

Regional Training Coordinator Summary

Regional Planning Unit (RPU): LA Basin

LWDBs within RPU: Los Angeles City, Los Angeles County, Foothill, Pacific Gateway, SELACO, South Bay and Vergudo

Regional Training Plan approach (why and how trainings were selected).

Regional Training Coordinator (RTC) quote/theme: ***“Coming together is a beginning. Keeping together is progress. Working together is success”- Henry Ford***

The RTC goal was to build staff capacity for LA Basin workforce development board staff, leadership, board members and America’s Job Center of California staff, leadership and partners. In 2017, the region sent out a regional training plan survey to all LA Basin WDB leadership and asked what trainings they needed. The focus was on AJCC staff, AJCC management, WDB support staff, and WDB leadership and WDB board members. The training was narrowed down after receiving 102 unique training needs from all seven (7) WDB over the large geographic area. LA was the RTC initiative fiscal agent, but they subcontracted with SELACO to coordinate the regional training efforts. Quarterly LA Directors meeting have played a huge role in the planning process and the RTC work. The RTC quickly determined the best approach was to allocate funds for regional training efforts, conferences, and locally prioritized training. The goal is to provide Local WDB Training, Shared Regional Training and Regional Projects training. Training locations are available at each WDB location. The LA Basin is a large populated region, having a single location to house all training opportunities created difficulties for participation throughout the region. Majority of training has been held at the SELACO WDB. However, the goal is to try first to hold sessions throughout the region. The RTC provided: 1) assessment of WDBs/LWDAs training needs; 2) provision of coordination and liaison with CWA training vendor list and EDD trainings; 3) promotion of trainings available for RPU’s WDBs; 4) tracking of trainings; 5) A focus of attention on WDBs’ training needs and discussion of these needs among RPU leadership.

Innovative trainings provided and successes as a result of capacity building effort.

Innovative trainings provided are as follows:

- Grant Writing
- Barrier Buster (Larry Robbins)
- Case management
- Employer Services (more hands on), looking to train the trainers, Case management, disability Access Services, WIOA Performance
- Disability Access Services
- WIOA 101 by the EDD Capacity Building Unit
- WIOA Performance and CalJOBS by the EDD Capacity Building Unit
- Employer Services by the EDD Capacity Building Unit
- DPSS 101 by DPSS
- Principles of Accessible Documents by DOR
- Digital Electronic Access by DOR
- Windmills Training by DOR
- Working with Individuals with Disabilities by DOR
- Consumer Self-disclosure by DOR
- CAEL to provide a veterans training
- CWA Conference
- 6th Annual Business Services Specialist Conference
- Sexual harassment awareness trainings
- Transgender Nonconforming And Diversity Training
- Executive Boot Camp by CWA
- Domestic Violence, Barriers to Leaving, Trauma, Informed Care, Reflective Listening
- Service Customers with Disabilities and ADA Basics
- NAJA Annual Conference Training includes:
 - Monitoring Requirements by Jackie Sakane
 - Financial Reporting by Macey Prince Swinson
 - Indirect Rate Submission under 2 CFR Part 200 by Art Campbell
 - Cost Limitations by Ed Donahue

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- Subrecipient Indirect cost options by Art Campbell
- Audits and resolution of findings by Jackie Sakane
- Cost allocation for infrastructure and other shared cost, Ed Donahue
- Critical Written Policies and Procedures by Macey Prince Swinson
- Procurements and Awards by Jackie Sakane
- Property Requirements and WIOA by Ed Donahue
- Cost Principles and Selected Items of Cost by Macey Prince
- Apprenticeships and WIOA Building Partnerships by ETA
- Make your job center a magnet: attract more clients by Larry Robbin
- Management Strategies for improving business services by Larry Robbin
- Make your workforce program state of the art by Larry Robbin
- Performance management for WIOA by Ingrid Schonfield
- WIOA administrative Requirements by Macey Prince Swinson

What has happened as a result of these trainings? ie. Collaboration, stronger partnerships, staff has greater mastery of a subject, career pathways for workforce staff have been developed, etc.

