



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB)

Shoreline Conference Center, 249 10<sup>th</sup> Street, Marina, CA  
**Wednesday, June 6, 2012; 7:30am**

Erik Cushman,  
*WIB & Executive  
Chair*

Joanne Webster,  
*WIB 1<sup>st</sup> Vice Chair*

Anthony Aniello,  
*WIB 2<sup>nd</sup> Vice Chair*

### WIB Members:

Wendy Brickman  
Diana Carrillo  
Maria Castillo  
Al Davis  
Rick Deraiche  
David Dwyer  
Dr. Douglas Garrison  
Scott Grover  
Hunter Harvath  
Neal Heckman  
Phoebe Helm  
Cesar Lara  
Mary Ann Leffel  
Steve MacArthur  
Salvador Munoz  
Dave Potter  
Judith Profeta  
Elliott Robinson  
Ralph Rubio  
Ken Scherpinski  
Larry Silva  
Teresa Sullivan  
Brian Turlington  
Mark Verbonich  
Andrea Zellar-Nield

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
*WIB Consultant*

168 West Alisal Street  
3<sup>rd</sup> Floor  
Salinas, CA 93901  
(831) 759-6644

[www.montereycountywib.org](http://www.montereycountywib.org)

### AGENDA

<b>CALL TO ORDER / INTRODUCTIONS:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT:</b>	
<b>CONSENT CALENDAR:</b>	Erik Cushman
C-1. <b>Action:</b> Approve the WIB minutes from February 1, 2012.	
C-2. <b>Action:</b> Receive and file the WIB and Subcommittee schedule of meetings for Program Year 2012-13.	
C-3. <b>Action:</b> Recommend the full Board receive the February 24, 2012 Oversight Committee action to approve endorsement of the training plan for implementing the California Workforce Services Network Case Management and Reporting System (CWSN).	
C-4. <b>Action:</b> Recommend the full Board receive the March 9, 2012 Executive Committee action to approve the submission of Workforce Innovation Fund Grant Proposal focusing on training in senior healthcare in the amount of \$5 million over a 40-month period.	
C-5. <b>Action:</b> Recommend the full WIB receive the March 9, 2012 Executive Committee action to approve the utilization of Monterey County's Workforce Investment Act (WIA) Adult and Dislocated Worker formula fund allocations for Program Year 2011-12 towards training in the amount of \$363,843.	
C-6. <b>Action:</b> Concur with the April 18, 2012 Executive Committee action to approve Letters of Support Policy on behalf of Workforce Investment Board.	
C-7. <b>Action:</b> Concur with the May 16, 2012 Executive Committee action to approve the revised WIB Policy #2005-09 Selective Service Registration.	
C-8. <b>Action:</b> Recommend the full Board receive the April 18, 2012 Executive Committee action to approve submission of a Veterans Employment Assistance Grant through WIA Governor's Discretionary 15% funds.	
C-9. <b>Action:</b> Concur with the April 18, 2012 Executive Committee action to approve resignations of D. Bernahl and R. Weakley.	
C-10. <b>Action:</b> Recommend the full Board receive the May 16, 2012 Executive Committee action to approve the prior years' PY 2010-11 Final Monitoring Report for the Office of Employment Training Youth Program.	
C-11. <b>Action:</b> Concur with the May 16, 2012 Youth Council recommendation to approve the Final Youth Monitoring Reports for Youth program providers, Santa Cruz County Office of Education, and Turning Point, for PY 2011-12.	
C-12. <b>Action:</b> Concur with the May 16, 2012 Youth Council recommendation to approve the extension of the Workforce	



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

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Investment Act (WIA) Title I Youth subcontracts with Santa Cruz County Office of Education and Turning Point, and decrease their total contract budgets by 5.6%, for a total contract allocation of \$309,254 for PY 2012-13.

