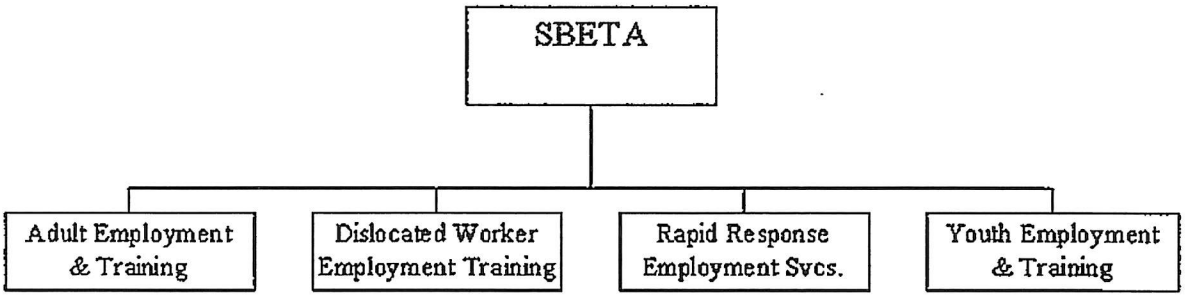
SBETA



Full-Time Employees	
Adult Employment and Training	4.62
Youth Employment and Training	4.88
Dislocated Worker Employment Training	4.20
Rapid Response Employment Services	0.30
SBETA Total	**14**

SBETA

Business Plan – Overview

Mission Statement:	The mission of SBETA is to advance the community by providing a one-stop career center which provides, career services, education, training, job search assistance, employment services, and business services to meet the economic needs of adults, dislocated workers, youth and businesses. To bridge employer needs and job seeker skills required by the changing economy.

About The Department

The City of San Bernardino Employment and Training Agency One-Stop Career Center, operates as a full-service comprehensive center for the City of San Bernardino Local Workforce Investment Area (LWIA) and its Workforce Investment Board. The Workforce Investment Board (WIB) designated SBETA as the administrative entity and operator of Workforce development services.

The City of San Bernardino was designated as a Local Workforce Investment Area (LWIA) by the Governor in 1998. The Local Workforce Investment Board (WIB) provides private sector input, policy guidance and oversight of an entire system of education and training efforts that effect job seekers and their employers. The WIB is responsible for developing the five-year local workforce investment plan and conducting oversight of the One-Stop system and employment and training activities under Title I of the Workforce Act, in partnership with the Chief Elected Official, the Mayor.

WIA is a federally funded program and the funds are administered by the U.S. Department of Labor (DOL). The funds are allocated by DOL to each state, to the Counties and Cities. In turn, each state is broken up into regions or LWIAs which receive the WIA funds from the state for their respective LWIA. In keeping with key principles of the Workforce Investment Act (WIA) and the State of California's vision and goals, the City of San Bernardino Local Workforce Investment Board has developed the following economic and workforce goals:

- To continue utilization of high quality training provided to educate and train individuals unprepared to handle the demands of the workplace, especially low income, unemployed and under employed individuals, Welfare recipients and other targeted groups.
- To facilitate user-friendly, customer-driven access to labor market, labor exchange and career decision-making resources.
- To provide meaningful guidance to all persons seeking training or education, resulting in employment and self-sufficiency.
- To assure the collaboration of all partners toward the development and implementation of a mutually beneficial workforce development system.
- To assure the workforce investment system identifies and meets the needs of populations with multiple barriers to employment.

- To develop a comprehensive youth workforce development system that links local community, youth development, and education stakeholders.
- To develop a local system that encouraged self-sufficiency by: 1) ensuring that all those working or are willing to work have access to employment and placement opportunities leading to a least a minimum standard of living; 2) minimizing non-economic factors that impede participation in the workforce; and 3) recognizing the contribution to the City of San Bernardino of all persons who work or seek to improve their skills through training and education.

