



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board Meeting

La Scuola, 10700 Merritt St, Castroville, CA 95012

Wednesday, June 1, 2011 - 7:30 am

Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

WIB Members:

Wendy Brickman
Diana Carrillo
Maria Castillo
Al Davis
Rick Deraiche
David Dwyer
Douglas Garrison
Rich Gillis
Scott Grover
Hunter Harvath
Neal Heckman
Phoebe Helm
Cesar Lara
Mary Ann Leffel
Maggie Melone-Echiburru
Salvador Munoz
Lupe Palacio
Dave Potter
Judith Profeta
Elliott Robinson
Ralph Rubio
Ken Scherpinski
Larry Silva
Teresa Sullivan
Brian Turlington
Mark Verbonich
Robert Weakley
Andrea Zeller-Nield

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director
730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
flinnlg@co.monterey.ca.us
www.montereycountywib.org

AGENDA

CALL TO ORDER/INTRODUCTIONS	Erik Cushman, <i>Chair</i>
CHANGES TO THE AGENDA	
PUBLIC COMMENT – For items not listed on the agenda. Limited to 3 min.	
7:30am BUSINESS MEETING	
1. Action: Approve the minutes of the April 6, 2011 WIB meeting.	Erik Cushman
APPOINTMENTS & RESIGNATIONS	Erik Cushman
2. Action: Accept the resignation of Mark Bastis, representing Business.	
3. Information: Welcome Neal Heckman and Andrea Zeller-Nield to the WIB	
BUSINESS MEETING	
Director's Report: Summary of workforce development issues and considerations.	Loyanne Flinn
CONSENT CALENDAR	Erik Cushman
C-1: Action: Concur with the April 20, 2011 Executive Committee action to approve the Final Monitoring Report for Shoreline's PY2010-11 On-the-Job Training (OJT) program.	
C-2: Action: Concur with April 20, 2011 Executive Committee action to approve the Final Monitoring Report for Turning Point's PY 2010-11 OJT program.	
C-3: Action: Concur with the April 20, 2011 Executive Committee action to approve payments in the amount of \$5,712.50 for outreach and recruitment services presented by the Building Trades Council.	
C-4: Action: Concur with the May 20, 2011 Executive Committee action to approve the March 29, 2011 Request for Proposal (RFP) Evaluation Team funding recommendations for WIA Title I Adult services, totaling \$630,000 and WIA Title I Youth Services totaling \$337,000.	
C-5: Action: Concur with the May 20, 2011 Executive Committee action to approve WIB Policy 2011-04 - Individual Training Accounts.	
C-6: Action: Concur with the May 20, 2011 Executive Committee action to approve the Transfer of WIA Title I Formula Funds from Dislocated Worker to Adult programs in the amount of \$750,000.	
STRATEGIC PLAN UPDATES	Erik Cushman
4. Information: Update on Small Business Organizations and Castroville Paint Project. Jerry Hernandez, Chris Berthiaume, Wil Moore, and Loyanne Flinn	SBO Team
5. Information: Update Summer Youth Enrichment Program 2011	Erik Cushman
6. Information: Discussion and review of the WIB Strategic Plan.	Loyanne Flinn
OTHER BOARD MATTERS	
Board Member Comments and Referrals: The Chair shall receive requests for information from board members for items not appearing on the agenda.	
7. Action: Consider and approve the WIB Draft Annual Plan for Program Year 2011-12.	Flinn Loyanne
8. Information: Review board member attendance from July 2010 to May 2011	Gloria Torrez
9. Information: Update on the Department of Labor's WIA Funding.	Loyanne Flinn
10. Information: Discussion and update on key issues for Economic Development Department and the Workforce Investment Board's transition to the Economic Development Department.	Erik Cushman/Loyanne Flinn
Upcoming Subcommittee Meetings:	Upcoming WIB Meetings:
<ul style="list-style-type: none"> ▪ Executive: 6/15/11 & 7/20/11 ▪ Planning: 7/7/11 & 9/5/11 ▪ Oversight: 6/9/11 & 7/14/11 ▪ Youth Council: 6/14/11 & 9/1/11 	<ul style="list-style-type: none"> ▪ August 3, 2011-TBD ▪ October 5, 2011-TBD
ADJOURN	Erik Cushman

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. For information, please call (831) 796-3313 or visit our website at www.montereycountywib.org.



Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair



Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Executive Director

Salinas One-Stop Career Center
730 La Guardia Street, Salinas, CA 93905
Phone: (831) 759-6644
Email: flinnlg@co.monterey.ca.us
Website: www.montereycountywib.org
General Phone: (831) 796-3313
Fax: (831) 796-3512

WIB STAFF:

Miguel Banda, (831) 796-3311, bandam@co.monterey.ca.us
Manley Bush, (831) 796-3320, bushm@co.monterey.ca.us
Marleen Esquerra, (831) 796-3381, esquerraml@co.monterey.ca.us
Stephanie Shonley, (831) 796-3387, shonleys@co.monterey.ca.us
Gloria Torrez, (831) 796-3313, torrezg@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

Lynda Dunn, Deputy Director
Phone: (831) 796-3330
Email: dunnl@co.monterey.ca.us
Website: www.onestopmonterey.org

CalWORKs Employment Services (CWES), Community Action Partnership (CAP), Monterey County Child Care Planning Council (CCPC)

Barbara Verba, Deputy Director
Phone: (831) 796-1520
Email: verbab@co.monterey.ca.us
Website: <http://mcdses.co.monterey.ca.us>

Employment Development Department (EDD)

Yuko Duckworth
Phone: (831) 796-3632
Email: DuckworthY@co.monterey.ca.us
Website: www.edd.ca.gov

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
Fax (831) 796-3512
flinnlg@co.monterey.ca.us
www.montereycountywib.org

Monterey County One-Stop Career Center Locations

Salinas One-Stop

Salinas Airport Business Park
730 La Guardia Street
Salinas, CA 93905
(831) 796-3600

Seaside One-Stop

University Plaza Shopping Center
1760 Fremont Blvd, Ste. D-2
Seaside, CA 93955
(831) 899-8236

King City One-Stop

Towne Square Shopping Center
200 Broadway Street, Ste. 62
King City, CA 93930
(831) 386-6801

ACTION 01**UNADOPTED****Minutes of the Monterey County Workforce Investment Board**

Wednesday, April 6, 2011, 7:30 A.M.

Hartnell College, Dinning Hall, 411 Central Avenue Salinas, CA. 93901

MEMBERS PRESENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Joanne Webster, <i>Vice Chair</i>	Business
Wendy Brickman	Business
Scott Grover	Business
Phoebe Helm	Economic Development
Supervisor Dave Potter	Monterey County Board of Supervisors, 5th District
Diana Carrillo	Migrant Seasonal Farm Worker Programs
Rick Deraiche	EDD
Ken Scherpinski	Labor Organizations
Ralph Rubio	Labor Organizations
Rich Gillis	Business
Maria Castillo	Labor Organizations
Al Davis	Community Based Organization (CBO)
Elliott Robinson	Department of Social and Employment Services
Cesar Lara	Labor Organizations
Salvador Munoz	Business
Brian Turlington	Business
Steve MacArthur	Labor Organizations
Lupe Palacio	Community Based Organization (CBO)
Hunter Harvath	Economic Development Agencies
Maggie Melone-Echiburu	Business
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio member
MEMBERS ABSENT	REPRESENTING
David Bernahl, II, <i>Past WIB Chair</i>	Business
Anthony Aniello, <i>2nd Vice Chair</i>	Business
Mary Ann Leffel	Economic Development
Doug Garrison	Post-Secondary Education
Judith Profeta	Business
David Dwyer	Department of Rehabilitation
Robert Weakley	Business
Larry Silva	Business
Teresa Sullivan	Older American Programs
Mark Verbonich	Business
OTHERS PRESENT	REPRESENTING
Allen Barnes	Shoreline
Andrea Zeller-Nield	SBDC
Wil Moore	Shoreline
Chris Berthiaume	OET
Harry Gamotan	OET
Lynda Dunn	OET
Jim Cook	Housing and Redevelopment
Rosie Chavez	Turning Point
Beverly Grova	Hartnell College
Manley Bush	WIB Staff
Marleen Esquerra	WIB Staff
Miguel Banda	WIB Staff
Stephanie Shonley	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 7:46am. He welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: None.

ACTION 01

PUBLIC COMMENT: Ms. Helm, Hartnell College President, thanked the WIB for coming to the campus for their April meeting. She invited WIB members and the public to attend an open house on May 13 which will highlight new additions and changes at the Alisal and Central campuses. Mr. Cushman thanked Hartnell College.

1.Action: Approve the minutes of the December 1, 2010 Workforce Investment Board meeting.

Motion: Ms. Webster moved to approve the minutes as stated.

Second: Mr. Deraiche

Abstained: Ms. Carillo

Motion passed

ACTIONS 2-5

Motion: Ms. Webster moved to approve actions 2-5.

Second: Mr. Rubio

Motion passed unanimously

2.Action: Concur with the January 19, 2011 Executive Committee action to accept the resignation of Youth Council member Mr. Andre Chapman, representing employers or organizations with experience in youth activities.

3. Action: Concur with the January 19,2011 Executive Committee action to approve the appointment of Ms. Ginger Pierce, representing human services and special interest and expertise in youth policy, for a two-year term on the WIB's Youth Council.

4.Action: Concur with the March 16, 2011 Executive Committee action to approve the appointment of Andrea Zeller-Nield, California State University, Monterey Bay (CSUMB) Small Business Development Center, representing Economic Development to the WIB for a three year term ending in 2014.

5.Action: Concur with the March 16, 2011 Executive Committee action to approve the appointment of Neal Heckman, representing Business to the WIB for a three year term ending in 2014.

DIRECTOR'S REPORT

Ms. Flinn stated that the California Workforce Association is planning a community advocacy day in May. She added that Ms. Torrez will send out information on the event. She added that she is encouraging all of the One-Stop partners to submit success stories to the *Workforce Investment Works* website. She added that WIB staff received three proposals in response to the youth request for proposals (RFP) from OET, Santa Cruz Office of Education and Turning Point. Additionally OET, Shoreline and Turning Point submitted proposals for the adult RFP. She added that the panel met and will be forwarding their recommendations to the Planning Committee on May 5, 2011.

CONSENT CALENDAR

Motion: Mr. Robinson moved to approve the consent calendar as stated.

Second: Ms. Webster

Motion passed unanimously

C-1: Action: Concur with the January 19, 2011 Executive Committee action to approve WIB policies #2011-01 - Lower Living Standard Income Level (LLSIL) and Poverty Guidelines for 2010, #2011-02 - Priority of Service and Economic Self-Sufficiency, and #2011-03 Tiered Service Levels - Core Intensive and Training.

C-2: Action: Concur with the January 19, 2011 Executive Committee action to approve the development and issuance of new Request for Proposals (RFP) for Workforce Investment Act (WIA) Title I adult and youth program subcontracts, scheduled to commence July 1, 2011.

C-3: Action: Concur with the January 19, 2011 Executive Committee action to approve the One Stop Operators Memorandum of Understanding.

C-4: Action: Concur with the February 16, 2011 Executive Committee action to approve reimbursement of \$3,938.51 for classroom materials purchased by Pre-Apprenticeship Program Coordinator.

C-5: Action: Concur with the February 16, 2011 Executive Committee action to approve the Monterey County Layoff Aversion grant Monitoring Report for PY 2009-10.

ACTION 01

C-6: Action: Concur with the March 16, 2011 Executive Committee action to approve the utilization of the 2007-08 and 2008-09 Exemplary Performance awards from the State of California Employment Development Department in the amount of \$21,271.

C-7: Action: Concur with the March 16, 2011 Executive Committee action to approve the Workforce Investment Board (WIB), Department of Social and Employment Service – Office for Employment Training (DSES-OET) Memorandum of Understanding.

C-8: Action: Concur with the March 16, 2011 Executive Committee action to approve the Workforce Investment Board Bylaws.

C-9: Action: Concur with the March 16, 2011 Executive Committee to approve the Unity Care Final Monitoring Report for PY2010-11.

6.Information: Review and discussion of the year to date WIB Budget.

Ms. Torrez reviewed the budget as provided in the packet.

7.Information: Update on the Department of Labor's WIA Funding.

Ms. Flinn stated that the County will continue to prepare for an estimated 30% reduction in WIA funding. She continued to say that the reduction would affect staffing, One-Stop services, participant costs and subcontracts.

8.Information: Discussion and update on grants.

Ms. Esquerra reviewed the grant updates as provided in the packet. Ms. Grova presented on Hartnell College's grants and projects. She noted that Hartnell staff and WIB staff continue to collaborate on more projects.

9.Information: Update on the NEG/OJT Grant, a collaborative effort between two workforce investment areas with outreach being provided by Shoreline Workforce Development Services and the Office for Employment Training.

Ms. Shonley reviewed the report as provided in the packet.

10. Information: Discussion and update on key issues for Economic Development Department and the Workforce Investment Board's transition to the Economic Development Department.

Ms. Flinn stated that the Board of Supervisors is working on how to successfully combine and create the new department which will include Housing and Redevelopment, Arts Council, Film Commission, Convention and Visitor's Bureau, Monterey County Business Council and the WIB. She added that they are working on the recruitment brochure for the new Economic Development/WIB Director and information will be available soon. She added that the Board of Supervisors will review the County Budget in June. Mr. Jim Cook, Director of the Housing and Redevelopment Department introduced himself. He added that he anticipates plenty of collaborative opportunities under the new department structure.

