Memorandum

To: **ETP Policy Committee**
Gretchen Newsom, Chairperson
Rebecca Bettencourt, Member
Rick Smiles, Member

Date: September 26, 2024

CC: **Executive Staff**
Jessica Grimes, Executive Director
Peter Cooper, Assistant Director
Jaime Gutierrez, Chief Deputy Director

From: Ilya Launitz, Workforce Literacy Lead

Subject: ETP Policy Committee Meeting Agenda Item
Discussion and Action Re: Workforce Literacy Pilot Program

I. Brief Issue Statement:

The Workforce Literacy Pilot Program contract holders face challenges affecting performance, including demand for literacy classes, logistical issues, limited employee data access, and competing priorities like basic job skills and industry-specific training. To improve program effectiveness, ETP is considering revising the guidelines to better meet intended goals and outcomes.

II. Background Information:

The Workforce Literacy Pilot Program projects have now reached just over a year into their contracts. In response to stakeholder feedback during the May 2024 Panel, ETP Staff were asked to provide an update on the program's progress. To gather necessary insights, a survey was conducted with stakeholders to identify the key challenges faced in implementing the Pilot program.

The analysis of survey responses identified several critical areas affecting the program's effectiveness and overall performance, including:

- Performance Barriers
- Implementation Delays
- Digital Literacy Curriculum

These challenges were identified as having a significant impact on the success and outcomes of the program.

III.   Option Analysis:

1. **Extend the contract term for all literacy contracts to end on June 30, 2026.**

   Current Requirement: Contracts are two year terms with a start date the proposal was approved.

   Impact: Ending at the listed date gives ETP one year after contracts end to fully expend funds, including any recuperation and redistribution of funds.

2. **Reduce the 70% delivery requirement for Literacy Skills.**

   Current Requirement: At least seventy percent (70%) of training hours for each trainee under this program must include literacy skills.

   Impact: Reducing threshold requirement will allow programs to deliver other needed training in high demand by employers along with Literacy Skills.

3. **Remove the requirement for part-time workers to move to full-time to provide this opportunity to additional workers:**

   Current Requirement: "Training may include part-time workers"

   Impact: This change would provide additional literacy training to part-time employees that need literacy training to meet their needs and their employer needs.

4. **Increase the student/teacher ratio to from 1:20 to 1:25:**

   Current Requirement: "Trainer-to-trainee ratio for all incumbent training will be 1 to 20 and for all new-hire training will be 1 to 15"

   Impact: Change would allow greater flexibility for literacy programs that partner with CA Community Colleges.

IV.   Recommendations:

ETP staff recommend approving some, if not all, of the options, and then move those as recommended changes to the Workforce Literacy Skills Pilot Guidelines to the September Panel for a vote.