The City of San Bernardino Employment and Training Agency (SBETA) One-Stop Career Center provides access to a full range of services regarding employment, training, education, and employer assistance. SBETA serves employers and all job seekers which includes:

- Adults (age 22 and older)
- Dislocated Workers (individuals who have been laid-off due to downsizing or permanent closure)
- Mature job seekers (age 55 and older)
- Youth (age 14-21)

These services are provided to local businesses at no cost:

- Employee Pre-screening and Recruitment Services
- Job Posting Services
- Private Interview Rooms
- Labor Market Information
- Rapid Response Layoff Services
- Classrooms and Conference Rooms
- On-the-Job Training Wage Reimbursement
- Skills Assessment Testing
- Worker Opportunity Tax Credit
- Enterprise Tax Credit
- Assistance with Hiring Voucher

Lay off assistance is provided through Rapid Response services. A team is available to provide technical assistance to an employer to ensure a smooth lay off process, and to conduct orientations to employees regarding the employment services available to assist them in obtaining future employment.

Top Accomplishments for FY 2009/10

1. SBETA provided work experience opportunities to approximately 500 youth during the summer. Of those 500, 53 obtained permanent employment.

2. SBETA joined the College Bridge Program hosted by the University of New Mexico. SBETA sent 30 youth to the UNM campus in Albuquerque for work experience and classroom preparation for the SAT. UNM departments that provided work experience to the youth included the Navy and Marines ROTC, the department of Spanish and Portuguese, the Education department, and the Economics department, among others.
3. SBETA again joined the San Bernardino City Unified School District's ASTERISK program. The ASTERISK program provided 30 SBETA youth with one week of professional development training was followed by seven week of valuable work experience.
4. SBETA continues to partner with Urban Youth conservation corps and the City of San Bernardino Parks Department in city beautification project. SBETA youth participants are learning marketable skills in grounds keeping, landscaping, and cultivation.
5. Approximately 20,000 customers utilized the one stop career center in 2009-2010.

Major Issues for FY 2010/11

1. The current economic conditions has presented challenges in assisting increased numbers of participants with placement in employment and the WIA wage requirements.

2. Providing services to increased number of customers with limited resources.

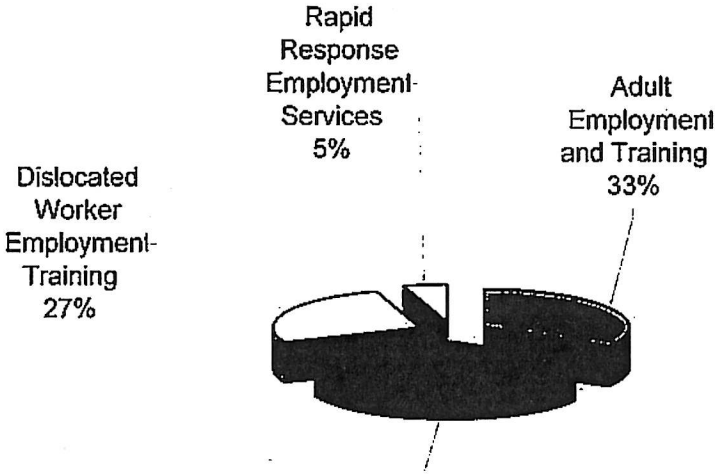
SBETA
Budget Summary

A. Expenditures by Programs	[A]2007/08 Actual	[A]2008/09 Actual	[A]2009/10 Budget	2010/11 Proposed	Percent Change 2009/10 - 2010/11
Adult Employment and Training	973575	1171307	1710180	785,400	-54%
Youth Employment and Training	948088	920485	2607856	823,600	-68%
Dislocated Worker Employment Training	328940	412084	1556760	629,300	-60%
Rapid Response Employment Services	112436	120687	334694	107,700	-68%
SBETA Cost Pools				519,800	0%
SBETA Cost Pools				64,400	0%
Total	2,363,039	2,624,563	6,209,490	2,930,200	-53%
B. Expenditures by Classification					
Personnel Services	1,237,014	1,340,086	2,278,130	1,340,900	-41%
Maintenance & Operations	424,642	465,203	800,424	1,437,500	80%
Contractual Services	46,531	106,875	250,000	107,300	-57%
Training Services	654,852	712,399	2,880,936	-	-100%
Capital Outlay	-	-	-	44,500	0%
Debt Service	-	-	-	-	0%
Credits / Billables	-	-	-	-	0%
Total	2,363,039	2,624,563	6,209,490	2,930,200	-53%
C. Funding Sources					
Workerforce Investment Act	2,363,039	2,624,563	6,209,490	2,930,200	-53%
Total	2,363,039	2,624,563	6,209,490	2,930,200	-53%