11. Information: Discussion and review of the WIB Strategic Plan

The committee reviewed the WIB strategic Plan as provided in the packet.

ANNOUNCEMENTS:

Mr. Cushman offered incentives for the individual that completed their strategic doing commitments

ADJOURNMENT:

Motion: Ms. Webster moved to adjourn the meeting.

Second: Mr. Hunter

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 10:10am

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: ACCEPT AND APPROVE THE RESIGNATION OF MR. MARK BASTIS WIB MEMBER, REPRESENTING BUSINESS
DATE: JUNE 1, 2011

RECOMMENDATION:

It is recommended that the Workforce Investment Board accept the resignation of: Mark Bastis from the WIB. Mr. Bastis served on the WIB Board from March 2007 to April 13, 2011.

INFORMATION:

WIB staff received an email notification that Mr. Bastis, representing Business, wished to resign from the WIB. Mr. Bastis cited that his busy schedule and business consumes most of his time and energy which precludes him from actively participating and attending WIB meetings.



Loyanne Flinn, Acting WIB Executive Director
Monterey County Workforce Investment Board
This report was written by: Manley Bush, WIB Management Analyst

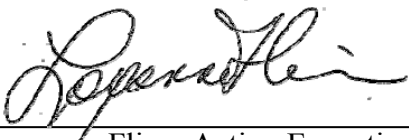
05/25/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: WELCOME NEW WIB MEMBERS NEIL HECKMAN AND ANDREA ZELLER-NIELD.
DATE: JUNE 1, 2011

INFORMATION:

The Monterey County Workforce Investment Board (WIB) welcomes Mr. Neal Heckman representing, Business and Ms. Andrea Zeller- Nield representing, Economic Development.



Loyanne Flinn, Acting Executive Director Date
Monterey County Workforce Investment Board

This report was written by: Gloria Torrez, WIB Senior Secretary

6/1/2011

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH APRIL 20, 2011 ACTION TO APPROVE THE FINAL MONITORING REPORT FOR SHORELINE'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: JUNE 1, 2011

Recommendation

It is recommended that the Workforce Investment Board concur with the April 20, 2011 action to approve the final monitoring report for Shoreline's PY 2010-11 On-the-Job training (OJT) program. A summary of findings, observations and actions taken by WIB and Turning Point staff to resolve any issues follows:

Findings

1. One of eleven participant case files reviewed indicated that the Work Keys Readiness Indicator test was taken. Shoreline staff reported that Work Keys Readiness Indicator training was not provided until October 25, 2010, although it was ordered late June 2010 but not authorized by ACT until September 2010.

Recommendation

It is recommended that Shoreline staff work to ensure all OJT participants take the Work Keys Readiness Indicator test.

Shoreline Response

As noted in the Monitoring Report, Shoreline ordered the WorkKeys Readiness Indicator Instrument prior to the program year. However, Shoreline was advised by ACT that testing could not commence due to administrative requirements. Following approval in September from ACT to initiate testing, training was conducted by the Business Consortium on 10/25/11. All subsequent OJT (11) participants completed testing (see attached sample testing result form). Seven participants received the written recommendation that "you are probably ready to test." Four participants received the recommendation that "you may need additional training." Shoreline is currently in discussion with the Office of Employment Training to establish a referral system for WIN and WorkKeys testing for eligible participants. As an authorized vendor Shoreline intends to carry Work Readiness testing over to P/Y 2011/12, collaborating with OET as an authorized WIN and WorkKeys provider. This system will include a standard letter of eligibility that will be sent to participants. Shoreline is currently administrating the assessment for all NEG eligible participants.

Update

Shoreline's Corrective Action Plan is accepted. Upcoming WIB monitoring activity will include an emphasis on assessing improvement in coordinating Workkeys Readiness Indicator tests to OJT participants.

CONSENT CALENDAR 01

Observations

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent fiscal reports available indicates Shoreline has had some difficulty meeting the 30 day contract requirement for submission of monthly invoices.
4. Data provided in Shoreline's most recent monthly report reflects a 1% shortage of the minimum enrollment requirement (10%) on the Peninsula.

Recommendations

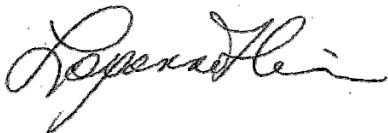
1. It is recommended that Shoreline develop a Corrective Action Plan to increase Peninsula enrollments.
2. It is recommended that Shoreline Fiscal staff work to improve their timeframe for submitting payment invoices for program operations expenses.

Shoreline Response

Shoreline appreciates the kind observations concerning the professionalism of program staff and the organization of participant files. Shoreline is committed to a program that emphasizes strong employment outcomes. Shoreline also believes the dedication of the staff in providing services in a professional manner, paying particular attention to the needs of the participant and employer is essential for quality outcomes.

As noted above, Shoreline acknowledges the need for timely submission of invoices and will continue to work hard to improve in this area.

As always, Shoreline pays close attention to the geographic goals of the program and will dedicate staff time in the future to raise the percentage of contracts in the West area of the county; Shoreline is approximately one percent off the contract goal and feels that in the next contract year, this percentage goal will be met to complement this program years percentage increases the North and South.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Miguel Banda, Management Analyst

05/25/2011

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH THE APRIL 20, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL MONITORING REPORT FOR TURNING POINT'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: JUNE 1, 2011

Recommendation

It is recommended that the Workforce Investment Board concur with the April 20, 2011 action to approve the final monitoring report for Turning Point's PY 2010-11 On-the-job (OJT) program. A summary of findings, observations and actions taken by WIB and Turning Point staff to resolve any issues follows:

Findings

There were no findings during this review

Observations

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent Virtual One Stop (VOS) entries indicates Turning Point has not updated VOS case files with current WIA activity.
4. Data for December 2010 indicates Turning Point fell short of geographic and demographic goals. Turning Point reported 3% and 5% enrollment levels in the North and South regions, respectively. Enrollments for Older workers and Limited English Speakers were reported as 3% and 0%, respectively.
5. Seven of Seven participant case files reviewed indicated the Work Keys Readiness Indicator Test was taken. Four participants went on to earn a Work Keys Certificate, and the remaining three were referred to the Office for Employment Training for WIN training.

Recommendations

1. It is recommended that Turning Point staff work to update VOS case files with current WIA activities completed, and participant achievements.

Turning Point Response

All VOS entries reflect current WIA activities and participant achievements as of March 30, 2011. Turning Point commits to maintaining updated VOS entries no less than monthly.

CONSENT CALENDAR 02

Update

VOS file updates have been reviewed by WIB staff. Updates on WIA activity for OJT participants have been confirmed.

2. It is recommended that Turning Point staff work to increase their enrollments in the North and South regions of the county.

Turning Point Response

Turning Point is committed to utilizing their North and South County partners more effectively to increase enrollments in those regions of the county. Strategic identified partners in North County are Pajaro Rescue Mission and the Santa Cruz Parole Office. Center for Employment Training in Soledad is a significant collaborative for South County referrals. Orientation, eligibility and assessment will be offered at the aforementioned sites and partnership staff will be encouraged to participate in Collaborative Monthly meetings.

Update

Turning Point's corrective action plan and related strategies addressing geographic service levels in the northern and southern regions of the county have been accepted. Future WIB monitoring activity will include an assessment of service level improvement in the two previously mentioned regions of the county.

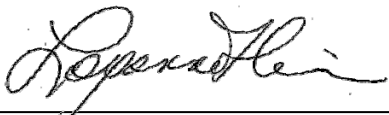
3. It is recommended that Turning Point develop a Corrective Action Plan to increase enrollments of Older Workers and Limited English Speakers.

Turning Point Response

A corrective action plan has been developed that includes but is not limited to: increase Community College and Adult School partnership activities; development of a new collaborative with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance at community events targeting Limited English Speakers; utilization of United Way Monterey County partner agencies.

Update

The Corrective Action Plan provided by Turning Point has been accepted. Future WIB monitoring activity will include an assessment of service level improvement among Older Workers and Limited English Speakers.



Loyanne Flinn, Acting Executive Director

Monterey County Workforce Investment Board

This report was written by: Miguel Banda, Management Analyst

05/25/2011

Date


MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH THE APRIL 20, 2011 EXECUTIVE COMMITTEE TO APPROVE PAYMENTS IN THE AMOUNT OF \$5,712.50 FOR OUTREACH AND RECRUITMENT SERVICES PRESENTED BY THE BUILDING TRADES COUNCIL
DATE: JUNE 1, 2011

Recommendation:

It is recommended that the Workforce Investment Board concur with the April 20, 2011 Executive Committee action to approve a reimbursement for Pre-Apprenticeship services paid for in advance by the Building Trades Council, and approved by the Construction Trades Training Roundtable (CTTR) on March 17, 2011. Invoices totaling \$5,712.50 for recruitment and outreach expenses paid for in advance by the Building Trades Council have been submitted to WIB staff.

1. Credits from City of Seaside	
Remaining balance of the First 50K Increment received and carried over from 2006	2,840.53
Second Increment Received 7-16-2007	50,000.00
Third Increment received 8-18-2008	50,000.00
Subtotal	\$ 102,840.53
2. Expenses	
Salary and Benefits for Program Coordinator	10,000.00
Supplies and Materials	4,386.37
Pacific Grove Chamber of Commerce	198.00
Payment to Monterey Adult School for ADA	16,108.58
Payment to Monterey Adult School for ADA	5,000.00
Monterey Santa Cruz Building Trades Council	3,750.00
Classroom Materials	1,519.35
Classroom Materials 2/24/2010	3,151.54
MSCBTC 3/2010	10,000.00
Classroom Materials	1,920.60
MSCBTC 7/2010	2,500.00
PENDING - Classroom Materials	3,938.51
PENDING - Building Trades Council	5,712.50
Subtotal	\$ 68,185.45
Remaining Balance	\$ 34,655.08


 Loyanne Flinn, Executive Director,
 Monterey County Workforce Investment Board
 This report was prepared by: Miguel Banda, WIB Management Analyst

04/14/2011
 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH THE MAY 20, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE THE MARCH 29, 2011 REQUEST FOR PROPOSAL (RFP) EVALUATION PANEL FUNDING RECOMMENDATIONS FOR WIA TITLE I ADULT SERVICES TOTALING \$630,000 AND WIA TITLE I YOUTH SERVICES TOTALING \$327,600
DATE: JUNE 1, 2011

RECOMMENDATION:

1. It is recommended that the Monterey County Workforce Investment Board concur with the Executive Committee action to approve the March 29, 2011 Request for Proposal (RFP) Evaluation Panel funding recommendations of up to \$327,600 for WIA Youth Services and up to \$630,000 for Workforce Investment Act (WIA) Adult Services for Program Year (PY) 2011-12 to the successful bidders as follows:

YOUTH Successful Bidders	<i>Net Contract Requested</i>	<i>Proposed # of Enrollments</i>	Total Funding Recommended	Min. # of Enrollments
Turning Point	\$468,000	189	\$170,352	68
Santa Cruz Office of Ed.	\$468,000	189	\$157,248	64
Total			\$327,600	132

ADULT Successful Bidders	<i>Net Contract Requested</i>	<i>Proposed # of Enrollments</i>	Total Funding Recommended	Min. # of Enrollments
Shoreline	\$900,000	264	\$327,600	96
Turning Point	\$900,000	264	\$302,400	89
Total			\$630,000	185

2. Approve WIB staff to enter into contract negotiations with the successful bidders for a contract year beginning July 1, 2011 and ending June 30, 2012 for the respective funding amounts recommended, with the WIB's option to extend the contracts annually, for a maximum of two subsequent years based on funds available and on the subcontractor's performance.

SUMMARY:

The WIA created the One-Stop Career Center system and requires at least one comprehensive One-Stop Career Center where employment and training providers come together under one roof to provide seamless and coordinated services to job seekers and employers. WIA also allows arrangements to supplement the comprehensive center(s) including specialized centers that address specific needs.

CONSENT CALENDAR 04

Therefore, the Monterey County WIB is allowed to seek proposals, through a competitive process, from employment and training partners with specialized expertise and access to meet specific demographic and geographic needs in order to supplement and compliment the One-Stop system. These partners along with the comprehensive center and affiliated sites form a collaborative community-based One-Stop Career Center system.

In January 2011, the WIB's Executive Committee approved the development of a Youth RFP (#10285) and Adult RFP (#10286) for the contract Program Year beginning July 1, 2011. The RFP's stated that up to \$468,000 was available for WIA Youth funding and up to \$900,000 was available for WIA Adult funding. Anticipating reduced funding in Program Year (PY) 2011-12, it was recommended that the RFP evaluation panel, which is charged with evaluating the proposals responsiveness to the goals identified in each of the RFPs, rank the proposals and identify the funding amounts up to 70% of the maximum identified in each RFP. To clarify, based on the merit of each type of program; the evaluation panel was told to identify funding for up to \$327,600 for the Youth programs and identify funding for up to \$630,000 for the Adult programs.

RFP evaluations conducted by the evaluation panel resulted in the recommendation of two (2) Adult bidders and two (2) Youth bidders as summarized in the chart mentioned on page one of this report.

