



## **FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM**

### **FETC POLICY BOARD MEETING**

**Tuesday, December 1, 2020**

**9:00 am – 10:00 am.**

### **AGENDA**

- I. CALL TO ORDER**
- II. OFFICIAL ROLL CALL AND VISITOR INTRODUCTIONS**
- III. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- IV. APPROVAL OF MINUTES OF AUGUST 13, 2020 MEETING**
- V. PRESENTATION OF FETC CHAIR’S REPORT** – Rachelle Arizmendi, Mayor Pro Tem, City of Sierra Madre – FETC Chair
- VI. PRESENTATION OF FWDB DIRECTOR’S REPORT** – Dianne Russell-Carter, FWDB Executive Director
- VII. GUEST PRESENTATION** – Patricia Carlson, Tooling U-SME
- VIII. POLICY BOARD ROUNDTABLE – OPEN DISCUSSION**
- IX. ADJOURNMENT**

**ADDITIONAL ITEMS CONTAINED IN THIS PACKET** – Letter from FETC Policy Board Chair, Rachelle Arizmendi to Cities of Arcadia, Monrovia and Duarte; City of Monrovia Councilmember Larry Spicer Response Letter to FETC Policy Board Chair, Rachelle Arizmendi ; AJCC Report

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PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FETC MEETING FOR DECEMBER 1, 2020 AT 9:00 A.M. WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

IN ORDER TO FACILITATE PUBLIC PARTICIPATION ON ZOOM, COPY AND PASTE THE FOLLOWING LINK:

Join Zoom Meeting

<https://us02web.zoom.us/j/87620475872?pwd=NUVDaDZ5dHVXZld5M2hlMmpuNW9sUT09>

**Meeting ID: 876 2047 5872**

**Passcode: 091928**

One tap mobile

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For assistance, please contact FETC Staff at (626) 584-8395 or email [rmagno@foothilletc.org](mailto:rmagno@foothilletc.org)



## **POLICY BOARD MEETING**

Virtual Zoom Meeting

### **MINUTES OF AUGUST 13, 2020 MEETING**

#### **Present**

Mayor Pro Tem Rachelle Arizmendi, Chair, Sierra Madre  
Mayor Bob Joe, South Pasadena  
Vice Mayor Tyron Hampton, Pasadena  
Mayor Sam Kang, Duarte  
Councilmember Larry Spicer, Monrovia

#### **Absent**

Mayor Pro Tem Sho Tay, Arcadia

#### **Staff Present**

Dianne Russell-Carter, FETC Administrator, Rey Okamoto, Rita Magno

#### **Guest Present**

Eric Duyshart, City of Pasadena

#### **Approval of Minutes**

The minutes of the March 9, 2020 meeting were approved.

M/S Joe/Spicer                      Approved Unanimously

#### **Public Comments**

None

#### **Chair's Report**

Mayor Pro Tem Rachelle Arizmendi, FETC Policy Board Chair welcomed the Board members and called the meeting to order at approximately 9:06 a.m. The Chair proceeded to welcome public comments. There were no public comments.

Chair Arizmendi reported that she and Monrovia Councilmember, Larry Spicer, attended the WIOA 101 Training facilitated by Consultant, John Chamberlin last June 16, 2020. She reported that there were about 40 attendees.

Chair Arizmendi then stated that due to the Covid-19 situation, the FETC Policy Board was not able to follow the set schedule for standing meetings agreed upon in the last March 9, 2020 FETC Policy Board meeting. She announced that the next two meetings will be on November 12, 2020, Thursday at 9am, and then January 14, 2021 at 9am.

Lastly, Chair Arizmendi announced that the FETC Policy Board Closed Session meeting will be held on August 27, 2020 at 9:00 am.

### **Administrator's Report**

Dianne Russell-Carter briefed the Board on the various grant programs that FWDB office is working on and updated the Board members on a new Covid-19 related program. She reported that Hire Path Dislocated Worker Program has enrolled 630 clients who come mostly from the tourism hospitality industry. She announced that FWDB was awarded \$450,000 for a new program, WIOA COVID-19 Impacted Individuals Program. This program is geared towards helping workers impacted financially by the COVID-19 pandemic by providing them with Employment Support Services in the amount of a one-time payment of \$800 for help with either housing, childcare, utilities, or transportation assistance.

Next, Dianne Russell-Carter reported that the FWDB is going through performance negotiations with the State of California Employment Development Department (EDD) and that this is a process that all local and regional workforce boards go through every two (2) years. Chair Arizmendi volunteered the board's support if needed in this process to certify FWDB's performance standards.

Lastly, Dianne Russell-Carter presented an Allocation versus Enrollments by City Report to the board. It gave the total number of registered clients during the period 2019 – 2020. It also indicated the percentage of total funding by each consortium city and the percentage of registered individuals by city.

### **Action Items**

- A. Approval of FETC Operating Budget for Fiscal Year 2021 - Rey Okamoto, FWDB Budget Analyst reported on the 2021 FETC Operating Budget in the amount of \$6,626,338.

M/S Hampton/Spicer Approved unanimously

- B. Approval of FWDB Membership Applications - It was recommended that the FETC Policy Board confirm the FWDB membership renewals for nine (9) members and approve five (5) new FWDB membership applications.

M/S Spicer/Bob Approved unanimously

### **3-Way Agreement Update**

Dianne Russell-Carter reported that the 3-Way Agreement is on hold as John Chamberlin is unavailable. Councilmember Larry Spicer brought up a request for an amendment to Section 1 (Term) Item B of the Agreement. Chair Arizmendi requested that Councilmember Larry Spicer email the amendment to the Board so that they could discuss it further in the upcoming Closed Session meeting.

After further discussion on the Allocation versus Enrollments by City Report, Chair Arizmendi adjourned the meeting at approximately 10:14 am.