- The RTC surveyed all RPU WDBs for staff capacity building needs. This process reinforced the actual diversity of the RPU WDBs and each of their needs.
- Communication methods were developed such as a website in one centralized location where staff can get upcoming events, information and materials on previous trainings. This is a great platform for the WIBs to access training.
- The training materials and resources are readily available on the website.
- RTC also used EventBrite to invite and register staff for trainings.
- RTC created a quarterly RTC report so WIBs can see who from their local area has attended trainings.
- Top Regional Training topics including WIOA basics, targeted populations, and fiscal and monitoring training, have been made available to all RPU WDBs
- A best practice for the Regional Training Coordinator (SELACO WDB) was success in setting the foundation for collaboration. Constant communication and promotion and visibility of the grant played a major role in this success.
- Attendance from representation of all AJCC staff and front line workers within the region was often limited for in-person trainings.
- The RTC grant provided several very useful trainings. Larry Robbin's "Barrier Busters" training had great evaluations.
- After the training many case and program managers wanted to implement his strategies in their organization and wanted to share what they learn with their colleagues.
- TAD Grants, "Grant Writing Training" was also highly received. One feedback comment was, "I took a one-day grant writing workshop from another company, and I learned tons more with TAD. She is very thorough and knowledgeable."

Results of trainings:

- 60 Partner Staff Trained
- 495 WDB Staff Trained
- 2 Conferences held
- 39 Training Opportunities
- 1181 Total Training Attendance

The RTC use the following forms to ensure they kept open lines of communication throughout their large geographical region:

- LA Basin Website
- Eventbrite

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Regional Training Plan approach (why and how trainings were selected).

- Google Drive
- SurveyMonkey
- Monthly Reports
- LA Directors Meetings

Additional professional development and capacity building events that went on throughout the implementation of the Regional Training Plan:

- Sponsored business conference
- Tech conference in South Bay

Lessons Learned regarding coordinating regional training in coordinator (RTC) role; Significant challenges encountered.

- During the beginning ramp-up quarters of this grant, it was difficult to identify trainings to meet every WDB's unique needs. For this reason, the Executive Directors agreed that each WDB would be provided a portion of the RTC funds to coordinate training activities that could best meet its respective needs in addition to participating in regional training activities.
- Administration - Having two different organizational policies on procurement, allowable expenditures, invoices, added a layer of difficulty. LA city was pass through entity and coordination with SELACO was a challenge due to multiple policies do's and don'ts
- Communication - Maintaining and updating a website and communication tools. Difficulties in obtaining WDB responses.
- Participation - Several regional projects going on at the same time. It cost money to pay staff time for free RTC trainings.
- Need to make more slots available for future trainings.
- Every local workforce board had different needs.
- Difficult to keep website updated due to the high demand and other initiatives coming down.
- Not enough funds to do everything.
- A lot of things going on at the same time has hindered the participation. Staff being pulled in too many different directions.
- Survey monkey via iPads had some glitches and they did not get 100% response. Attempt were made and only took surveys received back from willing staff.
- Expenditures lagged due to longer ramp-up period due to unanticipated complexities.
- SELACO WDB encountered a few challenges such as complying with two organizational policies on procurement, reimbursement, mileage, staff time, invoicing requirement and etc.
- Navigating the message of what is acceptable and not acceptable between administrator of the grant and the other WDB was a task.
- Administrative funds are linked to expenditures and are shared with the grant administrator, leaving little to sufficiently cover the investment of staff updating reports, software, and communication tools.

Request Received from Staff and Partners

- RTC notes that the State WDB/EDD staff has been helpful with technical assistance.
- It is a challenge for the RTC to coordinate the regional trainings along with the simultaneous trainings being conducted by DOR, EDD and CWA.
- Recognizing one organizational control of RTC funds or a direct administration of grant funds would create less policy hurdles.