Regional Impact efforts focus on regional industries and labor markets identified through funded endeavors

If you have any questions regarding this bulletin, please contact Tracey Brown-Carter (925) 646-5023.

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