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

1207 East Green Street, Pasadena, California 91106

(626) 796-JOBS

**WORKFORCE DEVELOPMENT BOARD**

**Chair:**

Dan J. Lien  
DJL Professional Services

**Executive Director:**

Dianne Russell-Carter

**POLICY BOARD**

**Chair:**

Rachelle Arizmendi  
City of Sierra Madre

September 25, 2020

Dear Honorable Mayors and Honorable Councilmembers of Duarte, Arcadia, and Monrovia,

As the Mayor Pro Tem of Sierra Madre, and the Chair of the Policy Board of the Foothill Employment Training Consortium (FETC) (the entity that appoints the Foothill Workforce Development Board), I was disappointed to learn that your representatives on the Policy Board did not communicate their intention to agendize the withdrawal from FETC. On August 13, 2020, the Policy Board met and the respective Policy Board members made no mention of any action regarding a withdrawal.

It was also a surprise to learn that the respective City Councils had either conducted their initial discussion or based their decision on inaccurate information from the August 4, 2020 Monrovia Report (see attachments **A.** Clarification/Corrections of 8/4/20 Monrovia Report; **B.** Copy 8/4/20 Monrovia Report; **C.** Overview of Funding Summary for Policy Board).

Nevertheless, I believe it is our responsibility to continue providing quality services to job seekers in our six-city region. As you continue your efforts in determining the implications and steps necessary for withdrawal, my hope is that we can best strategize our workforce development and job training efforts to better serve our communities.

In my communications with the different Los Angeles County and State of California entities affiliated with this work, the withdrawal process, if it proceeds, may take some time. Therefore, based on some concerns that were expressed in the past, our commitment is as follows:

- Implement a pro-active city-based workforce development services plan, including targeted outreach.
- Improve timely and accurate communication.
- Provide relevant data to stakeholders on a regular basis and upon request.

I look forward to discussing this further with the Policy Board Members and the FWDB Board to meet all concerns.

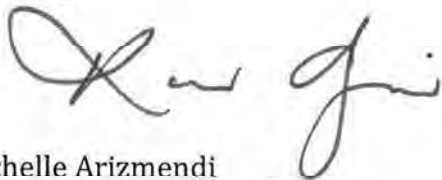
As you continue to deliberate the benefits and disadvantages of staying in the Consortium, I think it's important to note the following if you successfully withdraw and get absorbed by the County.

- As part of the County WIOA System (under the WDACs department), it is unlikely that elected officials will get appointed to the Workforce Development Board. The County does not have a Policy Board. Your cities will most likely lose your decision and voting authority and ultimately, lose local control.

- The County WIOA System (under the County's WDACs department) requires a procurement and competitive process to contract as an AJCC. Currently, there are many AJCC providers in the WDACs system that have a track record of WIOA work.
- Funding allocations will not automatically be "given" to the three Cities. The entire County allocation will be pooled and allocated as they see fit.
- There are Administrative Costs to consider for operating an AJCC.
- There are other performance metrics that must be performed as an AJCC- not just vocational training.

As partners in this Consortium, we are committed to providing our residents and job seekers the best workforce development services possible. I personally, look forward to more open communication and dialogue. Please feel free to reach out if you have any questions.

Best Regards,



Rachelle Arizmendi  
 Mayor Pro Tem, Sierra Madre  
 Policy Board Chair, Foothill Employment Training Consortium

CC: Tyron Hampton, Vice Mayor- Pasadena, FETC Policy Board Member  
 Robert Joe, Mayor- South Pasadena, FETC Policy Board Member  
 Daniel Jordan, City Manager, Duarte  
 Dominic Lazzaretto, City Manager, Arcadia  
 Dylan Feik, City Manager, Monrovia  
 Steven Mermell, City Manager, Pasadena  
 Sean Joyce, Interim City Manager, South Pasadena  
 Gabe Engeland, City Manager, Sierra Madre  
 Office of Los Angeles County Supervisor Kathryn Barger  
 Office of Los Angeles County Supervisor Hilda Solis  
 Dan Lien, Board Chair, Foothill Workforce Development Board  
 Dianne Russell-Carter, Executive Director, Foothill Workforce Development Board

Attachments: A. Clarification/Corrections of 8/4/20 Monrovia Report  
 B. Copy 8/4/20 Monrovia Report  
 C. Overview of Funding Summary for Policy Board (written by John Chamberlain, FWDB Consultant)

## Clarification/Corrections of 8/4/20 Monrovia Report

Please see the bullet points below:

- **“Withdrawal from the Foothill Workforce Development Board”**

As stated in our Joint Powers Agreement, our entity is technically the Foothill Employment Training Consortium (FETC) not the Foothill Workforce Development Board. The Policy Board of the FETC appoints the members of the Foothill Workforce Development Board.

- **“Equitable annual sub-allocations based on population must be adopted and maintained.”**

The Department of Labor then the State of CA determines the funding formulas of each Workforce Development Board (WDB). Unemployment rates are a key factor to determine city allocations. Population is part of the funding formula- but not the only factor. The State provides the total amount to the FWDB as does not normally break down funding by city. (See additional information in Attachment C: Overview of Funding Summary for Policy Board (written by John Chamberlain, FWDB Consultant)

Notification of formula allocations:

[https://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsin19-45.pdf](https://www.edd.ca.gov/jobs_and_training/pubs/wsin19-45.pdf)

- **“Pasadena receives 66.3% of WIOA funds”**

WIOA dollars for 2020 totaled \$1,457,457. The additional revenue resulted from competitive grants (\*including Rapid Response, Veterans, and Youth at Work). FWDB was allocated \$832,645 of WIOA dollars (NOT \$1,057.575) for the City of Pasadena.

|                |                    |
|----------------|--------------------|
| WIOA Revenue   | \$1,457,457        |
| Other Revenue* | <u>\$1,682,536</u> |
| Total Revenue  | \$3,139,993        |

- **“No reliable data...[how] residents benefitted from [any] WIOA funding”**

The following data was shared with the Policy Board. It clearly shows how cities are benefitting when compared to WIOA sub-allocations\*\*If WIOA funding were the only basis for enrollment, with the exception (see \*\* below), registered clients are somewhat proportional. It is important to note that AJCC do not get to “pick their clients”. AJCC’s must serve whoever walks through their door that is a resident or is from the assigned geographical area.