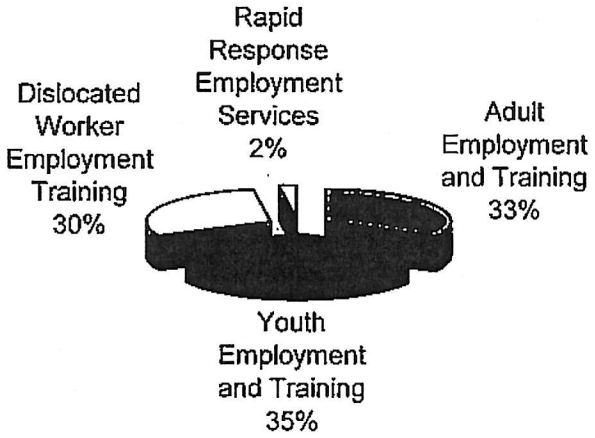
[A]For comparison purposes prior fiscal year actual expenditure are allocated to the current program

*The percentage change in personnel service from fiscal year 2009-2010 to the proposed 2010-2011 budget is due to the non-inclusion funding. The difference will cause a reduction in permanent SBETA taff numbers

2010/11 Proposed Budget



Full-Time Employees



SBETA

Program: Adult Employment and Training

Program Summary

Program Code:	0101
Program Purpose:	The purpose of the Adult Employment and Training program is to provide adults (18 and over) with services that help them enter or re-enter the workforce.
Strategic Goals Addressed:	Education

5 – Year Program Goals

1. Provide quality training programs that meet the needs of the changing economy and addresses the needs of future growth in green technology.
2. Improve processing time for requests for training.
3. Implement an electronic ITA vouchering process through the I-Train Case Management.
4. Increase the public's, City employees, and City Officials awareness of SBETA's programs and accomplishments

Program Budget Summary

	2007/08 Actual	2008/09 Actual	2009/10 Proposed	2010/11 Proposed
Funding Level	$973,575	$1,171,307	$1,710,180	$785,400
Full Time Employees				4.62
Funding Sources				

Program Changes

1. SBETA's funding for 2009-2010 was increased due to increased levels of funding from the American Recovery Reinvestment Act (ARRA).

FY 2010/11 Program Objectives

1. Complete a labor market survey to determine the needs of the local employers.
2. Establish a plan to train customers in areas that are supported by the demand for our local area.
3. Determine the average number of customers to be trained in a quarter and determine how many clients would need to be interviewed to fill the training slots. Reduce the number of orientations and interviews so that the supply is equal to the demand.
4. Hire staff to accommodate the increase in customer traffic.

5. Work with CMTI on the set up ITA's on the I-Train Case Management System.
6. Inform training vendors of the new process and provide training. Train staff on new system.
7. Work with the Communications Manager on promotion of programs and accomplishments.

Ongoing Program Objectives

1. Provide meaningful guidance to adults seeking training or education, resulting in employment and self-sufficiency
2. Ensure compliance with Federal and State WIA program requirements.
3. Provide on-going training to staff so they are trained and equipped to successfully handle the employment and training needs of both job seekers and employers. Ensure they are aware of WIA program guidelines and are trained in case management procedures that maximize program outcomes.
4. To provide comprehensive outreach so that the communities-at-large are aware of the services available.
5. To continually enhance organizational performance through continuous improvement strategies.