DISCUSSION:

The Youth and Adult RFPs were released to the public on February 17, 2011 with a closing date of March 17, 2011. Three (3) Youth proposals and three (3) Adult proposals were received by the submission deadline. All proposals were delivered to the Contracts and Purchasing offices and no proposals were submitted late.

WIB staff, in order to determine the Pass/Fail standing portion of the evaluation criteria, reviewed all proposals for compliance with the submission requirements. All proposals passed this section and were then distributed to the evaluation panel on March 18, 2011 for their reading and evaluation. On May 29, 2011 the evaluation panel convened to interview bidders, score proposals, and develop funding recommendations. Interviews were conducted in ten (10) minute intervals, using a set of prescriptive questions, and the evaluation panel was provided the opportunity to ask additional follow up questions. WIB staff assisted the evaluation panel during this process and provided panel members with a quantitative and comparative analysis of the proposed performance, amounts requested, and a cost analysis of each bid submitted. The evaluation panel scored each proposal based on bidder interviews, a thorough review of the bids and comparative cost and performance evaluation. During this comprehensive process, the evaluation panel, supported by WIB staff, thoroughly discussed the scores and merits of each proposal submitted. This process has resulted in the recommendations contained in this report.

Ranking of Youth Proposals:

All members of the evaluation panel unanimously ranked Turning Point higher than the next successful proposer Santa Cruz County Office of Education. Finally, all ranked the Santa Cruz Office of Education higher than the Office for Employment Training proposal. Due to the reduction in funding and results of the overall scoring, the evaluation panel unanimously approved and recommended funding the top two proposals representing Turning Point and the Santa Cruz County Office of Education up to 70% of the maximum amount identified in the RFP. Therefore, Turning Point is recommended to receive \$170,352 and the Santa Cruz County Office of Education is recommended to receive \$157,248.

Ranking of Adult Proposals:

All members of the evaluation panel unanimously ranked Shoreline higher than the next successful proposer Turning Point. Finally, all ranked Turning Point higher than the Office for Employment Training proposal. Due to the reduction in funding and results of the overall scoring, the evaluation panel unanimously approved and

CONSENT CALENDAR 04

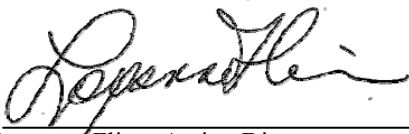
recommended funding the top two proposals representing Shoreline and Turning Point, up to 70% of the maximum amount identified in the RFP. Therefore, Shoreline is recommended to receive \$327,600 and Turning Point is recommended to receive \$302,400.

FISCAL, PROGRAM, AND MANAGEMENT INFORMATION (MIS) ISSUES OR IMPACTS:

This recommendation allocates funding for up to \$327,600 for WIA Youth subcontracts and funding for up to \$630,000 for WIA Adult subcontracts to the successful bidders.

The contract period would be for one-year, with the WIB's option to extend the contracts annually, for a maximum of two subsequent years based on funds available and on the subcontractor's performance. Should the full WIB approve these recommendations, WIB staff recommends that the contracts start effective July 1, 2011 and end on June 30, 2012. The number of new youth participants to be served is at least 132 and the number of new adult participants to be served is a minimum of 185.

The negotiated subcontract performance and service goals, enrollments and amounts will be forwarded for approval to the WIB and Board of Supervisors. Final and ultimate funding for the entire One-Stop Career Center System depends on federal, state and local budget allocations.



Loyanne Flinn, Acting Director Date
Monterey County Workforce Investment Board

05/25/2011

This report was written by: Marleen Esquerra, WIB Management Analyst

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH THE MAY 20, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE WIB POLICY #2011-04 – INDIVIDUAL TRAINING ACCOUNTS
DATE: JUNE 1, 2011

RECOMMENDATION:

It is recommended that the Monterey County Workforce Investment Board concur with the Executive Committee action to approve the following WIB policy:

- **#2011-04 –Individual Training Accounts**, *supersedes WIB Policy 2000*

The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that is flexible and maximizes informed customer choice in selecting an eligible training provider. This policy sets the training limit amount and duration of ITAs developed for eligible individuals funded under the Workforce Investment Act (WIA) within Monterey County.

At the request of the Executive Committee, the policy also includes language requiring that all individuals prior to receiving training be assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment.


INFORMATION/DISCUSSION:

The new policy was developed to simplify how our local area administers ITAs to include the local limit of \$5,000, the maximum training time for an ITA is twelve (12) months and how exceptions are granted to exceed the amount cap of \$5,000 and or the duration cap of 12 months.

Specific changes include: removal of outdated collaborative language, addition of references to new WIB policies regarding the eligibility requirements for training services, and clarification on the State's Eligible Training Providers List (ETPL) with a link to the information online.

This policy was circulated for review by the One Stop Career Center partners and WIB subcontractors for comment on the proposed changes. All recommended changes were incorporated into the policy.

ATTACHMENT: WIB Policy #2011-04 (1 page)



Loyanne Flinn, Acting Director Date
Monterey County Workforce Investment Board

5/25/2011



Monterey County Workforce Investment Board (WIB)

LOCAL POLICY BULLETIN #2011-04

DRAFT

Effective Date: June 29, 2000

Proposed Revision Date: *June 2011 WIB meeting*

Supersedes WIB Policies: ITA Policy 2000

Full WIB Adopted: *June 2011 WIB meeting*

TO: All Monterey County Program Operators, One-Stop Service Providers and WIB Subcontractors who provide training services to eligible individuals funded under the Workforce Investment Act (WIA).

SUBJECT: Individual Training Accounts (ITA)

PURPOSE: The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that is flexible and maximizes informed customer choice in selecting an eligible training provider. This policy sets the training limit amount and duration of ITAs developed for eligible individuals funded under the WIA within Monterey County.

REFERENCE:

WIA Section 134(d)(4)(G)(iv), Required Local Employment and Training Activities

WIA Section 195(12), General Program Requirements

WIA Final Rule Sections 663.310(b)(c)(d)

WIA Final Rule Section 663.320, Amount or Duration Limits on ITAs

WIA Final Rule Section 663.400-440, Individual Training Accounts

EDD WIAD04-4, Recovery of WIA Tuition and Training Refunds

EDD WIAD06-21, Workforce Training Act (SB 293) Implementation Guidance

POLICY: Training services may be made available to employed and unemployed adults and dislocated workers:

- Who have met the eligibility requirements for training services. (*Reference WIA Eligibility Technical Assistance Guide, WIB Policy 2011-03 Tiered Service Levels – Core, Intensive and Training Services and WIB Policy 2011-01 Lower Living Standard Income Level and Poverty Guidelines*);
- Who are unable to obtain grant assistance from other sources such as PELL grants or Trade Adjustment Act or require WIA assistance in addition to other sources of grant assistance;
- Who select a program of training services that is directly linked to employment opportunities in either the local area in which they reside or in areas where they are willing to locate;
- Who select a program that maximizes informed customer choice and may only be purchased through training providers that are on the State's list of eligible training providers (ETPL) located at www.montereycountywib.org/programs/training/; and
- Have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment. Authorized WorkKeys® assessments and WIN remedial training may be provided by appointment through partners of the Central Coast Career Readiness Consortium by contacting the Monterey County Business Council at (831) 883-9443 or Salinas One Stop Career Center at (831) 796-3600.

Individual Training Accounts may not exceed the following restrictions:

- ITA may not be written in amounts that exceed five thousand (\$5,000) dollars;
- Maximum training time for an ITA will be twelve (12) months; and
- Monterey County WIA funded service providers must request, in writing, and receive permission from the Monterey County WIB staff to exceed the amount cap of \$5,000 and or the duration cap of 12 months.

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board (MCWIB) staff at (831) 796-3313.

This policy will be posted to the MCWIB website located at: www.montereycountywib.org/policies/

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
Fax (831) 796-3512
flinnlg@co.monterey.ca.us
www.montereycountywib.org

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONCUR WITH THE MAY 20, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE THE TRANSFER OF \$750,000 IN WIA TITLE I FUNDS FROM DISLOCATED WORKER FORMULA TO ADULT FORMULA PROGRAMS FOR FISCAL YEAR 2010-11
DATE: JUNE 1, 2011

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the May 20, 2011 Executive Committee consider and approve the transfer of \$750,000 in WIA Title I funds from Dislocated Worker formula to Adult formula programs for fiscal year 2010-11.

INFORMATION:

In order to maximize customer service and provide local Workforce Investment Boards (LWIB) with greater flexibility to respond to changes in the local labor markets, the Workforce Investment Act (WIA) allows the transfer of funds between WIA Title I Adult and Dislocated Worker Programs. Considerations for 2010-11 transfer include increase in Adult participants compared to Dislocated Workers, additional funds received and pending for Dislocated Workers, additional subcontracted services for Adults, and greater decrease in Adult allocation for 2011-12.

Table 1 Participants planned - actual	2009-10		2010-11	
	Adult	DW	Adult	DW
1. Registered participants carried in	115 - 114	123 - 123	131 - 131	292 - 292
2. New registered participants	1500 - 1059	1500 - 1296	921 - 564	500 - 335
3. Total registered participants (1+2)	1650 - 1174	1623 - 1419	1052 - 696	792 - 627
4. Exiters	800 - 1042	800 - 1127	920 - 461	500 - 431
5. Registered participants carried out (3-4)	815 - 131	823 - 292	132 - 235	292 - 196

Table 2 Funding


Formula Allocation	\$2,129,584	\$2,665,428	\$1,911,145	\$2,197,340
Amount to be Transferred	\$750,000	(\$750,000)	\$750,000	(\$750,000)
Total Funds Available	\$2,879,584	\$1,915,428	\$2,661,145	\$1,447,340
	Formula Allocation 2011-12		\$1,540,915	\$1,896,012

Requirements:

- Up to 50% of the adult funds and up to 50% dislocated worker funds for PY 2010-11 funds may be transferred between each of these funding streams.
- The LWIBs must submit transfer requests in writing to the appropriate Regional Advisor. All requests must contain the reason(s) for the transfer, including effects on local services and proposed changes to the local plan.
- To complete the transfer request, three documents must be submitted to the State of CA EDD to include the transfer request form, participant and budget summary plan based on the new transfer amounts.

ATTACHMENTS

5a. \$750K Transfer Request Documents (3 pages)


 Lorraine Flinn, Acting Director
 Monterey County Workforce Investment Board

05/27/2011
 Date

CONSENT CALENDAR 06

WIA TRANSFER REQUEST

1. LWIA Name MONTEREY COUNTY Transfer Request No. 01

2. Subgrant Number K178671

3. Program Year 2010

4. Direction of Transfer (check one)

Adult to Dislocated Worker

201 → 299

202 → 200

Dislocated Worker to Adult

501 → 499

502 → 500

5. Amount of Transfer \$750,000.00

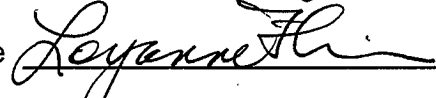
6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

Monterey County has had a substantial increase in requests for both Adult Disadvantaged and Dislocated Worker Services. Increasing at a tremendous rate, (over 100% in most cases) are the number of program services being provided to the customers, both in Disadvantaged Adults and Dislocated Workers. Because we have doubled the program services provided to Adult Disadvantaged Workers we find it necessary to transfer \$750,000.00 of the Dislocated Worker Funds to offset these increased services. In addition, the local board has adopted a more appropriate eligibility criteria for Disadvantaged Workers allowing us to serve a larger population with the funds in that grant.

7. Date of LWIB Meeting to Discuss Transfer May 18, 2011

8. Print Name of LWIA Administrator/Designee Loyanne Flinn /Acting WIB Director

9. "I certify this transfer request was approved at the LWIB meeting date of May 18, 2011."

10. Signature of LWIA Administrator/Designee 

11. Contact Person Loyanne Flinn, Acting Executive Director

12. Telephone Number 831-759-6644

13. Date of Request May 18, 2011

**CONSENT CALENDAR 06
TRANSFER REQUEST
PARTICIPANT PLAN**

LWIA:	Monterey County
Date:	18-May-11

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 20__	131	292	
2. New Registered Participants for PY 20__	921	500	
3. Total Registered Participants for PY 20__ (Line 1 plus 2)	1,052	792	
4. Exiters for PY 20__	920	500	
5. Registered Participants Carried Out to PY 20__ (Line 3 minus 4)	132	292	

PROGRAM SERVICES			
6. Core Self Services	1,052	792	
7. Core Registered Services	1,052	792	
8. Intensive Services	1,052	792	
9. Training Services	261	75	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			
11. Attainment of a High School Diploma, GED, or Certificate			

EXIT STATUS			
12. Entered Employment	698	380	
12A. Training-related	243	70	
13. Remained with Layoff Employer		0	
14. Entered Military Service			
15. Entered Advanced Training			
16. Entered Postsecondary Education			
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	303	120	

Loyanne Flinn, Acting WIB Executive Director	831-759-6644	May 18, 2011
Contact Person, Title	Telephone Number	Date Prepared

Comments:

**CONSENT CALENDAR 06
TRANSFER REQUEST
BUDGET PLAN**

LWIA: Monterey County
Date: 18-May-11

TITLE IB BUDGET PLAN SUMMARY (Adult and Dislocated Worker Funds)

WIA 118; 20 CFR 661.350(a)(13)


Subgrant # k178671	Grant	Adult to Dislocated Worker	Dislocated Worker to Adult
Year of Appropriation 2010	Code	<input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200	<input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DISLOCATED
1. Formula Allocation	1,911,145	2,197,340
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	750,000	(750,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 thru 4)	2,661,145	1,447,340

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6A through 6E)	2,414,145	1,303,340
A. Core Self Services	220,859	98,836
B. Core Registered Services	401,391	366,871
C. Intensive Services	1,310,728	601,874
D. Training Services	481,167	235,759
E. Other		
7. Administration	247,000	144,000
8. TOTAL (Lines 6 plus 7)	2,661,145	1,447,340

QUARTERLY TOTAL EXPENDITURE PLAN (Cumulative)		
9. September 2010	0	0
10. December 2010	1,245,189	1,010,299
11. March 2011	1,361,364	248,763
12. June 2011	2,401,084	976,461
13. September 2011	2,661,145	1,447,340
14. December 2011		
15. March 2012		
16. June 2012		
17. September 2012		
18. December 2012		
19. March 2012		
20. June 20		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	9.28%	9.95%

Loyanne Flinn, Acting WIB Executive Director	831-759-6644		18-May-11
Contact Person, Title	Telephone Number	Date Prepared	

Comments:

--

Strategic Doing focuses on answering four questions: and taking small steps to reach major goals.