| Foothill Employment & Training Connection<br>Allocation vs Enrollments by City<br>Fiscal Year 2019 - 2020 |           |           |                   |                  |   |                            |                                     |                     |
|---|-----------|-----------|-------------------|------------------|---|----------------------------|-------------------------------------|---------------------|
| Foothill Consortium   | Youth     | Adult     | Dislocated Worker | Total Allocation | # of Registered Clients 03/03/19-03/03/20 | % of Total Funding by City | % of Registered Individuals by City | Over/(Under) Served |
| Arcadia   | \$35,795  | \$77,409  | \$68,799          | \$182,003        | 359                                       | 12.5%                      | 17.2%                               | 4.7%                |
| Duarte  | \$57,488  | \$42,102  | \$38,524          | \$138,114        | 3   | 9.5%                       | 0.1%                                | -9.4%               |
| Monrovia  | \$50,438  | \$55,190  | \$70,508          | \$176,136        | 319                                       | 12.1%                      | 15.3%                               | 3.2%                |
| Pasadena  | \$302,627 | \$270,269 | \$259,749         | \$832,645        | 1216                                      | 57.2%                      | 58.3%                               | 1.0%                |
| Sierra Madire   | \$1,085   | \$9,334   | \$18,156          | \$28,575         | 77  | 2.0%                       | 3.7%                                | 1.7%                |
| South Pasadena  | \$20,067  | \$30,943  | \$46,107          | \$97,117         | 113                                       | 6.7%                       | 5.4%                                | -1.3%               |
|   |           |           |                   | \$1,454,590      | 2087                                      |                            |                                     |                     |

\*\*Duarte’s numbers are skewed. The CALJobs statewide tracking system shows 200+ Duarte residents are enrolled and being served. The assumption is that those residents are being served by the County contractor. Typically, there is a respect for boundaries amongst AJCC’s/operators.

## ATTACHMENT A

- ***“Proposed Training Outcomes”***  
The proposed use of WIOA dollars, if the 3 cities are to capture the total sub-allocation funding, MUST be used according to WIOA regulations with WIOA performance outcomes. The total amount of WIOA funding can't support a stand alone AJCC due to case management costs, program costs, and other operational costs. Additional revenue sources will have to be considered including the possibility of Cities dedicating funding to the AJCC. Currently, none of the Cities fund FWDB and Pasadena would expected to close any budgetary gaps if gaps are identified.
  
- ***“Monrovia Community Adult School [serves as an] AJCC” and” FWDB failed to implement the terms of the Local Plan”***  
MCAS is not an AJCC. AJCC's typically have one center that provides “comprehensive services”. The Local Plan states that the Pasadena Green Street facility serves as the flagship Center and MCAS serves as an affiliate site. An AJCC staff was assigned to MCAS and was paid for with WIOA dollars. In the final MOU between FWDB and MCAS, MCAS is described as partners in the AJCC SYSTEM.

Definitions of AJCC Types

[https://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd18-12.pdf](https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd18-12.pdf)



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** August 4, 2020

**PREPARED BY:** Dylan Feik, City Manager

**AGENDA LOCATION:** AR-3

**TITLE:** Consideration to withdraw from the Foothill Workforce Development Board

**OBJECTIVE:** Council discussion and provide direction to staff regarding City of Monrovia's participation on the Foothill Workforce Development Board and consideration to withdraw from the Foothill Workforce Development Board and join the Los Angeles County Workforce Development Board

**BACKGROUND:** The Cities of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena are members of the Foothill Workforce Development Board ("FWDB"), a Joint Powers Authority which receives federal Workforce Innovation and Opportunity Act ("WIOA") funds for job skills assessment, basic education, job training, job placement, and community workforce development. The Cities of Monrovia, Arcadia and Duarte (collectively referred to as "MAD") have maintained cooperative working relationships as members of the FWDB. In years past, the City of Monrovia believes that our community, as well as those of Duarte and Arcadia, have been underserved by FWDB administration and operations, particularly in terms of job training for MAD residents and the equitable sharing of WIOA funds.

America's Job Centers of California ("AJCC") are centralized workforce development centers designed to administer WIOA funds in California. Workforce Development Boards provide WIOA funding to localized AJCCs to ensure localized workforce demands are met. The FWDB utilizes City of Pasadena staff to administer its FIOA funding and is located in Pasadena at 1207 E. Green Street, Pasadena, CA 91106. The FWDB also has stated in its 2017-2020 Local Plan that it has a "brick and mortar" AJCC located at the Monrovia Community Adult School and was submitted and approved by the California Workforce Development Board. The rationale of having an AJCC on the eastern edge of the FWDB region was to better serve MAD residents. Despite reporting the brick and mortar location and resource at the Community Adult School, the FWDB has failed to implement the terms of the Local Plan submitted to the State. Throughout FWDB's implementation of its 2017-20 Local Plan, the FWDB has provided \$0 in training funds for Monrovia Community Adult School to serve as an AJCC for MAD residents.

### Current Fiscal Data

MAD has historically received far less funding for workforce development while MAD's workforce development needs continue to grow. Based on data that the FWDB reported out on March 3<sup>rd</sup>, 2020, MAD receives a sub-allotment of funds totaling \$422,726, or 26.5% of the total available sub-allotment of \$1,594,035, while Pasadena receives \$1,057,575 or 66.3% of those funds. Pasadena accounts for 48.3% of the regional population while MAD represents 39.2% of the population. This inequity in the allocation of training funds is stark and shown below:

| WIOA Sub-allotments per City |            | % of subtotal funds | Population | % of population |
|------------------------------|------------|---------------------|------------|-----------------|
| Arcadia                      | \$156,144* | 9.8%                | 56,610*    | 19.3%           |

# AR-3



|                      |                    |        |         |       |
|----------------------|--------------------|--------|---------|-------|
| Duarte               | \$116,004*         | 7.3%   | 21,527* | 7.4%  |
| Monrovia             | \$150,578*         | 9.4%   | 36,715* | 12.5% |
| Pasadena             | \$1,057,575        | 66.3%  | 141,371 | 48.3% |
| Sierra Madre         | \$26,504           | 1.7%   | 10,917  | 3.7%  |
| South Pasadena       | \$87,230           | 5.5%   | 25,611  | 8.7%  |
|                      |                    |        | 292,751 |       |
| Subtotal             | \$1,594,035        | 40.26% |         |       |
| Administration Costs | \$2,364,987        | 59.74% |         |       |
| <b>Total Funding</b> | <b>\$3,959,022</b> |        |         |       |
|                      |                    |        |         |       |
| *MAD Total           | \$422,726          | 26.5%  | 114,852 | 39.2% |

Making this disparity far more serious, no reliable data supports FWDB's determination of these sub-allotments or, more important, how MAD residents benefitted from any WIOA funds. Despite multiple requests over numerous years, FWDB staff have never provided information requested by the City of Monrovia to explain how these sub-allotment allocations are determined. Going forward, equitable annual sub-allocations based on population must be adopted and maintained.