**C-13. Action:** Concur with the May 16, 2012 Executive Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.

## BUSINESS MEETING CALENDAR:

Joyce Aldrich

- 1. Presentation:** Discussion and presentation from Monterey County Sr. County Counsel Kay Reimann concerning Ethics Training, Form 700 and Conflict of Interest.
- 2. Action:** Review and approve the WIB Strategic Plan for PY 2012-13.
- 3. Action:** Conduct election to select the Chair of the Workforce Investment Board for a term to commence August 1, 2012.  
*Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.*
- 4. Action:** Conduct election to select the 1<sup>st</sup> Vice-Chair of the Workforce Investment Board for a term to commence August 1, 2012.  
*Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.*
- 5. Action:** Conduct election to select the 2<sup>nd</sup> Vice-Chair of the Workforce Investment Board for a term to commence August 1, 2012.  
*Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.*
- 6. Information:** Update on the WIB/Local Workforce Investment Area (LWIA) Budget for Program Year 2012-13.

## ANNOUNCEMENTS OF EVENTS:

### Subcommittee Meetings:

Oversight: 7/12/12 – Shoreline, Marina  
Executive: 7/18/2012 – Shoreline, Marina  
Youth: 7/10/2012 – Shoreline, Marina

## ADJOURNMENT:

To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).

Erik Cushman

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
WIB Consultant

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**UNADOPTED**  
**Monterey County**  
**Workforce Investment Board**  
**Meeting Minutes**

Laguna Seca (Red Bull Energy Center)  
1021 Monterey-Salinas HWY, Salinas, CA

**February 1, 2012; 8:00am**

**Members Present:** Erik Cushman (Chair), Anthony Aniello, Diana Carrillo, Maria Castillo, Rick Deraiche, David Dwyer, Douglas Garrison, Scott Grover, Cesar Lara, Mary Ann Leffel, Steve MacArthur, Dave Potter, Elliott Robinson, Ralph Rubio, Teresa Sullivan, Brian Turlington, Mark Verbonich, Joanne Webster and Andrea Zeller-Nield

**Members Absent:** David Bernahl, Wendy Brickman, Al Davis, Hunter Harvath, Neal Heckman, Phoebe Helm, Salvador Munoz, Judith Profeta, Ken Scherpinski, Larry Silva and Robert Weakley (all excused)

**Others Present:** Deborah Carrillo, Robert Chamberlain, Rosie Chavez, John Collins, Rob Gamble, Henry Gowin (Principal Aide to Supervisor Calcagno), Bill Mathias, Wil Moore, Reyna Navarrete (Aide to Simon Salinas), Rod Powell, Carlos Ramos, Kimberly Schnader, Barbara Verba and Vinicio Vides

**Staff Present:** Joyce Aldrich (WIB Consultant), Jim Cook (Director, Economic Development Department), Marleen Esquerra, Flor Galvan, Jerry Hernandez, Stephanie Shonley and Karina Torres (Economic Development/WIB staff)

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:15am. He welcomed those in attendance and called for introductions. A quorum was established.

**Changes to the Agenda:** None

**Public Comment:** None

**Committee Update:**

**Executive Committee:** Mr. Cushman asked the WIB committee for referrals of possible WIB members who have a strong connection within the business community.

**Youth Council:** Ms. Carrillo informed the committee of the upcoming Youth Strategic Planning Retreat scheduled for March and stressed the importance of private sector involvement from the Workforce Investment Board and Youth Council.

**Consent Calendar:**

**C-1: Action:** Approve the minutes of the December 7, 2011 Workforce Investment Board meeting.

**Motion:** Ms. Leffel

**Second:** Mr. Potter

**Motion Passed Unanimously**

**C-2 Action:** Concur with the Executive Committee to appoint Kimberly Schnader and Robert Chamberlain, representing business on the WIB for a three-year term to commence February 7, 2012.

**Motion:** Ms. Leffel

**Second:** Ms. Webster

**Motion Passed Unanimously**

**C3 - C5: Actions:**

**C-3 Action:** Concur with the Executive Committee to reappoint Phoebe Helm, representing Education on the MCWIB for a period of three-years effective February 7, 2012.