1. *What could we do together?*
2. *What should we do together?*
3. *What will we do together?*
4. *When will we get back together? What was completed? What still needs to be done? What did we learn?*

Goals: Roundtable discussions on topics from the National Association of Workforce Boards (NAWB) Conference regarding how we can 1) collaborate on efforts to grow Summer Youth Employment with new ideas, funding and partnerships; 2) support local, state and national promotional efforts such as the *Workforce Investment Works* national campaign; 3) Education and Workforce Development partnerships – West ED model; and, 4) promote Small Business Organizations in partnership with economic and workforce development initiatives.

SUMMER YOUTH EMPLOYMENT PROGRAM – 2011		
Timeframe: Enter actual dates	What: be specific	Who: Use names, if possible, not organizations
In the next 30-45 days Full WIB Meeting: June 1, 2011	<ol style="list-style-type: none"> 1. Work with the CASP advisory group to create summer youth private sector employment, activities, and internships. 2. Present the implementation plan to the Full WIB in June 	WIB and CASP member- Elliot Robinson
	The WIB Youth Council met on April 12 and strategized with partners to provide the following related goals. The following is the Youth Council Input	
Next Week	<ul style="list-style-type: none"> • Provide a list of past and present youth employers to Erik Cushman, who will outreach to the employers • Summer youth employment planning information on Exec Comm • Research WIA policy on stipends and fund raising 	OET Staff- Angelica Meza Angelica Meza/Stephanie Shonley Stephanie Shonley
In the next 30 days	<ul style="list-style-type: none"> • Reallocate OET staff to prioritize SYE • Revise work experience hours to serve more youth • Share case manager resources • Partner with the Boys & Girls Club on career readiness • Survey Businesses: Can they afford pay the youth's wages? Can they provide a match? • Collaborate with local partners to plan fund raising events like a basketball tournament • Work on outreach strategies which includes contacting the local news, presenting at local chamber events, and creating Public Service Announcements 	Angelica Meza Angelica Meza Angelica Meza/Deborah Carrillo Angelica Meza/ Michelle Slade CASP Campaign/Erik Cushman Stephanie Shonley Stephanie Shonley
In the next 6 months, where do we want to be?	<ul style="list-style-type: none"> • Support creation of asset map for summer youth activities • Work with Boys and Girls Club to create a youth engagement and challenge campaign • Provide recommendations for the Summer Youth Employment Plan for Program Year 2012 	Youth Council members

LOCAL, STATE and NATIONAL PROMOTIONAL EFFORTS – WORKFORCE INVESTMENT WORKS		
Timeframe: actual dates	What: be specific	Who: Use names
Next Week	1. Compile notes of workgroup discussion and disseminate to WIB leadership, Wendy Brickman and WIB staff.	Marleen Esquerra
In the next 30-60 days	2. Collect stories and testimonials from our service providers of job seekers and businesses that use our One Stop resources and services.	Marleen Esquerra, Gloria Torrez, Wendy Brickman
	3. Utilize and upload the client stories to the Workforce Investment Works (WIW) website, a national campaign effort to help advocate and promote the resources and understanding of workforce services impacting businesses and job seekers.	Marleen Esquerra, Gloria Torrez and Wendy Brickman
	4. Look into starting a FaceBook and/or Twitter account to increase awareness of the services and benefits available. Also measure effectiveness of Constant Contact tool.	Marleen Esquerra and Gloria Torrez
	5. Contact participants to send letters to elected officials for support. Place letters on WIB website.	Marleen Esquerra and Gloria Torrez
	6. Update WIB website with industry cluster information, special projects, client testimonials, grants, etc.	Marleen Esquerra and Gloria Torrez
EDUCATION AND WORKFORCE PARTNERSHIPS – WEST ED MODEL		
Timeframe: actual dates	What: be specific	Who: Use names
Next Week: April 12	1. Attend a Youth Council Meeting	Erik Cushman
In the next 30-60 days	2. Create linkages with education and the private sector, possible internships?	Erik Cushman
	3. Identify programs/initiatives within local Colleges and School Districts, piggyback on momentum of those programs	Erik Cushman
	4. Hold a meeting with all local Mayors and superintendents of schools to strategize and partner for Summer Youth Employment programs	Erik Cushman
	5. Create a one- page survey for the employers in the sub-contractors database, can they afford to hire?	WIB Staff
	6. Find and create more collaborative opportunities.	
SMALL BUSINESS ORGANIZATIONS – DOL/PEP AND REDEVELOPMENT		
Timeframe: actual dates	What: be specific	Who: Use names
In the next 30-60 days	1. Review and report on assessment options in the One-Stop Career Center system that identify entrepreneurial skills	Chris Berthiaume and Wil Moore
	2. Link on WIB website for entrepreneur and small business resources	Loyanne Flinn
	3. Report on redevelopment “living laboratory” project to Exec Comm in May/June	Loyanne Flinn

WIB STRATEGIC PLAN

VISION

MISSION

FUNCTIONS OF THE WIB

- CONVENER - Bringing together business, labor, education, and economic development to focus on community workforce issues
- WORKFORCE ANALYST - Developing, disseminating and understanding current labor market and economic information and trends
- BROKER - Bring together systems to solve common problems, or broker new relationships with businesses and workers
- COMMUNITY VOICE - Advocating for the importance of workforce policy, providing perspective about the need for skilled workers
- CAPACITY BUILDER - Enhancing the region's ability to meet the workforce needs of local employers

5-YEAR PRIORITIES

PRIORITY	DESIRED OUTCOME¹
Board Business	The Monterey County Workforce Investment Board is structured and positioned to achieve strategic priorities that enhance the success of the local workforce investment system.
Economic Development & Workforce Partnerships	The Monterey County Workforce Investment Board partners with local businesses and economic development agencies to create and sustain jobs in Monterey County.
Education & Workforce Partnerships	<p>The Monterey County Workforce Investment Board is a convener of education and workforce development stakeholders that ensure resources are leveraged so relevant training programs are offered to job-seekers.</p> <p>The MCWIB is a champion of WorkKeys and WIN so that job-seekers and students are skilled and employers have a certified job-ready workforce.</p>
Model One-Stop Delivery System	The purpose and services of the Monterey County One-Stop Delivery System are understood by and accessible to all workforce investment stakeholders through a variety of modalities.
Regional Collaborations	The Monterey County Workforce Investment System strengthens working relationships with regional partners and consortiums.

¹ SMART Goals: Specific – Measurable – Achievable – Realistic - Timely

WIB STRATEGIC PLAN

PRIORITY: Board Business

The Monterey County Workforce Investment Board is structured and positioned to achieve strategic priorities that enhance the success of the local workforce investment system.

Annual Plan 2011-12: eligibility of One-Stop Operator (9); performance goals (24); board structure (25)

Strategies	Rank	Action Steps	Who	When	Status
Ensure relationship to/placement within County enables achievement of goals (i.e. within Economic Devo, DSES or other)	1	<ul style="list-style-type: none"> • BUILD RELATIONSHIPS with City Economic Development Directors. • Target Chambers, Unions, Colleges & Different Sectors' HR Departments • Draft a Letter of Support to the MCBOS letting them know how we support ED • Be PROACTIVE in knowing ED opportunities • Interact with ALL Chambers: via Director's newsletter & face-to-face meetings 			<p><i>New Economic Development Department in the works. WIB unit to continue WIA policy and monitoring role and enhance labor market intelligence (LMI) and revenue generation capacity. Also bring relationships with education to the new department.</i></p> <p><i>Workforce Works continues in constant contact format</i></p>
Recruit members	2	<ul style="list-style-type: none"> • Control WIB size & make-up • Recruit in all geographical areas in County • More Community Ambassadors • More members from organizations/companies who align with the WIB's goals, priorities and are passionate about what we do 			<p><i>WIB size reduced from 43 to 37</i></p>
Finalize WIB/Chief Local Elected Official agreement	3	Draft and have in place. Continue send at least quarterly updates to BOS			<p><i>WIB Annual Report on BOS consent. Need to take performance to WIB and BOS</i></p>
Review WIB Mission, revise as needed		People did agree that it needed to be shortened.			

WIB STRATEGIC PLAN

PRIORITY: Economic Development & Workforce Partnerships

The Monterey County Workforce Investment Board partners with local businesses and economic development agencies to create and sustain jobs in Monterey County.					
Annual Plan 2011-12: workforce needs of businesses and job seekers (1); current and projected employment opportunities (2); leveraged funds expand involvement of business, employers and individuals (7); sector strategies to identify employer needs and guide training efforts (14); opportunities to prepare workers for “green jobs” (15); rapid response assistance available to dislocated workers and employers (16)					
Strategies	Rank	Action Steps	Who	When	Status
Participate in the creation of a structure to implement a plan to <i>retain, grow and</i> attract business to the area <i>Small Business Partnerships- Entrepreneurship</i>	1	<ul style="list-style-type: none"> • Connect with companies • Write letter to BOS in support • Work with higher education to increase workforce skill levels • <i>DOL/PEP and CAMEO projects</i> • <i>Local training provider partnerships</i> 		<i>Mar 2011</i>	<i>Small Business Partnership Toolkit Training</i>
Increase a proactive understanding of and reporting on Labor Marketing Information to drive workforce development Focus on articulation of training	1	<ul style="list-style-type: none"> • Creating a committee focused on economic and workforce development (Planning Committee) • Study the economic and redevelopment plans to understand where the market trends are to make strategic WIA funding decisions • CEDS report 	Tony Doug	<i>Jun 2011 Jul 2011</i>	<i>LMI:VOS conference in June 2011 Review of Econovue and ALMA C2ER conference?</i>
Allocate resources for on-going Layoff Aversion activities and programs	2	<ul style="list-style-type: none"> • Intervention to struggling businesses • Develop local stimulus packages for businesses • Apply for grants 		<i>Jun 2011</i>	<i>Partner with Santa Cruz and SLO on RR/Layoff Aversion strategies</i>
Champion MCBC efforts to have business adopt WorkKeys certification	3	Outreach to business <i>WorkKeys partners: BI Inc, Hartnell, MCOE, subcontractors, Santa Cruz and San Benito</i>		<i>Mar 2011</i>	<i>3/6 WIB staff CRC</i>
Support business recognition and development efforts/events	4	Collaborate with economic development agencies through dual membership and hosting seminars, conferences and attending economic and workforce events throughout the county			
		Collaborative Comprehensive Economic Development Survey		<i>Mar 2011</i>	<i>SRI proposal for new Economic Development Department</i>
Lack of clarity of roles. Many players with pieces of pie Doesn't fit together well. OEDC/WIB not well articulated mission. Helped direct expenditures of ARRA funds. Sonoma County had an ED Director. Planning for future workforce skills					

WIB STRATEGIC PLAN

PRIORITY: Education & Workforce partnerships

The Monterey County Workforce Investment Board is a convener of education and workforce development stakeholders that ensure resources are leveraged so relevant training programs are offered to job-seekers.

The MCWIB is a champion of WorkKeys and WIN so that job-seekers and students are skilled and employers have a certified job-ready workforce.

Annual Plan 2011-12: workforce needs of businesses and job seekers (1); leveraged funds expand involvement of business, employers and individuals (7); continuous improvement of eligible providers of services (10); administer Individual Training Accounts (12); utilize sector strategies to identify employer needs and guide training efforts (14); identify eligible youth population, needs and partnerships and collaborations that provide services to youth (18)

Strategies (to achieve desired outcomes)	Rank	Action Steps (to implement strategies)	Who	When	Status
<p>Connect to Economic Development/Planning</p> <p>Work with local post-secondary institutions, ROP & Adult schools, and proprietary schools to align training initiatives/program with local workforce need</p>	1	<ul style="list-style-type: none"> • Strategically convene stakeholders – educational institutions, training providers, industry professionals • Consider economic and redevelopment plans to determine what training programs to develop/fund • Develop and disseminate a comprehensive list of existing education and training programs – be thought of as the “clearinghouse” of this information • Ensure VESL is included as a component of training programs • Adopt a regional focus with each entity specializing in training • <i>Tap into industry advisory groups convened by education so as not to duplicate efforts</i> 			
<p>Strengthen partnerships with local educational collaboratives (i.e. MCBERI, C² Higher Ed & Research Cluster, etc)</p>	1a	<ul style="list-style-type: none"> • Host a summit to promote best practices and help them make investments in workforce/pipeline development and/or with workforce education programs • Reestablish relationships with High Schools 		<i>Oct 2010</i>	<i>Health Careers work with 9th grade</i>

WIB STRATEGIC PLAN

PRIORITY: Model One-Stop Delivery System

The purpose and services of the Monterey County One-Stop Delivery System are understood by and accessible to all workforce investment stakeholders through a variety of modalities.

