



Employment Training Panel

# Memorandum

To: ETP Policy Committee  
Gretchen Newsom, Chairperson  
Janice Roberts, Member  
Rick Smiles, Member

Date: Oct 6, 2022

CC: Executive Staff  
Reg Javier, Executive Director  
Peter Cooper, Assistant Director  
Jaime Gutierrez, Chief Deputy Director

From: Ilya Launitz, ETP Analyst

Subject: ETP Policy Committee Meeting Agenda Item 5.a.  
Action Item for Policy Committee Re: Workforce Literacy Pilot Program Guidelines

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I. Brief Issue Statement:

ETP received \$10 million one-time General Fund dollars to expand Workforce Literacy training in California. Regulation 4451 mandates Panel create guidelines for Alternative Funding Source programs. ETP staff are presenting guidelines for this program for Panel to approve.

II. Background Information:

Funding appropriated from the General Fund to ETP for the purpose of workforce training is defined as an "Alternative Funding Source" subject to Unemployment Insurance Code section 10214.6(a), and Section 4451(d) of Title 22 of the CA Code of Regulations. Under this authority, these guidelines are created to ensure the success of this Workforce Literacy Pilot Program while meeting the legislative intent of expanding workforce literacy training within the State of California through ETP's existing model.

California is home to millions of immigrants, refugees, and English Language Learners who are an integral part of our state's economic success. Individuals within these demographics face cultural, language, educational, and other barriers that limit their access to services including job-training programs that provide opportunities to gain skills and experience leading to family-sustaining income.

These funds will enable eligible contractors to create or expand workplace literacy training in English, math, digital skills, financial skills, workforce preparation activities, and technical skills for immigrants, refugees, and English Language Learners.

The attached guidelines include the specifics of this program.

III. Recommendation

Solicit and receive any feedback from the Policy Committee, contractors, stakeholders, staff, and public concerning the guidelines. And staff is requesting an action item for the Policy Committee to vote and approve of guidelines with or without changes and move to October Panel meeting for final vote of approval.