Performance Measures

	2007/08 Actual	2008/09 Actual	2009/10 Target	2009/10 Mid-Year	2010/11 Target
Entered Employment	84.1%	95.7	70%	69.2%	70%
Retained Employment	76.2%	73.2	70%	73.1%	70%
Average Earnings in a 6 month period	$11,423	10, 171	10, 000	8,654.42	9, 000

Performance Measure: Notes

1. Due to the change in the economy the performance measures have been adjusted downward.

SBETA

Program: Youth Employment and Training

Program Summary

Program Code:	0102
Program Purpose:	The purpose of the Youth Employment and Training program is to provide youth (14 to 21) with services that help them gain the skills necessary to enter post-secondary and secure employment.
Strategic Goals Addressed:	Education

5 – Year Program Goals

1. Provide quality training programs that meet the needs of the changing economy and addresses the needs of future growth in green technology.
2. Implement an incentive program for youth.
3. Extend College Bridge Program to a year round program.
4. Increase the public's, City employees, and City Officials awareness of SBETA's programs and accomplishments

Program Budget Summary

	2007/08 Actual	2008/09 Actual	2009/10 Proposed	2010/11 Proposed
Funding Level	$948,088	$920,485	$2,607,856	$823,600
Full Time Employees				4.88
Funding Sources				

Program Changes

1. SBETA's funding for 2009-2010 was increased due to increased levels of funding from the American Recovery Reinvestment Act (ARRA).

FY 2010/11 Program Objectives

1. Complete a labor market survey to determine the needs of the local employers.
2. Establish a plan to train customers in areas that are supported by the demand for our local area.
3. Work with ROP and youth case managers in determining appropriate incentives and program goals to award youth for achieving.
4. Determine additional program elements that would strengthen the youth program.

5. Work with the school districts in identifying what they see as valuable program elements for students to continue on to post secondary education.
6. Work with the Communications Manager on promotion of programs and accomplishments.

Ongoing Program Objectives

1. Provide meaningful guidance to youth seeking training or education, resulting in employment and or post-secondary education
2. Ensure compliance with Federal and State WIA program requirements.
3. Assist youth with attaining their GED or high school diploma.
4. Provide on-going training to staff so they are trained and equipped to successfully handle the employment and training needs of both job seekers and employers. Ensure they are aware of WIA program guidelines and are trained in case management procedures that maximize program outcomes.
5. To provide comprehensive outreach so that the communities-at-large are aware of the services available.
6. To continually enhance organizational performance through continuous improvement strategies.

Performance Measures

Total Number Served 120	2007/08 Actual	2008/09 Actual	2009/10 Target	2009/10 Mid-Year	2010/11 Target
Placement in Employment	90.9%	87.2%	60%	61.11%	44=37%
Placement in Education – Post Secondary					27=23%
Attainment of Degree or Certificate	100.0%	100.0%	45%	100%	90=45%
Literacy or Numeracy Gains of 2 grade levels in Math or English	35.6%	37.0%	30%	38.46%	60=30%

**The goal of the agency is to obtain more than one measure.*

Performance Measure: Notes

1. Due to the change in the economy the performance measures have been adjusted downward.

SBETA

Program: Dislocated Worker Employment Training

Program Summary

Program Code:	0103
Program Purpose:	The purpose of the Dislocated Worker Employment and Training program is to provide dislocated workers (18 and over) with services that help them re-enter the workforce.
Strategic Goals Addressed:	Education

5 – Year Program Goals

1. Provide quality training programs that meet the needs of the changing economy and addresses the needs of future growth in green technology.
2. Improve processing time for requests for training.
3. Implement an electronic ITA vouchering process through the I-Train Case Management.
4. Increase the public's, City employees, and City Officials awareness of SBETA's programs and accomplishments

Program Budget Summary

	2007/08 Actual	2008/09 Actual	2009/10 Proposed	2010/11 Proposed
Funding Level	$328,940	$412,084	$1,556,760	$629,300
Full Time Employees				4.20
Funding Sources				

Program Changes

1. SBETA's funding for 2009-2010 was increased due to increased levels of funding from the American Recovery Reinvestment Act (ARRA).