Annual Plan 2011-12: serve unemployment insurance claimants and workers receiving benefits under trade adjustment assistance (4); programs and funding streams support service delivery in One-Stop system (5); ensure required WIA partners (6); WIA funds leverage other federal, state, local and private resources (7); assess how One-Stop partners are coordinated (8); assess eligibility of One-Stop operations (9); assess and implement state waivers (11); administer Individual Training Accounts (12); identify eligible youth populations, needs and partnership and collaborations that provide services to youth (18); delivery of service to people with disabilities through partnerships and collaborations (19); support parolees (probation) in seeking, securing and maintaining employment as they transition back to the community (20); priority of service for veterans and eligible spouses (21); Veterans Workforce Specialists and Veteran Employment Service Specialists in the One-Stop (22); Wagner-Peyser Act services to the agricultural community and seasonal farmworkers (23); meet performance goals (24)

Strategies (to achieve desired outcome)	Rank	Action Steps (to implement strategies)	Who	When	Status
Increase access through satellite, affiliate or mobile centers <ul style="list-style-type: none"> • Mobile Career Center • County Libraries • Neighborhood Career Centers via RFP for Youth and Adult Ensure bilingual staff is available, along with appropriate technology	1	<ul style="list-style-type: none"> • Launch Mobile Career Center (MCC). Feasibility proposal to WIB after 90 days. <i>(Work2Future mobile van comparison)</i> • Report to WIB on activities with libraries. Invite library staff to speak to WIB. <i>(Reports to include cultural competency, technology, impacts on existing staff capacity, and community response)</i> • New RFPs for Adult and Youth services based community needs and focus groups 	Rob Diana	Aug 2010 <i>Dec 2010</i> Nov 2010 Feb 2011 Oct 2010	MCC launched August 2; <i>ended by December</i> MCC and Library reports to Planning Committee on Nov 4 <i>RFP is out. Proof is in the proposals, which are due Mar 17</i>
Implement One-Stop Career Center continuous improvement program <ul style="list-style-type: none"> • Seamless service strategy, Integrated Service Delivery (ISD) • Customer satisfaction data • Timely reporting/stories • Career Counselor Certification • National and/or State “seal of approval” • System wide communication • Meaningful real-time performance goals 	2	<ul style="list-style-type: none"> • Report on Integrated Service Delivery (ISD), aka learning lab model. • Compile internal OET customer service surveys and report results to WIB; Develop third party survey or secret shopper program • All program and fiscal reports in agenda packets, not handouts • Report on WIB/OET staff training/certification • Workforce development weekly updates – ensure interested parties are on distribution list • Develop goals in addition to 9 WIA mandates 	MaryAnn	Nov 2010 <i>Nov 2010</i> Ongoing Weekly	Performance reporting in Nov-Dec <i>Improved and clarified WIB policies with partners</i> <i>OET and WIB staff are participating with subcontractor staff in Career Development Facilitator (CDF) training provided by Shoreline.</i> <i>3 of 6 WIB staff have CRC</i>

ACTION 07

PRIORITY: Regional Collaborations

The Monterey County Workforce Investment System and its regional partners act like a region.					
Annual Plan 2011-12: assess efforts to plan/implement sector strategies, develop regional partnership, and target industries that are important in the local region (13); utilize sector strategies to identify employer needs and guide training efforts (14)					
Strategies (to achieve desired outcome)	Rank	Action Steps (to implement strategies)	Who	When	Status
<p>Establish our regional vision and voice to strengthen our competitive advantages. Monterey County is a “hinge” between two regions:</p> <ul style="list-style-type: none"> • Tri-county (informal, historic) • W4C (formal, more recent) <p><i>We could have one WIB representing a region and maintain funding autonomy for each LWIA – John Chamberlin</i></p>	1	<p>Tri-County</p> <ul style="list-style-type: none"> • Participation and financial support of Green Careers Partnership • Regional meetings between Monterey and Santa Cruz WIB members • Extreme Entrepreneurship Tour and follow-up activities • NEG OJT with OET, Santa Cruz and Shoreline • Consider a formal MOU • Project 17 – Agriculture and Technology project funded by Small Business Administration • Imagination Coast 		<p><i>Dec 2010</i></p> <p><i>Jan 2011</i></p> <p><i>Oct 2010</i></p> <p><i>Dec 2010</i></p>	<p><i>GCP presented at Dec WIB</i></p> <p><i>Meeting convened by Assembly member Monning</i></p> <p><i>EET completed 50/50 with Santa Cruz. Caught attention of DOL</i></p> <p><i>Project 17 presented at WIB</i></p>
		<p>“Hinge”</p> <ul style="list-style-type: none"> • HART to meet monthly and to include allied health project next steps and other regional initiatives. 			<p><i>Proposal to add Santa Cruz and San Benito to create W6C</i></p>
		<p>W4C</p> <ul style="list-style-type: none"> • Regional Industry Clusters of Opportunity (RICO) project outcomes are aligned with Monterey County Business Council (MCBC) Competitive Clusters. 		<p><i>Dec 2010</i></p>	<p><i>RICOG presented at WIB</i></p> <p><i>MCBC acting as key liaison to RICOG</i></p>
<p>Align regional workforce investment activities to create a “borderless” region for participants and employers.</p>	2	<ul style="list-style-type: none"> • Review workforce policies and support consistency and resource sharing with neighboring areas. • Explore a regional VOS system. 			<p><i>Santa Cruz and SLO to look at sharing admin responsibilities such as monitoring and ETPL</i></p>
<p>Establish virtual meeting capabilities</p>	3	<p>Evaluate local access and other regions to assess costs and benefits of virtual meeting services. Increase contact, decrease costs</p>		<p><i>Jan 2011</i></p> <p><i>Mar 2011</i></p>	<p><i>Regional test – not so good</i></p> <p><i>State WIB agreed to look into</i></p>

Workforce Investment Act
Local Plan Modification
Program Year 2011-12
(Narrative Forms)

Local Workforce Investment Area (LWIA):

Name of LWIA Monterey County

Submitted on June 1, 2011 (submission date to State EDD)

Contact Person Loyanne Flinn, Acting WIB Executive Director

Contact Person's Phone Number (831) 759-6644
AREA CODE PHONE NUMBER

July 2011

Workforce Investment Act (WIA) Strategic Local Plan PY 2011-12

TABLE OF CONTENTS

I. Local Plan Narrative	3-15
II. Memorandum of Understanding	16
III. Assurances	16
IV. Program Administration Designee and Plan Signatures.....	19

Attachments

V. Budget Plan Summaries.....	20-22
VI. Participant Plan Summaries	23
VII. Local Area Grant Recipient Listings	24
VIII. Negotiated Levels of Performance	25
IX. Copies of all MOUs	Forthcoming**
X. Public Comments of Disagreement	<i>TBD after public comment period closes.</i>
XI. Other Submittal(s):	Forthcoming**
▪ WIB policy #2011-03, Tiered Service Levels – Core, Intensive and Training Services	
▪ WIB policy #2011-04, Individual Training Accounts	
▪ WIB policy #2006-01, Veteran's Priority	
▪ One-Stop Operator MOU	
▪ WIB and One-Stop Partner MOUs	
▪ WIB Bylaws, amended	

*The EDD acknowledges that local areas have not received their PY 2011-12 WIA allotments or performance goals. Therefore, the EDD is not requiring the local boards to submit budget plan summaries, participant plan summaries, local area grant recipient listings, and negotiated levels of performance with the June 1 submission of the PY 2011-12 Local Plan Modification. However, ***once the PY 2011-12 allocations and performance goals are received, the local boards are required to submit four copies of each of these forms to the EDD.***

**MOUs and other submittals are pending approval from the Monterey County WIB. Plans are underway to include the final documents with the June 1 submission of the PY 2011-12 Local Plan Modification to the EDD.

I. LOCAL PLAN NARRATIVE

Local Plan Modification Questions

The Workforce Investment Act (WIA) gives states and Local Workforce Investment Areas (local areas) a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan should represent a collaborative process among the Chief Elected Official (CEO) and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. Additionally, the local plan should reflect the current and future strategies of the local area. Please respond to each question by describing and assessing your local area's current and future strategies and identifying steps to implement and improve your service level or actions as appropriate.

1. Identify the workforce investment needs of businesses and job seekers in your local area. [WIA Section 118(b)(1)(a)]

Businesses need opportunities to communicate their recruitment and hiring challenges and to partner with the workforce investment system to save time and money. The Monterey County Workforce Investment Board (Monterey County WIB) in collaboration with its One-Stop Career Center delivery system (One-Stop) can help businesses by working with our training providers; we need businesses to help us identify whether there are some qualified applicants, just not enough capacity or whether there are gaps in academic and apprenticeship preparation. Our One-Stop delivery system can help businesses with recruitment fairs, applicant assessment and screening, and reimbursement for the extraordinary costs of on-the-job training.

Small businesses need our One-Stop to provide comprehensive services from helping customers to identify resources for entrepreneurship, self-employment and small business development to acting as their human resources department when they are ready to make their first and subsequent hires. All businesses benefit from reimbursement for the extraordinary costs of training a new employee that is available through an on-the-job-training contract.

Job seekers need timely labor market information and 24/7 access to employment and training tools such as the Virtual One-Stop (VOS) system. Disadvantaged adults and at-risk youth need more comprehensive services, including referral and coordination with community partners with expertise in addressing and overcoming barriers to employment. Dislocated workers need access to computers, in-depth assessments, job search and placement assistance, workshops and information to understand transferable skills and opportunities for training. In this competitive job market, job seekers benefit from on-the-job-training opportunities that lead to unsubsidized employment. For Monterey County, the unemployment rate was 12% for 2010 and in some sub-county areas it is consistently between 20-30%. The annual average of unemployed individuals for 2011 will be near 26,000.

Additionally, the Monterey County WIB has adopted the implementation of the Career Readiness Certificate that was initiated by the Monterey County Business

ACTION 07
<< DRAFT >>

Council (MCBC). This involves assessing prospective training participants using WorkKeys® assessments and providing Worldwide Interactive Network (WIN) remediation training tools. Both tools have proven to help businesses reduce turnover, increase return on investment (ROI) and improve productivity. WorkKeys assessments also assist employers with their current workforce to make reliable decisions about hiring, training, and program development needs.

2. What are the current and projected employment opportunities in your local area? [WIA Section 118(b)(1)(B) and California UI Code (CUIC) Sec 14221(a)]

Industry projections for total employment, which includes self-employment, unpaid family workers, private household workers, farm, and nonfarm employment is expected to reach 203,900 by 2018. This represents a gain of 16,100 jobs. Farm employment, which makes up about 23 percent of the county's total employment in 2008, is expected to grow by 13.2 percent. Approximately 11 percent of California's total farm employment is in Monterey County. Nonfarm employment, which makes up about 68 percent of total employment in 2008, is expected to grow by 6.9 percent. In Monterey County, approximately 74 percent or 6,600 jobs will be created in the following industry sectors: educational services, healthcare and social assistance and government. Although layoffs are occurring in two local major hospitals, the Monterey County WIB anticipates a hiring demand in both the healthcare and government industry sectors, according to the Employment Development Department's (EDD) labor market statistics.

The fastest growing nonfarm industry sectors, based on growth rate, are educational services, healthcare and social assistance (26 percent), government (9.9 percent), and wholesale trade (9.8 percent). The only other industry sector growing faster than the county's non-farm employment growth rate is leisure and hospitality (9.3 percent). The construction industry is expected to rebound during the projected period, but due to the large declines that occurred in 2009, this industry sector is not projected to create enough jobs to return to its 2008 employment level.

The **top 50 occupations** with the most job openings are projected to generate 41,300 total job openings, with approximately 66 percent of all job openings during the projection period. Seventy-eight percent of the occupations on the list require short to long-term on-the-job training and have median hourly wages ranging from \$8.97 to \$37.16. Eight of the top ten occupations on the list are concentrated in the healthcare field, due to growing demand in the healthcare industry.

3. Describe any significant changes in your local area resulting from the current economic downturn and any differences in the way services are being delivered. [Title 20 Code of Federal Regulations (Title 20 CFR) Part 661.355]

During the economic downturn, the One-Stop adopted the **integrated service delivery** model to serve disadvantaged adults and dislocated workers as the number served increased from 1,000 to 3,000. Of those individuals served, the types of services most received included job search, placement and referrals, career counseling, resume assistance, pre-employment skills, work experience, comprehensive career guidance, supportive services (i.e. clothing, transportation, child support, etc.), and the use of the One-Stop facilities.