### Training Outcomes

The above table demonstrates that the FWDB uses nearly 60% of its total budget for administrative expenditures to provide only 40% of its budget in actual training, a disproportionate amount of workforce funding that does not benefit MAD. MAD representatives have expressed interest in developing a Memorandum of Understanding ("MOU") which will bring in the resources of Monrovia Community Adult School to share costs, with the result being that 100% of FWDB funds will go directly to training MAD residents. As noted above, a MOU will control how the MAD AJCC will use WIOA funds allocated to the MAD cities. This MOU will provide complete transparency in the use of MAD AJCC funds, and will be revolutionary because 100% of the funding will go directly to job training for MAD residents.

MAD AJCC would use the funds for two training areas: on-the-job training for MAD in-school youth and job training for MAD residents in each of the four WIOA categories. MAD in-school youth would be funded by MAD AJCC for 10-12 weeks of On-the-Job Training with MAD employers. These employers and 60 youth would greatly benefit from this program at a cost of \$374,100 broken down as below:

| City     | No. In-School Youth Served | Approx. Cost for 10-12 Weeks per Student | Total            |
|----------|----------------------------|--|------------------|
| Arcadia  | 20                         | \$6,235                                  | \$124,700        |
| Monrovia | 20                         | \$6,235                                  | \$124,700        |
| Duarte   | 20                         | \$6,235                                  | \$124,700        |
|          | <b>60</b>                  | <b>Total Funds Required</b>              | <b>\$374,100</b> |

In addition to in-school youth on-the-job Training, MAD AJCC would provide job training by WIOA category to meet other performance outcomes of the WIOA. MAD AJCC is requesting \$422,720 to provide job training for an additional 225 individuals as shown below:

| WIOA Category               | Total Funds for Job Training | Tuition Leverage Amount | Total Amount for Training | Number Trained |
|-----------------------------|------------------------------|-------------------------|---------------------------|----------------|
| Displaced Workers           | \$117,420                    | \$32,280                | \$149,700                 | 60             |
| Out of School Youth (18-24) | \$109,650                    | \$35,060                | \$144,710                 | 65             |
| Veterans                    | \$94,390                     | \$21,180                | \$115,570                 | 40             |
| Adult                       | \$101,260                    | \$44,020                | \$147,880                 | 60             |
| <b>Totals</b>               | <b>\$422,720</b>             | <b>\$132,540</b>        | <b>\$555,260</b>          | <b>225</b>     |

## Next Steps

Considering the historic complications and dissatisfaction with the FWDB, the cities of Monrovia, Arcadia and Duarte have approached the Los Angeles County Workforce Development Board to learn that MAD could be a sub-recipient of WIOA funding through the County program, retaining far more WIOA funds intended for our communities. MAD could enter into an MOU and outline how we would spend FIOA funds to benefit our residents. The cities of Arcadia and Duarte also are considering whether to withdraw from the FWDB and join the LAWDB which the City of Monrovia Council liaison, Larry Spicer, believes is in the best interest of the City. Withdrawing from the FWDB, along with Arcadia and Duarte, will provide enhanced workforce development, better outcomes and closer equitable allocation of funds to train the future workforces of Monrovia, Arcadia and Duarte. We also believe the transparency, communication and consistency will significantly improve beyond the current level of service.

Should the Council proceed, below is an estimated timeline –

- August 2020 – City Councils of Monrovia, Arcadia and Duarte consider withdrawal of the FWDB at regular meetings.
- September 2020 – the Los Angeles County WDB will consider acceptance of MAD into their JPA.
- Oct/Nov 2020 – 30 days are provided for public comment prior to MAD being accepted into the LA WDB.

**FISCAL IMPACT:** The net impact of this item is \$0, although the City expects to see increased WIOA funding allocated directly to Monrovians once it becomes member of the LA County WDB JPA.

**ENVIRONMENTAL IMPACT:** There are no environmental impacts associated with this report.

**OPTIONS:** The following options are presented for City Council consideration:

- 1) Authorize withdrawal from the Foothill Workforce Development Board; approve the City of Monrovia's application to join the Los Angeles County Workforce Development Board; direct the Council Liaison (Spicer), city manager and city attorney to prepare necessary documents and application in a format approved by the city attorney, and; return to City Council for future approvals of MOUs, JPAs, and other necessary legislative approvals.
- 2) Seek clarification or further detail on specific items, and refer them to staff for additional analysis or research.
- 3) Reject the proposed resolution

**RECOMMENDATION:** Staff recommends that the City Council adopt option 1.

**COUNCIL ACTION REQUIRED:** If the City Council concurs, the appropriate action would be a motion to authorize withdrawal from the Foothill Workforce Development Board; approve the City of Monrovia's application to join the Los Angeles County Workforce Development Board; direct the Council Liaison (Spicer), City Manager and City Attorney to prepare necessary documents and application in a format approved by the City Attorney, and return to City Council for future approvals of any Memorandum of Understanding, Joint Power of Authority agreement, and other necessary legislative approvals.

## Foothill Workforce Development Board

### Workforce Innovation and Opportunity Act (WIOA) Formula Funding and Utilization of WIOA Funds for the Joint Powers Agreement (JPA) Cities

#### An Overview for the Policy Board

As the Policy Board considers how the interests and workforce needs of residents and businesses can best be met by the local workforce development system, the following information is provided to support Board members and cities in understanding key funding, governance and service issues.

**Federal Funding Allocation and Transfer of Funding to States and Local Workforce Areas:** In enacting WIOA as the nation's central federal workforce program, Congress engineered into the legislation a formula for determining fair shares for states and, within states, fair shares for local areas. Formulas are applied to an annual appropriation.