FY 2010/11 Program Objectives

1. Complete a labor market survey to determine the needs of the local employers.
2. Establish a plan to train customers in areas that are supported by the demand for our local area.
3. Determine the average number of customers to be trained in a quarter and determine how many clients would need to be interviewed to fill the training slots. Reduce the number of orientations and interviews so that the supply is equal to the demand.
4. Hire staff to accommodate the increase in customer traffic.

5. Work with CMTI on the set up of ITA's on the I-Train Case Management System.
6. Inform training vendors of the new process and provide training. Train staff on new system.
7. Work with the Communications Manager on promotion of programs and accomplishments.

Ongoing Program Objectives

1. Provide meaningful guidance to dislocated workers seeking training or education, resulting in employment and self-sufficiency
2. Ensure compliance with Federal and State WIA program requirements.
3. Upgrade the skill level of participants for jobs that are in demand.
4. Provide on-going training to staff so they are trained and equipped to successfully handle the employment and training needs of both job seekers and employers. Ensure they are aware of WIA program guidelines and are trained in case management procedures that maximize program outcomes.
5. To provide comprehensive outreach so that the communities-at-large are aware of the services available.
6. To continually enhance organizational performance through continuous improvement strategies.

Performance Measures

	2007/08 Actual	2008/09 Actual	2009/10 Target	2009/10 Mid-Year	2010/11 Target
Entered Employment	94.1%	84.6%	70%	92.31%	70%
Retained Employment	95.8%	100.0%	70%	63.64%	70%
Average Earnings	$13,020.00	$8,329	9,000	13,506.79	9,000

Performance Measure: Notes

1. Due to the change in the economy the performance measures have been adjusted downward.

SBETA

Program: Rapid Response Employment Services

Program Summary

Program Code:	0104
Program Purpose:	The purpose of rapid response employment services is to assist businesses that are planning to lay off employees, ease the transition for both the employer and the employee. SBETA accomplishes this by providing businesses with outplacement services or their employees and also assisting businesses in developing lay off aversion strategies.
Strategic Goals Addressed:	Responsive Government

5 – Year Program Goals

1. Provide quality training programs that meet the needs of the changing economy and addresses the needs of future growth in green technology.
2. Expand business services.
3. Expand rapid response services to be more responsive to local business needs.
4. Increase the public's, City employees, and City Officials awareness of SBETA's programs and accomplishments

Program Budget Summary

	2007/08 Actual	2008/09 Actual	2009/10 Proposed	2010/11 Proposed
Funding Level	$112,436	$120,687	$334,694	$107,700
Full Time Employees				0.30
Funding Sources				

Program Changes

1. SBETA's funding for 2009-2010 was increased due to increased levels of funding from the American Recovery Reinvestment Act (ARRA).

FY 2010/11 Program Objectives

1. Complete a labor market survey to determine the needs of the local employers.
2. Establish a plan to train customers in areas that are supported by the demand for our local area.
3. Explore the services that are provided by other workforce investment areas to determine if their offering would provide value to our area.

4. Explore the services that are provided by other workforce investment areas to determine if their offering would provide value to our area.
5. Work with the Communications Manager on promotion of programs and accomplishments.

Ongoing Program Objectives

1. Provide immediate and on-site contact with the employer, representatives of the affected workers, and the local community.
2. Determine the potential for averting the layoff(s) in consultation with State or local economic development agencies, including private sector economic development entities.
3. Identify partnerships with private organizations that provide job training, including employers and/or private training providers, in order to leverage training opportunities for clients and minimize duplication of training efforts.
4. Establish partnerships with private organizations, such as employers, economic development organizations and Chambers of Commerce, to gather information on changing workforce needs due to changes in the economy to ensure that the WIA funded training is current and relevant.

Performance Measures

	2007/08 Actual	2008/09 Actual	2009/10 Target	2009/10 Mid-Year	2010/11 Target
Respond to a WARN Notice within 2 business days	Met	Met	Met	Met	
File all 121's with State EDD	Met	Met	Met	Met	
Expand Business Services to provide workshops					

Performance Measure: Notes

1. Due to the change in the economy the performance measures have been adjusted downward.