ACTION 07
<< DRAFT >>

One of the ways that so many additional customers could be served was that adults who do not qualify as a Workforce Investment Act (WIA) eligible dislocated worker could receive core and intensive services as well as up to \$200 in supportive services before being determined income eligible according to Monterey County WIB policy #2011-03, entitled "Tiered Service Levels – Core, Intensive and Training Services". Anticipating reduced funding in Program Year (PY) 2011-12, the Monterey County WIB will need to review whether our One-Stop system can still support this policy or return to full income eligibility for all but core self-services in the One-Stop and with our community employment and training partners.

4. How is your local area serving Unemployment Insurance claimants? How is your local area supporting workers receiving benefits under the Trade Adjustment Assistance program? [WIA Section 121(b)(1)(B)(xii)]

Our local area is participating in a **National Emergency Grant (NEG-OJT) project that serves long-term unemployed and unemployment insurance exhaustees** which focuses on on-the-job-training opportunities. We also continue to provide services to workers on unemployment utilizing our WIA dislocated worker formula funding. **Trade Adjustment Assistance (TAA) workers are served in the One-Stop** with WIA staff providing enrollment and in-depth assessment for each individual who qualifies prior to Employment Development Department (EDD) Workforce Services staff case managing the training. The majority of TAA services and benefits are provided by EDD Workforce Services staff.

5. What programs and funding streams support service delivery through the One-Stop Career Center system? If applicable, what are the anticipated changes to those programs or funding streams? [WIA Section 121(b)(1)(B)]

The ultimate goal of the One-Stop delivery system is to provide a seamless integration of expanded services from as many agencies as necessary and to connect job seekers to valuable services. Programs and funding streams that support **service delivery through the One-Stop** include Workforce Investment Act (WIA) disadvantaged adult, dislocated worker and youth programs, EDD Wagner-Peyser, and CalWORKs employment services.

Services include the use of the One-Stop Employment Center and computers, job search workshops, information on training and education, referrals to partner agencies and resources and labor market information on growth industries in Monterey County.

Employment and training services are provided to a diverse spectrum of residents through a unique combination of comprehensive and satellite One-Stop Career Centers, as well as specialized programs provided by our 16 local partners and subcontractors.

Key elements for the integration of services include core, intensive and training services to be coordinated to avoid duplication and provide common intake procedures utilizing a shared case management system. Services are provided to support dislocated workers, job-seekers, individuals, businesses, economically disadvantaged youth and adults, and migrant seasonal farm workers.

ACTION 07
<< DRAFT >>

DSES's CalWORKs program is integrated into the One-Stop delivery system, and ongoing cross training is coordinated to increase the capacity of the One-Stop staff. The promotion and outreach efforts to job seekers, employed workers and the business community is coordinated in a comprehensive and focused program, which clearly establishes a seamless, integrated One-Stop delivery system.

Through the State's CalJOBS system, operated by EDD, each One-Stop Career Center allows the public access to computers to view job listings. The EDD staff at the One-Stop provides information regarding eligibility and the filing of unemployment insurance (UI) claims. UI claim filing is available through a centralized telephone, online and fax system at the One-Stop Career Center in Salinas to quickly link clients to information about UI programs and how to apply. EDD, as the recipient of Wagner-Peyser funds, provides universal access to employment services via a tiered delivery system that includes self-service, internet-based and staff-assisted services.

Additional programs that support our One-Stop service delivery system include:

Business Solutions – Through our One-Stop Business Services Unit, HR assistance is provided to employers to help them hire qualified employees and fill positions faster. Located inside the Monterey County One-Stop Career Center, this unit provides the tools and resources employers need for employment recruitments, business meetings, business expansion, consultations with our professional staff, as well as referrals to other One-Stop partner agencies.

Disability Services Advocate – The role of the advocate is to conduct outreach to the disabled community and organizations that serve individuals with disabilities, provide expertise and information on work incentives and employment programs, provide assistance on navigating through programs and employment services such as transportation and healthcare and serve as a resource throughout the One-Stop.

JobLink Networking Sessions – JobLink was created to provide job seekers an opportunity to meet and network with professionals, hear from a featured presenter about industry needs, learn about job openings, receive information on how to build effective resumes and cover letters, and many other benefits.

KickStart Program – This program is specifically designed to assist individuals who have been recently released from incarceration with learning how to look for, apply for, and successfully compete for employment in and around Monterey County. KickStart staff teaches job search skills and work to inspire positive attitude development. Participants learn about professional grooming, how to complete job applications, set goals, build resumes, and learn presentation skills.

Small Business Development Centers (SBDC) – The SBDC provides free of charge counseling to start up and existing businesses. Business workshops are conducted at the One-Stop Career Center.

Veterans Collaborative – A team of veteran collaborative partners, One-Stop partners and individuals who have been instrumental in bringing resource information and services to local veterans in Monterey County, helped to develop an

ACTION 07
<< DRAFT >>

online resource directory located at: www.Help-4-Vets.com. The goal of the online directory is to provide local veterans, their family and caregivers with information on services, resources and programs that are available to improve and enhance their quality of life.

A significant challenge to continuing our One-Stop Career Center service delivery partnership is that EDD has notified the Monterey County WIB that their staff may have to relocate due to Americans with Disabilities Act (ADA) compliance issues identified by the Office of the State Architect. If this issue cannot be resolved, service integration will be adversely affected. Other changes may be necessary due to funding reductions that will make it impossible to support the One-Stop infrastructure. Possible solutions being considered include co-locating with local community colleges or libraries.

6. Are each of the required WIA partners included in your One-Stop delivery system? If a required partner is not involved, explain. [WIA Sec 117(b)(2)(A)]

Yes.

7. Describe how your local area's WIA funds are used to leverage other federal, state, local, and private resources. How do these coordinated resources lead to a more effective local system that expands the involvement of business, employers and individuals? [WIA Section 112(b)(10) and 121(c)(2)(A)(ii)]

We work cooperatively with our local partners to **leverage other federal, state, local and private resources**. These partners include community colleges, libraries, and other employment and training partners. Examples include our \$500,000 Governor's Gang Reduction, Intervention and Prevention (CalGRIP) project that leveraged almost \$700,000 in local resources. Hartnell College received a Clean Energy grant for \$900,000 that provided mentorship, classroom training, certifications and credit to match our \$250,000 contribution to the project. We are also working collaboratively with Rancho Cielo Youth Campus who received a YouthBuild grant for \$1,099,977 to help prepare out-of-school youth for careers through hands-on construction training and high school completion and general educational development (GED) programs. The Monterey County WIB has provided a match contribution of \$240,000 over two years to support this project.

Temporary Assistance to Needy Families (TANF) emergency contingency funds (ECF) funding for \$2,795,923 was leveraged by the Office for Employment Training (OET) in partnership with the Department of Social and Employment Services (DSES) to develop a subsidized employment program to expand enrollments to serve needy families that meet the eligibility criteria of custodial and non custodial parents with income within the 200% of the federal poverty level guidelines. The program provided short-term subsidized employment to unemployed and under-employed residents as a resource for job preparedness and economic stimulus.

Also, OET partnered with the Monterey County Free Libraries and provided training to library staff on employment and training resources on the web and workshops for participants at library branches.

In Program Year 2010-11, the Monterey County WIB subcontracted 30% in WIA

adult formula funding and 25% in WIA youth formula funding to build community collaborations that leverages funding from non-profits in our area.

8. Describe and assess how the services provided by each of the One-Stop partners are coordinated and made available in your local One-Stop system. [WIA Section 118(b)(2) and Sec. 121 (c)(2) and CUI Section 14221 (a) and (b)]

One-Stop employment and training services are provided to a diverse spectrum of residents through a unique combination of comprehensive and satellite One-Stop Career Centers as well as specialized programs provided by our 16 local partners and subcontractors. Three of the partners consist of the major stakeholders and investors of the One-Stop Career Centers. They include the Office for Employment Training (OET), Employment Development Department (EDD) and the Monterey County Department of Social and Employment Services (DSES) California Work Opportunity and Responsibility to Kids (CalWORKs) Employment Services (CWES).

Recognizing the need for a strong local workforce investment area, the Monterey County WIB negotiated Memorandums of Understanding (MOU) with all of the WIA One-Stop Career Center mandatory partners to ensure that all receive “equal stake” in the One-Stop Career Center system and actively participate as well as contribute resources. Additionally, the Monterey County WIB is actively working on ways to increase coordination with partner programs through customer satisfaction surveys, MOU reviews, and through workgroups, focus groups and committees that seek to increase community input and evaluation across the system.

Wagner-Peyser and WIA funded staff work in the employment center to provide coordinated services. Wagner-Peyser staff also provide services at our affiliate sites in our One-Stop system. Referrals are made to and from multiple One-Stop partners including: WIA (Adult, Dislocated Worker, Youth), Wagner-Peyser, Adult Education/Literacy, Rehabilitation, Welfare to Work, Older Workers, Post Secondary Vocational, Trade Adjustment Assistance (TAA), Migrant Seasonal Farm Worker, Veterans, Community Services Block Grant (CSBG) Employment & Training, Housing and Urban Development (HUD) Employment & Training, and Unemployment Insurance (UI) programs.

9. Local boards are required to review and assess the eligibility of One-Stop operations annually. What criteria does your local board use to review One-Stop operator agreements in your local area? Include a copy of your local policy as an attachment to this document. [CUI Section 14206(d)]

In accordance with an agreement reached by the Monterey County WIB and a consortium of mandatory partners, it was agreed that the local **One-Stop operator for the Monterey County One-Stop Career Center system, shall be made up of a consortium of three mandated partners.** The One-Stop operators include OET, EDD and DSES-CWES.

The criteria and the rationale for selection were agreed upon through the consortium of mandatory partners and the request to certify OET, EDD and DSES-CWES was approved by the Monterey County Board of Supervisors.

The Monterey County WIB approved an MOU with the One-Stop Operator

ACTION 07
<< DRAFT >>

consortium in 2011. Every subcontract and agreement is reviewed and audited on a yearly basis and the results are reported to the full WIB.

10. Describe and assess how your local board ensures continuous improvement of eligible providers of services through the One-Stop system. How does your local board ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]

The Monterey County WIB's Oversight Committee and Youth Council receive and review financial and performance data on all aspects of the One-Stop operations in an effort to ensure continuous improvement, measure the satisfaction of our local businesses and jobseekers, and to evaluate the successful investment of our resources. Members of the Oversight Committee and Youth Council, together with Monterey County WIB staff, take part in onsite monitoring of programs to evaluate employer and participant satisfaction. The results of these activities with emphasis placed upon participant outcomes and employer satisfaction are reported to the full WIB. As needed, corrective action and recommendations for improvement are made and followed up on a yearly basis by the Monterey County WIB staff in accordance with the Monterey County WIB's local monitoring practices and protocols.

In addition, a report on training completion, job placement, and training-related job placement is provided to One-Stop case managers, as appropriate.

11. The State has been granted eight waivers through June 30, 2011, which directly affect how local areas may serve adults, dislocated workers, and incumbent workers. List each of the waivers your local area is currently using and describe how each waiver used has impacted the services provided to these customer groups. Indicate which waivers will be used in your local area in the future and how each is utilized. [WIA Sec 189(i)(4)(B) and WSD10-10]

- **The waiver of the prohibition to use Individual Training Accounts (ITA) for older and out-of-school youth at Title 20 CFR 664.510.** *We are currently not utilizing this waiver.*
- **The waiver of the time limit on the period of initial eligibility of training providers at Title 20 CFR 663.530.** *Due to the relationships with local training providers, we plan to make use of this waiver.*
- **The waiver to permit the State to replace the performance measures at WIA Section 136(b) with the common measures.** *We support and have implemented the use of common measures.*
- **The waiver of WIA Section 134(a) to permit local areas to use a portion of local funds for IWT.** *We are currently not using this waiver, although we plan to use it in the future to provide training in chronic and senior care management and health information technology training.*
- **The waiver of the required 50 percent employer contribution for customized training at WIA Section 101(8)(C).** *We are currently not utilizing this waiver.*
- **The waiver of WIA Section 133(b)(4) to increase the allowable transfer amount between adult and dislocated worker funding streams allocated to**

ACTION 07
<< DRAFT >>

a local area. *We have used this waiver to adjust training and services to meet demand and expect to continue transferring 35-40% each year if needed.*

- **The waiver of WIA Section 101(31)(B) to increase the employer reimbursement for on-the-job training.** *Over the past two years, it was much more difficult to secure on-the-job-training opportunities with employers without significantly reducing their financial commitment. While this situation is expected to improve, we are increasing our commitment to work with small employers and will utilize this waiver extensively.*
- **The waiver of WIA Section 134(a)(1)(A) to permit a portion of the funds reserved for rapid response activities to be used for IWT.** *We are currently not using this waiver, although we plan to use it in the future to provide training in chronic and senior care management and health information technology training.*

12. How does your local area administer Individual Training Accounts (ITA)? [WIA Section 134(d)(4)(G)] Include any limitations you impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the ITA process, describe the process you used to procure and justify these exceptions. In addition, include your local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]

We provide ITAs based on customer assessment, interest and career counselor recommendation. There is a local limit of \$5,000. The maximum training time for an ITA is twelve (12) months. Exceptions are granted to exceed the amount cap of \$5,000 and or the duration cap of 12 months by the Deputy Director of OET.