Federal Budget, Appropriation and the WIOA Funding Formula: Each year, Congress establishes a WIOA budget as a small part of its comprehensive and complex federal budget process covering trillions of dollars. The federal budget year starts October 1, while State and local fiscal years usually begin July 1. Congress often does not agree on the budget until after October 1, which ultimately leads to confusion and delays planning at the state level. WIOA is "forward funded." The money Congress appropriates around October 1 is available the following July 1. This alleviates some of the budget uncertainty at the local level, but, often, lead time gets wasted, as the U.S. Department of Labor and, to a lesser extent, the State of California do not publish allocations until Spring.

The WIOA appropriation by Congress changes each year, but for the last few years has been around \$1 billion each for the Adult, Dislocated Worker and Youth programs for a total of just under \$3 billion. The federal appropriation is divided among the fifty States, the District of Columbia, and several territories (e.g. Puerto Rico, Guam) based upon the statutory funding formulas summarized below.

| <b><i>Allocations: WIOA Adult and Youth Programs</i></b>   | <b><i>Allocations: WIOA Dislocated Worker Program</i></b>  |
|--|--|
| <ul style="list-style-type: none"><li>▪ 1/3 based upon "substantial unemployment," the relative number of individuals in each State over a 6.5 % unemployment rate</li><li>▪ 1/3 based upon "excess unemployment," the relative number of individuals in each State over a 4.5% unemployment rate</li><li>▪ 1/3 based upon the relative number of adults or youth below the poverty line</li></ul> | <ul style="list-style-type: none"><li>▪ 1/3 based upon the relative number of unemployed individuals</li><li>▪ 1/3 based upon "excess unemployment," the relative number of individuals in each workforce area over a 4.5% unemployment rate</li><li>▪ 1/3 based upon the relative number of individuals in each local workforce area who have been drawing unemployment compensation for 15 weeks or more</li></ul> |

Relative population size is not a part of the federal or State funding formula.

#### Allocation of WIOA Formula Funds to the States and to Governor-Designated Local Workforce Areas:

Once the States and territories get their federal allocations, they recalculate the statutory formula, considering just the data in their State to determine how much money each local workforce area receives for each program. WIOA fund allocation within a local workforce area is not addressed by federal or State statutes and is up to the local workforce area. The JPA does not include language guiding fund distribution among the six Foothill cities.

Annual Fluctuations in State and Local Funding: Even with federal funding levels remaining fairly constant from year to year, State and local funding are likely to fluctuate, sometimes significantly. WIOA allocations rise or fall dramatically if a given State or local workforce area rises above or drops just below the 4.5% and 6.5% formula thresholds, which drive the majority of WIOA funding. The

better a place is doing economically, the less federal funds it can expect to receive. This year's (Fiscal Year 2020–21) allocation formula did not consider the "COVID effect." The unprecedented rise in unemployment in March came too late to be factored into July 1, 2020 funding.

**Use of Funds at The Local Level:** While, as stated, neither WIOA nor California statute prescribe a process for allocating funds to communities within a workforce area, California's Employment Development Department is able to apply the federal funding formula to cities and communities within a local workforce area, which administrators and boards can use as a tool for planning,

Workforce Development Boards (WDBs) Adopt a Budget for the WIOA Formula-Funded Program:

The WDB adopts an annual budget, which is subject to review and approval by the Policy Board. The Workforce or Policy Board could elect to format the budget and expenditure reports to show jurisdictions for whose residents WIOA funds are intended to be spent.

Customers Play a Major Role in How Funds Are Actually Used: Complicating "equitable" fund allocation to communities is customer choice. Customers get to choose which center to visit for WIOA services and, if they need training, which school or training provider to use. A local workforce area cannot require an adult, youth, or dislocated worker customer to attend a specific local training institution. Therefore, to a large extent, WIOA customers determine where dollars get spent.

WIOA Discretionary Grants: Under the provisions of WIOA, Governors retain a small portion of funding for discretionary projects. These funds are not subject to the funding formula. Rather, such funding must be allocated and spent as specified by the terms of the grant. Local workforce areas have little control over how discretionary funds are allocated or spent.

**Governance, Oversight and Service Delivery within a "Consortium" vs. "County" Local Workforce Area:** WIOA prescribes a role for the chief elected official (CEO) of the local area and for statutorily required WDBs, which are appointed by the CEO or a group of elected officials. When local areas are administered by counties, the CEO is, generally, the Chairperson of the Board of Supervisors. In Riverside County, for instance, the Chairperson and other members of the Board of Supervisors fulfill all responsibilities of the CEO function under WIOA and have all related authority. While there are 28 incorporated cities in Riverside County, their mayors and council members have no authority over the program and play no role in decision making.

The Complex WIOA Landscape in Los Angeles County: With 10.4 million residents, L.A. County is the most populous in the nation. It is also home to seven (7) distinct workforce areas: City of Los Angeles (which serves a single city); five (5) municipal consortia: Foothill (serving 6 cities), Pacific Gateway (serving 2 cities), Southeast Los Angeles County (serving 8 cities), South Bay (serving 11 cities), and Verdugo (serving 3 cities); and Los Angeles County, a "balance of county" workforce area, serving the 57 incorporated cities not served by the other 6 boards along with all county unincorporated areas.

CEO Role in the L.A. County and Foothill Workforce Areas: A workforce area's CEO has responsibility for approving local plans, budgets, appointments for the WDB, and more. For the L.A. County workforce area, the CEO function is fulfilled by the County Supervisors. Mayors and councils from Santa Monica, Palmdale, Compton, and other cities served have no role or authority. Under the JPA the established the Foothill Consortium, a Policy Board, with representation by an elected official from each member city, provides the cities a voice in key decision making for the area.

Service Providers and the Local Service Delivery System: Local WDBs must competitively procure service providers to operate career centers or obtain approval from the Governor for WDB staff to deliver services. Foothill has chosen the later option. Los Angeles County competitively procures service providers. Cities served have no role in selection of providers or location of centers.

October 22, 2020

Ms. Rachelle Arizmendi  
Mayor Pro Temp, City of Sierra Madre  
Policy Board Chair  
Foothill Employment Training Consortium  
1207 Green Street  
Pasadena, CA 91105

Dear Rachelle:

Thank you for your sharing your letter regarding the City of Monrovia's desire to withdraw from the Foothill Employment Training Consortium (FETC). In common City vernacular, we refer to the FETC as the Foothill Workforce Development Board or FWDB.