**C-4 Action:** Concur with the Executive Committee to reappoint Dave Potter, representing WIA Programs on the MCWIB for a period of three-years effective February 7, 2012.

**C-5 Action:** Concur with the Executive Committee to reappoint Randy Bangs, representing Education and Mark Gonzalez, representing Apprenticeship Training Programs on the Youth Council for a period of two-years effective February 7, 2012.

**Motion:** Ms. Webster motioned to concurrently approve actions C-3 through C-5.

**Second:** Mr. Potter

**Motion Passed Unanimously**

**C-6 Action:** Concur with the December 21, 2012 Executive Committee action to approve Monterey/Santa Cruz Counties Building and Construction Trades Council to transport, refurbish and relocate the companion Healing Pole.

**Motion:** Mr. Rubio

**Second:** Mr. Lara

**Motion Passed Unanimously**

**C-7 Action:** Concur with the Executive Committee to approve the application for Dislocated Worker Additional Assistance for Healthcare/Government displaced workers in the amount of \$999,847.

**Motion:** Ms. Leffel

**Second:** Ms. Webster

**Motion Passed Unanimously**

**Board Comments and Referrals:** Mr. Cushman introduced Joyce Aldrich as the WIB Consultant filling the WIB Executive Director role that Loyanne Flinn previously held. Mr. Cushman announced the newly created Economic Development Department and the Director Jim Cook. Mr. Cushman asked Mr. Cook to provide an update on the department. Mr. Cook stated that as of February 1, 2012 the Redevelopment Agency will be dissolved. A new organizational plan will be sent to the CAO next week. There will be no disruption in services and he plans to hire a permanent WIB Director.

**Announcements or Events or Services:** Mr. Cushman advised the committee of the upcoming Subcommittee and WIB meetings scheduled.

**Adjournment:** Mr. Cushman motioned to adjourn the meeting at 8:45 am.

**Motion:** Ms. Leffel

**Second:** Ms. Webster

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** RECEIVE AND FILE THE WIB AND SUBCOMMITTEE SCHEDULE OF MEETINGS FOR PROGRAM YEAR 2012-13  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the full WIB receive and file the WIB and Subcommittee schedule of meetings for Program Year 2012-13.

**INFORMATION:**

The current Monterey County Workforce Investment Board (WIB) and subcommittee schedule of meetings ends on June 30, 2012. Below is the schedule of proposed meeting dates, based on the established schedule, for the full WIB and each standing WIB subcommittee for Program Year 2012-13, starting July 1, 2012 through June 30, 2013.

**Workforce Investment Board**

*1<sup>st</sup> Wednesday of every other month,  
7:30am*

- August 1
- October 3
- December 5
- February 6
- April 3
- June 5

**Executive Committee**

*3<sup>rd</sup> Wednesday of every month, 8:00am*

- July 18
- August 15
- September 19
- October 17
- November 21
- December 19
- January 16
- February 20
- March 20
- April 17
- May 15
- June 19

**Youth Council**

*2<sup>nd</sup> Tuesday of every other month, 4:00pm*

- July 10
- September 11
- November 13
- January 8
- March 12
- May 14

**Oversight & Evaluation Committee**

*2<sup>nd</sup> Thursday of every month, 8:30am*

- July 12
- August 9
- September 13
- October 11
- November 8
- December 13
- January 10
- February 14
- March 14
- April 11
- May 9
- June 13

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** MARLEEN ESQUERRA, WIB ANALYST  
**SUBJECT:** RECOMMEND THE FULL BOARD RECEIVE THE FEBRUARY 24, 2012 OVERSIGHT COMMITTEE ACTION TO APPROVE ENDORSEMENT OF THE TRAINING PLAN FOR IMPLEMENTING THE CALIFORNIA WORKFORCE SERVICES NETWORK CASE MANAGEMENT AND REPORTING SYSTEM (CWSN)  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:** It is recommended that the full Board receive the February 24, 2012 Oversight Committee action to approve endorsement of the training plan for implementing the California Workforce Services Network Case Management and Reporting System (CWSN).