13. Sector strategies are state policies that promote regional partnerships of employers, educators, workforce developers, and other stakeholders that address the skills needs of critical industries in a region. The California Workforce Investment Board has adopted a sector strategies approach to assist local areas in developing their workforce solutions. Describe and assess your efforts to plan/implement sector strategies, develop regional partnerships, or target industries that are important in the local area or region. Describe what changes may be necessary to improve these regional strategies and partnerships. [CUIC Section 15001(a)(6)]

In April 2009, the Monterey County WIB approved an MOU with the Workforce Collaborative of California's Central Coast consortium, which includes Monterey, San Luis Obispo, Santa Barbara and Ventura Counties. The purpose of the collaborative is to establish a cooperative and mutually beneficial relationship among the local WIB's to bring regional workforce funding opportunities to realization by aligning and leveraging WIA funds to improve the workforce systems on the Central Coast. The MOU has since been updated and now includes Santa Cruz and San Benito Counties.

We have experienced one great success with sector strategies and one great challenge. Our **great success was a six-county project on allied healthcare** workforce needs and opportunities that have been used by all the Workforce Collaborative partners to plan, implement and fund solutions. Our **big challenge**

has been taking that same six-county success to other industry sectors. Sector data is not always available in the detail that is needed, and it is important to realize that each industry sector will almost certainly involve a large percentage of unique stakeholders.

14. Describe how your local board utilizes the principles of sector strategies to identify employer needs and guide training efforts to meet those needs. [CUIC Section 15001(a)(6)]

The Monterey County WIB is committed to promoting and supporting the development of **industry-focused sector partnerships** in our region consisting of employers, training and education providers, labor organizations, community organizations, and other key stakeholders to address the workforce needs of employers, and the educational needs of workers in a specific industry or industry cluster. We partner with our local **Monterey County Business Council's competitive clusters groups and with our community college employer advisory groups** rather than convene our own groups. The Monterey County WIB has supported a **Healthcare Advisory Roundtable (HART)** group for many years that has been instrumental in the success of our regional healthcare and allied health initiatives. We historically partner with San Benito and Santa Cruz counties and over the last year have accomplished a lot of data gathering and analysis to develop a six-county collaborative including San Luis Obispo, Santa Barbara and Ventura counties in sector work. We will continue with sector strategies because our employers and job seekers need us to have **data, industry-driven regional planning, and collaborative and borderless implementation.**

15. California's Green Collar Jobs Act of 2008 was passed to address the State's green economy and the increasing demand for a highly skilled and well-trained green collar workforce. How does your local area recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding? [CUIC Section 15000]

California's Green Collar Jobs Act of 2008 was passed to address the States green economy and the increasing demand for a highly skilled and well-trained green collar workforce. One focus of preparing workers for "green jobs" opportunities in Monterey County includes a partnership with Hartnell College, Cabrillo College and the WIB's of Monterey and Santa Cruz Counties to support the Monterey Bay Green Building/Pre-Apprenticeship Training Program, funded by the Department of Labor for a grant amount of over \$900,000. The region was selected because it combines and leverages infrastructure and funding resources that supports green industry growth, particularly in construction and solar energy.

Other partnerships to support investing in high-wage and high-growth jobs shall include the Building & Construction Trades Council of Monterey/Santa Cruz Counties. They are currently training in all of the latest green technology for green projects and are recognized as a vital source of information regarding green skills training related to reducing the carbon foot print in buildings construction and daily operation to managing storm water runoff. Members of this Council also serve on the Monterey County WIB's Construction Trades Training Roundtable (formerly Pre-Apprenticeship Advisory Committee) to receive feedback from professionals in the

field and local businesses in an effort to coordinate the needs of these industries with the activities of the One-Stop.

In addition, we are fortunate to **partner with a strong community college collaborative that is focused on training and employment for the State's green economy**. We funded classes under the American Recovery and Reinvestment Act of 2009 (ARRA), and have provided match contribution for these projects so that the expertise and training is available to prepare workers for "green jobs".

16. What rapid response assistance is available to dislocated workers and employers? Who provides this assistance? [WIA Section 118(b)(4) and (5)]

Rapid response assistance is provided by a team comprised of Wagner-Peyser and WIA funded staff from the One-Stop.

Our Rapid Response team provides information to companies with regard to any state or federal requirements or laws for notification, including the Worker Adjustment and Retraining Notification (WARN) Act.

As layoffs occur, our Rapid Response team arranges meetings with employers prior to the layoffs to allow employees access to services and programs that help them through the layoff. Workers may also be introduced and referred to many other programs that can help them through the transition.

Our Rapid Response teams provide employees and employers with information and services that include career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, unemployment insurance, information about education and training opportunities, information on health benefits and pensions and many other services.

Our One-Stop Career Centers allow access to the use of computers, telephones, and fax machines for job searches; financial planning and stress management workshops; financial support for training; income support if jobs were lost due to foreign trade; and special services for veterans and adults with disabilities.

17. Layoff aversion activities are a critical component of rapid response. Please describe the layoff aversion activities your local board provides to businesses. [WIA Section 118(b)(4) and (5)]

We funded a layoff aversion project with our local Monterey County Business Council and Small Business Development Centers that resulted in a better understanding of all of our roles and activities as well as increased opportunities to work together. Layoff aversion activities continue with our Rapid Response team in collaboration with partners.

18. Describe your area's eligible youth population and needs in general. Describe the partnerships and collaborations that provide services to the youth in your local area. What youth activities are available in your local area? Identify successful providers of such activities. [WIA Sec 118(b)(6), CUIC Sec 14221(g)]

ACTION 07
<< DRAFT >>

The demographic characteristics of our eligible youth population includes 100% low income, 34% Food Stamp recipients, 22% Disabled and TANF recipients 16% offenders, and 10% limited English and Single Parent. We partner with our county Probation Department, CalWORKS, and non-profit employment and training providers in the community to provide specialized services and reach all geographic regions of the county. We have provided extraordinary summer youth employment programs for the last two years with a combination of WIA and non-WIA (TANF Emergency Contingency) public funds. We are currently working with the United Way and Boys and Girls Club to continue summer youth employment opportunities.

19. Describe and assess your local area's delivery of services to people with disabilities. What partnerships and collaborations exist to provide services to this population? What training services and employment opportunities are available to this population in your local area? [WIA Sec 112(b)(17)(A)(iv), Sec 409]

The Monterey County WIB supported a Disability Advisory Committee (DAC) for a number of years. Within the last two years, the DAC combined with the **Monterey County Committee for the Employment of People with Disabilities (MCCEPD)** to strengthen cooperation and impact. MCCEPD membership includes all the organizations and agencies that provide services to individuals with disabilities specific to employment and training services. We continue to use Disability Program Navigator (DPN) funding to support our disabled customers in the One-Stops.

20. If your local area received funds to operate Project New Start to provide parolees support in seeking, securing and maintaining employment as they transition from prison to their home communities, describe and assess your service delivery and partnerships in serving this population group. Describe what changes in your local area may be necessary to improve the level of service. [WIA Section 134(d)(4)(G)(iv)(II, and IV) and Section 188(a)(5)]

Although we are not using Project New Start funding to serve parolees, we are using WIA adult and dislocated worker formula funds to provide enhanced services through a project called **Project Kick Start**. This program provides outreach and accepts referrals from local probation, parole and public safety agencies and offers a comprehensive introduction to One-Stop services in coordination with other community partners. The program also includes multiple day workshops and job placement assistance. The Monterey County WIB plans to apply for New Start funding.

21. Local areas must incorporate priority of service for veterans and eligible spouses in accordance with the provisions of Training and Employment Notice 15-10 (11/10/10). This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income individuals. Describe what programs and processes your local area is using to achieve these goals. [WIA Sec 112(b)(17)(B), WIA Sec 121(b)(1)(B)(1)]

Priority of service for veterans and eligible spouses is incorporated into our application process in accordance with our local Monterey County WIB policy #2006-1, entitled "Veteran's Priority". The policy includes the requirements to ensure that WIA Title I adult and dislocated worker outreach efforts and written materials will

implement a priority of service to veterans. Also, all subcontracts, memorandums of understanding and other service provision agreements must be administered in compliance with this Veterans' Priority policy.

Qualified veterans are provided universal access and priority of services at each One-Stop Career Center by EDD Workforce Services staff. One-Stop partners are encouraged to provide the same level of service priority. Customers who are veterans will be provided the full selection of services that includes intake, assessment, and enrollment in programs for qualified veterans. EDD's CalJOBS system includes a 24-hour Veteran's Priority hold to ensure that veterans will receive priority for Wagner-Peyser funded labor exchange services on all new and re-opened job orders. Veterans will be provided labor market information and options for accessing a variety of job listings.

Also, a team of veteran collaborative partners, One-Stop partners and individuals who have been instrumental in bringing resource information and services to local veterans in Monterey County, helped to develop an online resource directory located at: www.Help-4-Vets.com. The goal of the online directory is to provide local veterans, their family and caregivers with information on services, resources and programs that are available to improve and enhance their quality of life.

22. What role do Veterans Workforce Specialists and Veteran Employment Service Specialists have in the local One-Stop system? How do you ensure adherence to the legislative requirements for veterans' staff? [Title 38 United States Code Part III, Chapter 41 and Title 20 CFR Part 1001.120]

Several years ago, the Monterey County WIB received a Veterans Employment-Related Assistance Program Grant for \$500,000 to provide innovative job training services; apprenticeships and internships to help veterans throughout Monterey County secure high-demand and high-wage jobs in the construction, healthcare and protective service industries. The grant maximized in-kind contributions of \$223,979 and formed a collaborative partnership with OET, the Veterans Transition Center, the Monterey County Military and Veterans Affairs Office, EDD and the State Department of Rehabilitation. Our One-Stop delivery system continues to serve veterans and build upon the partnerships developed as a result of this grant.

23. Describe and assess how you provide Wagner-Peyser Act services to the agricultural community. Specifically, how do you provide outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How do you provide appropriate services to this population in the One-Stop system? [Title 20 CFR 662.200(b)(1)(vi)]

One-Stop services are available and provided to the migrant and seasonal farm worker community by both EDD Workforce Services and WIA staff in the employment center at the One-Stops. Customers are registered for core services and are either enrolled or referred to our local partners for services. Employer services are available and utilized by local migrant and seasonal farm worker employers and are often used for recruitment and hiring. EDD Workforce Services staff also reach out to the migrant and seasonal farm workers by going out to the fields, and visit community based organizations, employers and their housing camps

ACTION 07
<< DRAFT >>

to provide the information about available services at the One-Stop locations, since those clients often do not come into the One-Stop facilities.

We also coordinate with the Center for Employment Training (CET) and refer migrant and seasonal farm worker clients for hands-on skills training, support services and job placement. Other partners we coordinate with include the Agriculture and Land-Based Training Association (ALBA), who provides educational and business opportunities for farm workers and aspiring farmers to grow and sell crops grown on organic farms and El Pájaro Community Development Corporation (CDC) who promote micro-enterprise and small business development by supporting low-income and minority entrepreneurs by providing bi-lingual, bi-cultural business education and training, and professional consulting and technical assistance.

24. Local areas may decide locally, based on their prior years' experiences that they will need to change their strategies in order to meet their performance goals. Discuss any strategic changes in your local area to meet performance goals. [Title 20 CFR Part 661.355]

During the economic downturn, the One-Stop system adopted the **integrated service delivery** model for disadvantaged adults and dislocated workers to serve the dramatically increased number of individuals seeking employment and training services. Adapting performance strategies was a necessity as the number served increased from 1,000 to 3,000. Monterey County's percentages for entered and retained employment decreased from previous years' performance while the number of individuals achieving those performance measures increased by 100-300%. As the economy recovers and the number of job seekers in the One-Stop system increase, we plan to continue the integrated service delivery model and develop strategies to increase the percentages while maintaining the numbers served.

25. Discuss any applicable changes to the local board structure (do not include changes to specific individuals on the board). Please attach a copy of your local bylaws that reflect these changes. [Title 20 CFR Part 661.355 and CUI Section 14202]

The attached bylaws approved by the Monterey County WIB on April 6, 2011 and forwarded to the Board of Supervisors for approval include changes to the local board structure that **reduce the membership of the Monterey County WIB from 43 to 35**, by identifying opportunities where one entity can represent multiple mandated areas and reducing representation to the minimum required.

I. MEMORANDUM OF UNDERSTANDING

The WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in specific terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

The MOU must describe: [WIA Section 121(c)(1) and (2) and CUIIC Section 14230(d)]

- What services will be provided through the One-Stop system.
- How the costs of services and operating costs will be funded, including cost-sharing strategies. Please include any Resource Sharing Agreements.
- What methods will be used for referral of individuals between the One-Stop operator and partners.
- How long the MOU will be in effect.
- What procedures have been developed for amending the MOU.
- Other provisions consistent or as deemed necessary by the local board.
- The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.

II. ASSURANCES

- A. The Local Workforce Investment Board assures that it will comply with the uniform administrative requirements referred to in WIA Section 184(a)(3).
- B. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA Section 189(c).

ACTION 07
<< DRAFT >>

- F. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- G. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- H. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law or policy, including the Workforce Investment Act or State legislation.
- I. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and CUI Section 14230(a)(6)]
- J. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code, and CUI Section 14233]
- K. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- L. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- M. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:
 - 1. Through a consortium of at least three or more required One-Stop partners; or

ACTION 07

<< DRAFT >>

2. Through competitive process such as a Request for Proposal; or
3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

ACTION 07
<< DRAFT >>

PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Monterey County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of July 1, 2011 through June 30, 2012 in accordance with the provisions of the WIA.