For the City of Monrovia, our priority has been and will always be serving the residents of Monrovia. For many years, our increasing frustration with the FWDB remains that we do not feel our residents are being sufficiently served. He have repeatedly shared these concerns at Policy Board meetings which continue to fall on deaf ears. We are pleased FWDB and you, as the Chair of the FETC, appear willing to address our historic concerns and serious needs of our community and our constituents.

Below are the commitments you offered:

- Implement a pro-active city-based workforce development services plan, including targeted outreach.
- Improve timely and accurate communication.
- Provide relevant data to stakeholders on a regular basis and upon request.

The Monrovia City Council also supports a proactive, city-based workforce development services plan with targeted outreach. We would be excited to lead the process to create that plan. Timely, accurate information and correct, relevant data would definitely be required for any plan to be a success. The Monrovia City Council is certainly pleased that Foothill is now committing to provide timely communication and accurate, relevant data.

Until that time our City actually leaves the FWDB, we look forward to taking concrete steps to create and implement a workforce development plan to help our unemployed residents and to serve our businesses with their employment needs.

We wish to address several comments you made in your letter that perhaps you better understand why the Monrovia City Council made the decision to withdraw from FETC/FWDB.

The most critical reason the Council decided to withdraw is that over the last three program years our residents/constituents have not received the proportionate share of the WIOA vocational

training funds for Work Based Learning and Individual Training Agreements (ITA) they so desperately need. With an unemployment rate of 15.3% and over 3,000 Monrovia living beneath the poverty line, Monrovia is in dire need of WIOA services and training funds. Repeatedly, the City has requested information from the Administrator of the FWDB and received no response. Our questions and phone calls go unanswered. Requests to apportion WIOA funding to ensure Monrovia receives a proportionate share fall on deaf ears. In addition, information inaccuracies lead us to believe we cannot rely on information provided by the administrator. For example, data/information shared at a Monrovia City Council meeting is used by our City Council to make decisions and then refuted by the FWDB as inaccurate. The inconsistency of reporting is simply troubling.

We also feel it important to respond to several points you have presented.

- *As part of the County WIOA System (under the WDACS department), it is unlikely that elected officials will get appointed to the Workforce Development Board. The County does not have a Policy Board. Your cities will most likely lose your decision and voting authority and ultimately, lose local control.*

Locally elected officials may sit on the LA County WDB Board which even provides a section specific for Government, Economic and Community Development representatives. An elected official from Monrovia, or any municipality, could certainly be appointed.

- *The County WIOA System (under the County's WDACS department) requires a procurement and competitive process to contract as an AJCC. Currently, there are many AJCC providers in the WDACS system that have a track record of WIOA work.*

The Monrovia City Council is well aware of the procurement process for any organization to become a County Approved Procured AJCC provider. As Monrovia explored its options for a quality WIOA partnership, the Council was compelled to find a way for our residents to get more training funds. Part of that exploration was to find a partner AJCC with lower administration costs and higher vocational training funds. Those efforts informed training goals which were part of the discussions when the City Council decided to leave the FETC.

- *Funding allocations will not automatically be "given" to the three Cities. The entire County allocation will be pooled and allocated as they see fit.*

WIOA allocations are "formula funds," and are definitively determined by federal and state government formulas. While prioritization across workforce development boards may vary, the County WDB agendas all budgetary decisions whereby minutes reflect proper allocations. Their reporting tools provide quick and reliable data sets which are available to participating members.

Please see the below link to LA County WDACS website. All quarterly agendas and minutes are available to demonstrate, what the City of Monrovia believes to be, transparent funding decisions:

<https://wdacs.legistar.com/Calendar.aspx>

The Foothill WDB Policy Board has minutes posted on the FWDB website but without agendas. However, the FWDB Policy Board has no public record of agendas or minutes posted on its website that demonstrate transparent funding decisions. Below is the link to the FWDB Board website page where no Policy Board minutes are posted and the most recent Advisory Board minutes available are as of December 2019:

<https://fwdbworks.org/board.php>

- *There are Administrative Costs to consider for operating an AJCC.*

The Monrovia City Council understands there are administrative cost to consider in operating an AJCC. As noted previously, in the Council's exploration to find a quality WIOA AJCC partner, one of the most important considerations is lowering administration costs and raising training funds for our constituents.

- *There are other performance metrics that must be performed as an AJCC- not just vocational training.*

The Monrovia City Council knows there are many other performance metrics that must be achieved: employment rates, median earnings, educational attainment, credential attainment, measurable skills gains, and employer engagement among others. The Council expects that whichever Procured County Provider eventually provides WIOA AJCC services for our residents that vendor would make performance data readily available upon request.

In addition, the City of Monrovia would offer a simple guide we created to assist our City leadership when considering how to proceed. We will continue to be an exemplary member of the Foothill Employment and Training Consortium and look forward to the Consortium providing adequate and fair services to Monrovia, our residents and community as we move forward with our transition.

On behalf of the Monrovia City Council,

Larry Spicer  
Monrovia City Council Member and Policy Board Member

## Addendum A: Three Most Critical Components for a Successful WIOA Partnership

### **Statement of Purpose**

Addendum A provides details of three most important characteristics of a successful WIOA partnership the Monrovia City Council is searching for in a quality WIOA partner.

### **The Three Characteristics**

The Council seeks a WIOA partner who:

1. Delivers the fair and appropriate level of WIOA services and vocational training funds to its residents who need these services and funds.
2. Operates in a clear and transparent manner in all decisions, but especially in regards to funding for our constituents.
3. Provides accurate, timely, and relevant data to the Council and our constituents and uses that data to make evidence-based decisions.

### **Fair and Appropriate Level of Services for Monrovia Residents**

The priority of the Monrovia City Council is to ensure that our residents receive a fair and appropriate level of WIOA services and vocational training funds, specifically Work Based Learning and Individual Training Agreement funds.

Based on the lack of reliable data, the Council has concluded its residents currently receive little or nothing in the way of these vocational training funds.

The Chair provided a table in her addendum that is confusing and the Council welcomes clarification. The table notes funding by city for the three WIOA categories (Youth, Adult, Dislocated Workers) and then the table notes the number of registered clients without clarifying if those clients were Youth, Adults, or Dislocated Workers. This is confusing for Council members.