**INFORMATION:** Our local workforce investment area will be implementing a new statewide case management and reporting system known as the California Workforce Services Network (CWSN). It will replace our current Virtual One Stop system. Both the CWSN and VOS internet-based systems were developed by Geographic Solutions ([www.geographicsolutions.com](http://www.geographicsolutions.com)). The launch of the new system is part of a special project embedded in the WIB's Strategic Plan for Program Year 2012-13. There are resources targeted towards the management of this project.

The following summarizes pertinent information related to the CWSN system:

1. The new implementation schedule for CWSN is as follows:
  - July 2, 2012 – Implementation of the Labor Exchange Module including all CalJOBS functionality supporting the Wagner-Peyser Act activities. California jobseekers and employers will have access to the new labor exchange features. The conversion includes existing CalJOBS data and supporting systems.
  - September 24, 2012 – Implementation of the remaining features of CWSN including all Job Training Automation functionality supporting the Workforce Investment Act (WIA) and Trade Adjustment Act activities, cash requests and financial reporting. At this time, the remaining data will be converted resulting in the complete CWSN system being available for both local WIA partners and State staff.
2. Users that will be impacted include: OET fiscal, MIS, Adult/DW/Youth program and Business Services staff, WIB subcontractors, and WIB staff.
3. Benefits of the CWSN system include: Data from multiple databases will be converted into a single database creating a single client record that can be viewed and/or accessed by multiple agencies serving the same client, it'll be more efficient, provide better data and services to employers and clients, provide a single source of communication, increase accountability, avoid duplication of services and data entry, streamline information and services, provide better reporting, etc.
4. CWSN training for all system users is expected to be completed no later than August 2012. WIB staff is part of a team responsible for coordinating the training. The transition will not commence until after the system-wide training has taken place.

As part of this training effort, the first draft training plan was submitted to the State on February 24, 2012. Attached is a copy of the revised training plan which reflects the new implementation schedule for CWSN proposed by the State mentioned above.

**ATTACHMENT:** Draft Functional Training Plan, Schedule and Attendees

































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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** RECOMMEND THE FULL BOARD RECEIVE THE MARCH 9, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE SUBMISSION OF WORKFORCE INNOVATION FUND GRANT PROPOSAL FOCUSING ON TRAINING IN SENIOR HEALTHCARE IN THE AMOUNT OF \$5 MILLION OVER A 40-MONTH PERIOD  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It's recommended that the full Board receive the March 9, 2012 Executive Committee action to approve the submission of Workforce Innovation Fund Grant Proposal focusing on training in senior healthcare in the amount of \$5 million over a 40-month period.

**INFORMATION:**

The focus of this proposal is to innovate the workforce system & retool service delivery strategies through Health Care Career Pathways & Preparing Workers to Enter and Advance in the Healthcare Industry, specifically in the geriatric fields supporting the aging population.

**GRANT SUMMARY:**

The Monterey County Workforce Investment Board (WIB) and the Department of Economic Development, in collaboration with the Office for Employment Training, are committed to work with Monterey Bay Geriatric Resource Center (MBayGRC) and a coalition of partners, including: Santa Cruz and San Benito County WIBs, Monterey Peninsula College, Gavilan College, Hartnell College and Cabrillo College, California State University Monterey Bay and industry partners from Natividad Medical Center, Clinica de Salud, and Hawkins Hospital, Community Hospital of Monterey Peninsula, Central Coast Sr Services, Salud Para La Gente, VA Clinic – VAPAHCS, Watsonville Hospital, and Santa Cruz Health Dept to:

- 1) Create Health Care Career Pathways including modifying existing curricular and developing educational/training materials to enhance Associate Nursing Degree (ADN) nursing and Medical Assistant (MA) degree/certificate programs;
- 2) develop a cross institution Career Pathway for ADNs to advance to Bachelor of Science in Nursing (BSN) degree,
- 3) Create needed curriculum in geriatrics and chronic care management to be integrated into existing ADN and MA programs,
- 4) Create new certificate programs in senior care health for incumbent workers,
- 5) Provide recruitment and placement services for 500 unemployed, dislocated, and incumbent workers to enter and advance in the health care industry, specifically the expanding senior health care sector in the Monterey Bay tri-county region.