Local Workforce Investment Board Chair

Chief Elected Official

Signature

Erik Cushman

Name

Chair, Monterey County Workforce
Investment Board

Title

Date

Signature

Jane Parker

Name

Chair, Monterey County Board of
Supervisors

Title

Date

ACTION 07

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12 <input type="checkbox"/> Modification # <u>NEW</u>	Local Area <u>MON</u> Date: <u>07/01/11</u>
--	--

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

- Grant Code 201/202/203/204 WIA IB-Adult
- Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K0741XX Subgrant	K178XXX Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	1,911,145	1,540,915
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus	750,000	
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	2,661,145	1,540,915
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	2,414,145	1,386,824
A. Core Self Services	220,859	187,062
B. Core Registered Services	401,391	252,262
C. Intensive Services	1,310,728	707,908
D. Training Services	481,167	239,592
E. Other		
7. Administration (Line 5 minus 6)	247,000	154,091
8. TOTAL (Line 6 plus 7)	2,661,145	1,540,915
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010		
10. December 2010	1,245,189	
11. March 2011	1,361,364	
12. June 2011	2,401,084	
13. September 2011	2,661,145	260,000
14. December 2011		627,565
15. March 2012		1,095,130
16. June 2012		1,540,915
17. September 2012		
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	9%	10%

Contact Person, Title	Telephone Number	Date Prepared
Comments:		

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

ACTION 07

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12 <input type="checkbox"/> Modification # <u>NEW</u>	Local Area <u>MON</u> Date: <u>07/01/11</u>
--	--

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

- Grant Code 201/202/203/204 WIA IB-Adult
- Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K0741XX Subgrant	K178XXX Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	2,197,340	1,896,012
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus	(750,000)	
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	1,447,340	1,896,012
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	1,303,340	1,706,411
A. Core Self Services	98,836	159,918
B. Core Registered Services	366,871	470,670
C. Intensive Services	601,874	773,243
D. Training Services	235,759	302,580
E. Other		
7. Administration (Line 5 minus 6)	144,000	189,601
8. TOTAL (Line 6 plus 7)	1,447,340	1,896,012
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010		
10. December 2010	1,010,299	
11. March 2011	248,763	
12. June 2011	976,461	
13. September 2011	1,447,340	366,934
14. December 2011		733,588
15. March 2012		1,504,537
16. June 2012		1,896,012
17. September 2012		
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Contact Person, Title	Telephone Number	Date Prepared
Comments:		

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

ACTION 07

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12	Local Area: <u>MON</u>	
<input type="checkbox"/> Modification # <u>NEW</u>	Date: <u>04/01/11</u>	

TITLE IB BUDGET PLAN SUMMARY¹ (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 04/01/11 through 06/30/12

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION	K0741XX Subgrant	K178XXX Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	1,972,107	1,753,645
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	1,972,107	1,753,645
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)	1,774,897	1,578,281
A. In School	1,242,428	1,104,796
B. Out-of-School (30%)	532,469	473,485
6. Administration (Line 4 minus 5)	197,210	175,364
7. TOTAL (Line 5 plus 6)	1,972,107	1,753,645
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2010 and April 1, 2011 respectively)		
8. June 2010		
9. September 2010	334,671	
10. December 2010	813,386	
11. March 2011	1,033,500	
12. June 2011	1,799,189	
13. September 2011	2,199,189	489,000
14. December 2011		905,000
15. March 2012		1,315,000
16. June 2012		1,753,645
17. September 2012		
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)	10%	10%

Contact Person, Title	Telephone Number	Date Prepared
-----------------------	------------------	---------------

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

ACTION 07

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2011-12	Local Area: _____	MON
<input type="checkbox"/>	Modification # _____	Date: _____	07/01/11

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2010 (07/01/11 through 06/30/12)	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2010	250	300	200
2. New Registered Participants for PY 2011	450	450	250
3. Total Registered Participants for PY 2011 (Line 1 plus 2)	700	750	450
4. Exiters for PY 2011	350	350	200
5. Registered Participants Carried Out to PY 2012 (Line 3 minus 4)	350	400	250

PROGRAM SERVICES			
6. Core Self Services	700	750	
7. Core Registered Services	700	750	
8. Intensive Services	650	675	
9. Training Services	75	25	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			140
11. Attainment of a High School Diploma, GED, or Certificate			122

EXIT STATUS			
12. Entered Employment	235	222	75
12A. Training-related	70	20	
13. Remained with Layoff Employer			
14. Entered Military Service			1
15. Entered Advanced Training			
16. Entered Postsecondary Education			54
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	35	20	20

Contact Person, Title	Telephone Number	Date Prepared
Loyann Flinn, Acting Exec Director	(831)759-6644	5-18-2011

Comments: _____

**STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING**
[WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

Monterey County

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	County of Monterey	Elliott Robinson, Director, Department of Social and Employment Services	1000 S. Main Street, Suite 209-A, Salinas, CA 93901	(831) 755-4434 robinsonec@co.monterey.ca.us
Fiscal Agent	County of Monterey	Lynda Dunn, Deputy Director, Office for Employment Training	730 La Guardia Street Salinas, CA 93905	(831) 796-3303 dunnl@co.monterey.ca.us
Local Area Administrator	County of Monterey	Elliott Robinson, Director, Department of Social and Employment Services	1000 S. Main Street, Suite 209-A, Salinas, CA 93901	(831) 755-4434 robinsonec@co.monterey.ca.us
Local Area Administrator Alternate	County of Monterey	Loyanne Flinn, Acting WIB Executive Director	730 La Guardia Street Salinas, CA 93905	(831) 759-6644 (831) 796-3512 fiinnlg@co.monterey.ca.us

ACTION 07

Signature: _____
Chief Elected Official
Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.

ACTION 07 **WIA Local Plan Modification PY 2011-12** Local Area: **MON** **Modification #** _____ **Date:** 07/01/2011**WORKFORCE INVESTMENT ACT TITLE IB****STATE NEGOTIATED LEVELS OF PERFORMANCE¹**

WIA Requirement at Section 136(b) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	56%	56%	TBD
Employment Retention Rate	81%	81%	TBD
Average Earnings	\$13,000	\$13,000	TBD
Dislocated Workers			
Entered Employment Rate	68%	70%	TBD
Employment Retention Rate	83%	83%	TBD
Average Earnings	\$15,900	\$15,900	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	67%	67%	TBD
Employment Retention Rate	75%	75%	TBD
Average Earnings	10,500	10,500	TBD
Dislocated Workers			
Entered Employment Rate	63.4%	63.4%	TBD
Employment Retention Rate	80%	80%	TBD
Average Earnings	12,500	12,500	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-6 and WSD10-11.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and was extended for PYs 2008-09, 2009-10, and 2010-11.

STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING
 [WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

Monterey County

(Name of Local Workforce Investment Area)

ENTITY ORGANIZATION		CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	County of Monterey	Elliott Robinson, Director, Department of Social and Employment Services	1000 S. Main Street, Suite 209-A, Salinas, CA 93901	(831) 755-4434 robinsonec@co.monterey.ca.us
Fiscal Agent	County of Monterey	Lynda Dunn, Deputy Director, Office for Employment Training	730 La Guardia Street Salinas, CA 93905	(831) 796-3303 dunnl@co.monterey.ca.us
Local Area Administrator	County of Monterey	Elliott Robinson, Director, Department of Social and Employment Services	1000 S. Main Street, Suite 209-A, Salinas, CA 93901	(831) 755-4434 robinsonec@co.monterey.ca.us
Local Area Administrator Alternate	County of Monterey	Loyanne Flinn, Acting WIB Executive Director	730 La Guardia Street Salinas, CA 93905	(831) 759-6644 (831) 796-3512 fiinnlg@co.monterey.ca.us

Signature: _____

Chief Elected Official

Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2011–12	Local Area: <u>MON</u>
<input type="checkbox"/>	Modification # _____	Date: <u>07/01/2011</u>

WORKFORCE INVESTMENT ACT TITLE IB

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2009-10	PY 2010–11	PY 2011–12
Adults			
Entered Employment Rate	56%	56%	TBD
Employment Retention Rate	81%	81%	TBD
Average Earnings	\$13,000	\$13,000	TBD
Dislocated Workers			
Entered Employment Rate	68%	70%	TBD
Employment Retention Rate	83%	83%	TBD
Average Earnings	\$15,900	\$15,900	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2009-10	PY 2010–11	PY 2011–12
Adults			
Entered Employment Rate	67%	67%	TBD
Employment Retention Rate	75%	75%	TBD
Average Earnings	10,500	10,500	TBD
Dislocated Workers			
Entered Employment Rate	63.4%	63.4%	TBD
Employment Retention Rate	80%	80%	TBD
Average Earnings	12,500	12,500	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-6 and WSD10-11.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and was extended for PYs 2008-09, 2009-10, and 2010-11.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF THE WIB MEMBER ATTENDANCE FOR PY 2010-11
DATE: JUNE 1, 2011

DISCUSSION:

Ms. Torrez will present an update on the status of the WIB member attendance January 1 to May 31, 2011.

	Member	Meetings Attended	Percentage of Meetings not present	Notified in advance (Not Present)
1.	Aniello, Anthony	14/17	82%	88%
2.	Bernahl, David	6/14	43%	55%
3.	Brickman, Wendy	6/6	100%	100%
4.	Carrillo, Diana	16/20	80%	100%
5.	Castillo, Maria	9/11	82%	90%
6.	Cushman, Erik	13/14	93%	100%
7.	Davis, Al	8/10	80%	100%
8.	Deraiche, Rick	3/7	43%	100%
9.	Dwyer, David	0/2	0%	0%
10.	Garrison, Dr. Douglas	4/7	57%	80%
11.	Gillis, Richard	4/7	57%	67%
12.	Grover, Scott	4/6	67%	80%
13.	Heckman, Neil	N/A	N/A	N/A
14.	Hunter, Harvath	6/9	67%	56%
15.	Helm, Phoebe	6/10	60%	100%
16.	Lara, Cesar	15/20	75%	94%
17.	Leffel, Mary Ann	15/19	79%	88%
18.	Macarthur, Steve	3/4	75%	150%
19.	Melone-Echiburu, Maggie	4/4	100%	100%
20.	Munoz, Salvador	7/11	64%	78%
21.	Palacio, Lupe	10/11	91%	100%
22.	Potter, Dave	5/14	36%	100%
23.	Profeta, Judith	7/10	70%	88%
24.	Robinson, Elliott	3/4	75%	100%
25.	Rubio, Ralph	4/4	100%	100%
26.	Scherpinski, Ken	8/10	80%	89%
27.	Silva, Lawrence	6/10	60%	75%
28.	Sullivan, Teresa	4/10	40%	67%
29.	Turlington, Brian	7/10	70%	100%
30.	Verbonich, Mark	4/7	57%	67%
31.	Weakley, Robert	8/17	47%	73%
32.	Webster, Joanne	13/14	93%	100%
33.	Zeller-Nield, Andrea	N/A	N/A	N/A



Loyanne Flinn, Acting Executive Director
 Monterey County Workforce Investment Board
 This report was written by: Gloria Torrez, WIB Senior Secretary

Date

05/31/2011

MEMORANDUM

TO: "WORKFORCE INVESTMENT BOARD


FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

SUBJECT: REVIEW THE YEAR TO DATE BUDGET OF THE WORKFORCE
INVESTMENT ACT FOR PY2011

DATE: JUNE 1, 2011

SUMMARY:

Loyanne Flinn Acting WIB Executive Director will present an overview of the year to date budget for the Workforce Investment Act for PY2011.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
Prepared by: Manley Bush, Management Analyst

04/15/2011
Date

MEMORANDUM


TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON THE ECONOMIC DEVELOPMENT DEPARTMENT
DATE: JUNE 1, 2011

DISCUSSION:

Mr. Cushman and Ms. Flinn will provide the Board with an update on the key issues for the Economic Development Department and the Workforce Investment Board's transition to the Economic Development Department.

ATTACHMENT:

Agenda for the upcoming Board of Supervisors Economic Development Committee meeting scheduled for Tuesday, May 31st, at 10:30am



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Gloria Torrez, WIB Senior Secretary

5/26/2011

Date

INFORMATION 10

**MONTEREY COUNTY
BOARD OF SUPERVISORS
ECONOMIC DEVELOPMENT COMMITTEE**



AGENDA

May 31, 2011

**CSUMB Alumni Visitors Center
100 Campus Center
Seaside, CA 93955
10:30 a.m. – 12:00 p.m.**

- 1) Call to order, roll call**
- 2) Public Comment:** The Committee will receive public comment on non-agenda items within the purview of the Committee. It is not necessary to complete a speaker request form. The Chair may limit the length of individual presentations.
- 3) Approval of minutes from April 19, 2011**
- 4) Committee Member Orientation (Bylaws, Conflict of Interest, and Brown Act Training)**
- 5) Consider Strategic Planning Process, Ad-Hoc Advisory Group Structure, and City/County Summit**
- 6) Receive Information on Economic Development Efforts**
- 7) Next Meeting**
- 8) Adjournment**

If you have any disability that would require assistance to access the meeting room, please call (831) 755-5390.