More importantly, providing only the number of clients Foothill registered from each city is not useful to the Council. The number served is not as meaningful of a performance measure as how many dollars in vocational training Monrovia residents received. There is a very significant difference between someone registering at Foothill to check job boards or get help with a resume, and someone receiving training funds for Work Based Learning or ITA vocational training.

In other words, just because someone from Monrovia walked into Foothill, it does not mean that Monrovia received services that would change her path to steady employment or a sustaining career.

The Monrovia City Council would like to see the following data:



1. Total Work Based Learning Funds provided to Foothill WDB by Los Angeles County WDB for 2017-18, 2018-19 and 2019-20
2. Total number of Monrovia Youth who received Work Based Learning funds for those three Program Years, where they worked, how much they received, and what are those youth doing now in terms of employment
3. Total number of Monrovia residents in 2017-18, 2018-19 and 2019-20 who received Individualized Training Agreements for vocational training, the total amount spent on those trainings, and the employment outcomes for those clients

Below are sample tables that could be used while still maintaining privacy of the trainee:

| CalJobs ID No. for Trainee | Street (no number), | City | Place Employed | Length of Employment | Total Work Based Learning Funds Rec'd |
|----------------------------|---------------------|------|----------------|----------------------|---------------------------------------|
|                            |                     |      |                |                      |                                       |
|                            |                     |      |                |                      |                                       |

Number of Monrovia Youth, Adult, Dislocated Workers, and Veterans that received funding for Individualized Training Agreements (ITAs):

| CalJobs ID No. for Trainee | Street (no number) | City | Training Provider | Amount of ITA Spent | Employed After |     |
|----------------------------|--------------------|------|-------------------|---------------------|----------------|-----|
|                            |                    |      |                   |                     | Q2?            | Q4? |
|                            |                    |      |                   |                     |                |     |
|                            |                    |      |                   |                     |                |     |

A WIOA partner that makes the vocational training needs of our residents its primary purpose is the kind of WIOA partner that Monrovia seeks. We look forward to receiving this data to see if Foothill is that partner.

### **Transparent Decision Making**

Another major priority for a WIOA partner for Monrovia is transparency in decision making, adherence to the Brown Act and welcomes member participation and engagement. Monrovia is seeking a WIOA collaboration where governance follows established protocols and those protocols promote shared-decision making. Monrovia wants a WIOA partnership where the public is well aware of decisions and has a say in them.

An email received by the Monrovia City Council, the FETC Chair provided a detailed explanation about the WIOA funding process as funds move from the federal government to Sacramento to the 45 Workforce Development Boards across the state. The Chair did not provide any Policy Board governance protocols that meet the Monrovia City Council's

requirement for transparency. The Chair did not provide agendas and minutes that demonstrate how formula funds are allocated to “Suballotments” for each city. Policy Board members from Monrovia have been requesting an understanding of how Suballotments are determined for at least three years, and those requests have been ignored.

If indeed the Policy Board has approved the city Suballotments in the Foothill annual budget, please provide the agendas, minutes and supporting documents for this Policy Board approval for the Program Years 2017-18, 2018-19, and 2019-20. We would welcome those documents.

### **Reliable Data to Drive Decisions**

The Monrovia City Council strongly believes in making evidence-based decisions. The Council believes that all WIOA performance measures and funding data should be readily available when the Council request that data from its partner. The Council wants a WIOA partner who provides accurate, consistent data and then collaboratively uses that data to best provide services and training funds for our constituents.

A recent letter from the FETC Chair to the Monrovia City Council presents a striking example of this. The Chair seemed to admonish the Council for using incorrect data regarding the amount of WIOA Suballotment funds Pasadena received. The Chair wrote:

*WIOA dollars for 2020 totaled \$1,457,457. The additional revenue resulted from competitive grants (\*including Rapid Response, Veterans, and Youth at Work). FWDB was allocated \$832,645 of WIOA dollars (NOT \$1,057.575) for the City of Pasadena. (Amount highlighted by Monrovia City Manager.)*

|                       |                           |
|-----------------------|---------------------------|
| <i>WIOA Revenue</i>   | <i>\$1,457,457</i>        |
| <i>Other Revenue*</i> | <i><u>\$1,682.536</u></i> |
| <i>Total Revenue</i>  | <i>\$3,139,993</i>        |

The data used by the Monrovia City Council during its August 4 meeting was provided to the Council by Director Diane Russell-Carter, in person, on March 2, 2020. The Council believed the data provided by the Director would be correct. According to that data, Pasadena received a Suballotment equal to 66.3% of FWDB funds. Below is the data provided to the Monrovia City Council by Ms. Russell-Carter on March 2, 2020 (percentages by city were not provided, but were tabulated by the Monrovia City Manager):

|            |             |
|------------|-------------|
| FWD Budget | \$3,959,022 |
|------------|-------------|

| Suballotments per City | 2018-2019   | Percent |
|------------------------|-------------|---------|
| Arcadia                | \$156,144   | 9.8%    |
| Duarte                 | \$116,004   | 7.3%    |
| Monrovia               | \$150,578   | 9.4%    |
| Pasadena               | \$1,057,575 | 66.3%   |
| Sierra Madre           | \$26,504    | 1.7%    |
| South Pasadena         | \$87,230    | 5.5%    |
| Total Suballotments    | \$1,594,035 | 9.8%    |

The Policy Board Chair and the Director do not present identical data, and this strongly indicates the concerns of the Council about data integrity are very valid.

The table referred to above that was included in the Chair’s addendum was not provided by the Director to City Council members until July 23, four-and-a-half months after Ms. Russell-Carter’s presentation and four-and-a-half months after the Council requested the data.

Below is what Ms. Russell-Carter presented on March 2:

| WIOA Only Participant Summary                        | 3/2019 – 3/2020                   |
|--|-----------------------------------|
| Individuals Registered                               | 10,017                            |
| # of Services Provided                               | 30,575                            |
| # of Individuals Enrolled in Training                | 424                               |
| # of Individuals Registered from City of Monrovia    | 108                               |
| Work Experience Wages Paid to City of Monrovia Youth | Est. \$137,000 (\$14.00 min wage) |

The table in the Chair’s letter stated 319 Monrovia clients registered at Foothill. The data above delivered to the Council on March 2, 2020, stated the number of Monrovia residents registered from Monrovia is 108.