- Funding Source: U.S. Department of Labor, Employment & Training Administration
- Grant Award: \$98.5 million is available to award between 20 to 30 grants. Maximum funding ranges from \$1 to \$12 million.
- Grant Period: 40 months
- Deadline for Grant Submission: March 22, 2012
- Grand Award Status: Pending review and notice of grant awards





# MEMORANDUM

**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** RECOMMEND THE FULL WIB RECEIVE THE MARCH 9, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE UTILIZATION OF MONTEREY COUNTY'S WORKFORCE INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER FORMULA FUND ALLOCATIONS FOR PROGRAM YEAR 2011-12 TOWARDS TRAINING IN THE AMOUNT OF \$363,843  
**DATE:** JUNE 6, 2012

**RECOMMENDATION:** It is recommended that the full WIB receive the March 9, 2012 Executive Committee action to approve the utilization of Monterey County's Workforce Investment Act (WIA) Adult and Dislocated Worker formula fund allocations for Program Year 2011-12 towards training in the amount of \$363,843.

**DSES Employment Services Branch – OET  
 2011-12 Regular Allocation Augmentation Training Expenditure Plan**

\$363,843 Total Augmentation:

- \$142,244 Adult – 201 Grant
  - 18 Individual Training Account (tuition assistance) opportunities
  - 14 Work-based Training opportunities
- \$221,599 Dislocated Worker – 501 Grant
  - 28 Individual Training Account (tuition assistance) opportunities
  - 22 Work-based Training opportunities

Priority Considerations:

- Currently enrolled individuals unsuccessful in their current job search
- Individuals who have occupational certifications
- Cluster occupations/careers

Participant Prerequisites/Factors:

- WorkKeys Readiness Indicator
- Informed customer choice in consideration of "in demand" or target occupations/career sectors
- Work-based training based upon in-dept assessment and development of comprehensive Individual Employment Plans that consider current skills, experience, interests as well as labor market information and current and emerging economic and workforce development initiatives.

<b>Adult – 201</b>						
		March	April	May	June	Total
<b>\$142,244</b>	Classroom Training \$5,000 per participant	4	5	5	4	18
		\$20,000	\$25,000	\$25,000	\$20,000	\$90,000
	Work-based Training \$3,731 (average)	4	4	4	2	14
		\$14,924	\$14,924	\$14,924	\$7,472	\$52,244
<b>Dislocated Worker - 501</b>						
		March	April	May	June	Total
<b>\$221,599</b>	Classroom Training \$5000	7	7	7	7	28
		\$35,000	\$35,000	\$25,000	\$35,000	\$140,000
	Work-based Training \$3,709 (average)	5	6	6	5	22
		\$18,545	\$22,254	\$22,254	\$18,546	\$81,599



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** CONCUR WITH THE APRIL 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE LETTERS OF SUPPORT POLICY ON BEHALF OF WORKFORCE INVESTMENT BOARD  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the April 18, 2012 Executive Committee action to approve and adopt WIB Policy #2012-01 - Letters of Support and Commitment.

**INFORMATION:**

As the WIB is aware, many times during the program year, requests for letters of support and/or commitment are submitted to WIB staff by local and regional workforce partners with a short response turn-around time in order to meet the submission deadline of the grantee's application.

The primary reason for the Letters of Support and Commitment policy is to allow the WIB Executive Director the flexibility to support other workforce partner's grant proposals by expediting their requests for letters of support and/or commitment that do not require a monetary commitment.