The Director estimates that in 2019-20, Monrovia Youth received an estimated \$137,000 in Work Based Learning. No other data supports that claim from the Director. The Council would welcome verifiable data by client that demonstrates how many Monrovia Youth those dollars served.

## **Conclusion**

The City Council believes the qualities we seek in a WIOA partner are very reasonable: quality services for our constituents; transparency in governance; timely, correct data to drive decisions.

The Council was quite heartened to see in the Chair's letter there is a desire to rectify a WIOA delivery system that has been egregiously ineffective under the administration of the Foothill WDB. We look forward to leading the effort for plan creation and implementation. The Council has clear targets and performance goals in mind for this plan and we look forward to sharing them collaboratively.

## Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board
- Date range: 07/01/2020 - 11/25/2020

| Summary  | Total        |
|--|--------------|
| <b>INDIVIDUAL AND TOTAL SERVICES</b>                           |              |
| <b>Individuals that Registered</b>                             |              |
| 05 - Foothill Workforce Investment Board                       | 668          |
| <b>Total number of Individuals that Registered</b>             | <b>668</b>   |
| <b>Individuals that Logged In</b>                              |              |
| 05 - Foothill Workforce Investment Board                       | 1,168        |
| <b>Total number of Individuals that Logged In</b>              | <b>1,168</b> |
| <b>Distinct Individuals Receiving Services</b>                 |              |
| 05 - Foothill Workforce Investment Board                       | 2,505        |
| <b>Total number of Distinct Individuals Receiving Services</b> | <b>2,505</b> |
| <b>Services Provided to Individuals</b>                        |              |
| 05 - Foothill Workforce Investment Board                       | 9,912        |
| <b>Total number of Services Provided to Individuals</b>        | <b>9,912</b> |
| <b>LABOR EXCHANGE SERVICES</b>                                 |              |
| <b>Individual Virtual Recruiters Created</b>                   |              |
| 05 - Foothill Workforce Investment Board                       | 60           |
| <b>Total number of Individual Virtual Recruiters Created</b>   | <b>60</b>    |
| <b>Resumes Added</b>   |              |
| 05 - Foothill Workforce Investment Board                       | 952          |
| <b>Total number of Resumes Added</b>                           | <b>952</b>   |
| <b>Internal Job Orders Created</b>                             |              |
| 05 - Foothill Workforce Investment Board                       | 1,629        |
| <b>Total number of Internal Job Orders Created</b>             | <b>1,629</b> |
| <b>Internal Job Referrals</b>                                  |              |
| 05 - Foothill Workforce Investment Board                       | 506          |
| <b>Total number of Internal Job Referrals</b>                  | <b>506</b>   |
| <b>External Job Referrals Created</b>                          |              |
| 05 - Foothill Workforce Investment Board                       | 720          |
| <b>Total number of External Job Referrals Created</b>          | <b>720</b>   |
| <b>EMPLOYER SERVICES</b>                                       |              |
| <b>Services Provided Employers</b>                             |              |
| 05 - Foothill Workforce Investment Board                       | 1,067        |
| <b>Total number of Services Provided Employers</b>             | <b>1,067</b> |

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board  
 - Date range: 07/01/2020 - 11/25/2020

| Summary  | Total        |
|--|--------------|
| <b>WAGNER PEYSER PROGRAMS (WP) INFORMATION</b>                               |              |
| <b>Completed WP applications</b>   |              |
| 05 - Foothill Workforce Investment Board                                     | 1,365        |
| <b>Total number of Completed WP applications</b>                             | <b>1,365</b> |
| <b>WP Participations</b>   |              |
| 05 - Foothill Workforce Investment Board                                     | 8            |
| <b>Total number of WP Participations</b>                                     | <b>8</b>     |
| <b>WP Exits</b>  |              |
| 05 - Foothill Workforce Investment Board                                     | 38           |
| <b>Total number of WP Exits</b>  | <b>38</b>    |
| <b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT (WIOA) PROGRAM INFORMATION</b> |              |
| <b>Completed WIOA applications</b>   |              |
| 05 - Foothill Workforce Investment Board                                     | 382          |
| <b>Total number of Completed WIOA applications</b>                           | <b>382</b>   |
| <b>Partially Completed WIOA applications</b>                                 |              |
| 05 - Foothill Workforce Investment Board                                     | 1            |
| <b>Total number of Partially Completed WIOA applications</b>                 | <b>1</b>     |
| <b>Closed Never Enrolled WIOA applications</b>                               |              |
| 05 - Foothill Workforce Investment Board                                     | 1            |
| <b>Total number of Closed Never Enrolled WIOA applications</b>               | <b>1</b>     |
| <b>WIOA Participations</b>   |              |
| 05 - Foothill Workforce Investment Board                                     | 363          |
| <b>Total number of WIOA Participations</b>                                   | <b>363</b>   |
| <b>WIOA Exits</b>  |              |
| 05 - Foothill Workforce Investment Board                                     | 101          |
| <b>Total number of WIOA Exits</b>  | <b>101</b>   |
| <b>TRADE ADJUSTMENT ACT PROGRAM (TAA) INFORMATION</b>                        |              |
| <b>Completed TAA applications</b>  |              |
| 05 - Foothill Workforce Investment Board                                     | 2            |
| <b>Total number of Completed TAA applications</b>                            | <b>2</b>     |
| <b>TAA Participations Created</b>  |              |
| 05 - Foothill Workforce Investment Board                                     | 2            |
| <b>Total number of TAA Participations Created</b>                            | <b>2</b>     |

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board
- Date range: 07/01/2020 - 11/25/2020

| Summary   | Total        |
|---|--------------|
| <b>TRADE ADJUSTMENT ACT PROGRAM (TAA) INFORMATION</b> |              |
| <b>TAA Exits Created</b>                              |              |
| 05 - Foothill Workforce Investment Board              | 8            |
| <b>Total number of TAA Exits Created</b>              | <b>8</b>     |
|   |              |
| <b>Summary</b>  | <b>Total</b> |
| <b>Total Rows: 21</b>                                 |              |