**ATTACHMENT:**

#2012-01 - Letters of Support and Commitment Policy



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** CONCUR WITH THE MAY 16, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE REVISED WIB POLICY #2005-09 SELECTIVE SERVICE REGISTRATION  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the May 16, 2012 Executive Committee action to approve the revised WIB Policy #2005-09 Selective Service Registration.

**BACKGROUND:**

The Executive Committee reviewed and approved the revised WIB Policy #2005-09 – Local Workforce Investment Area (LWIA) Selective Service Registration Policy based on the Directive from the Employment Development Department (WSD11-8) for participation in Workforce Investment Act (WIA) Title I funded services.

Under WIA Regulations, an individual who is 18 years of age and is not registered through the Selective Service Registration is not eligible to receive assistance in the WIA programs. The major change to the updated policy is to include language to assist Local Workforce Investment area staff in determining whether a person's failure to register was knowing and willful.

**ATTACHMENTS:**

#2005-09 Selective Service Registration Policy







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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** RECOMMEND THE FULL BOARD RECEIVE THE APRIL 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE SUBMISSION OF A VETERANS EMPLOYMENT ASSISTANCE GRANT THROUGH WIA GOVERNOR'S DISCRETIONARY 15% FUNDS  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the full Board receive the April 18, 2012 Executive Committee action to approve submission of a Veterans Employment Assistance Grant through WIA Governor's Discretionary 15% funds.

**INFORMATION:**

WIB staff worked with local partners to write a Veterans Employment Related Assistance Program grant proposal that is designed to align workforce training with economic development. The focus of this grant is to work with the Office for Employment Training (OET), Shoreline Workforce Development Services, Monterey Peninsula College and California State University, Monterey Bay (CSUMB) to design a program for returning eligible Veterans and their eligible spouses to provide a career path to certification in positions that will lead to high-growth/high-wage jobs. The CSUMB Public Service Academy, primarily focusing on Homeland Security, represents a promising new opportunity in Monterey County.

The grant submission was due April 18, 2012.

**ATTACHMENT:**

Veterans Employment Assistance Grant Summary Guidelines

## Monterey County WIB – State of California Veterans’ Employment-Related Assistance Program SFP PY 2011/12

Background: The State Employment Development Department (EDD), in coordination with the California Workforce Investment Board (CWIB) and the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$5 million of Workforce Investment Act (WIA) Governor’s Discretionary 15% funds and 25% Dislocated Worker Additional Assistance funds, **to transition veterans into high-wage, high-growth occupations**. The goal of this Solicitation for Proposals (SFP) is to promote the use of industry sector strategies as the framework for addressing the need for veterans to transition into high-wage, high-growth occupations.

Grant Name / Funding Source	Purpose/Background	Max Award	Grant Deadline
<p><b>EDD WIA Veterans’ Employment-related Assistance Program</b></p> <p><b>Funding Source:</b> Governor’s Discretionary 15% funds &amp; 25% D/W AA funds</p> <p>EDD Information Notice WSIN11-39 March 7, 2012</p> <p>DOL TEGL 5-03 “Jobs for Veterans’ Act” Public Law 107-288</p>	<p><b>Brief description of WIA Veterans’ Employment-Related Assistance Program Solicitation for Proposal:</b></p> <p><b>Eligible Applicants:</b> Public, private non-profit and private for-profit organizations, LWIBs, education and training providers and faith-based/community based organizations.</p> <p><b>Allowable Use of Funds:</b> The use of funds is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars.</p> <p><b>Administrative Cost Limits:</b> A maximum of 10% of the total project budget is allowed for admin costs.</p> <p><b>Priority of Service to Participants:</b> All projects must be conducted in accordance with the Veterans’ Priority Provisions of the “Jobs for Veterans’ Act,” Public Law 107-288. The Training and Employment Guidance Letter 5-13 provides general guidance regarding the implementation of the Veterans’ priority and how this priority will affect current business practices.</p> <p>Successful applicants for this proposal will use a sector strategy approach to meet the workforce and training needs of the targeted industries, through creation or expansion of regional partnerships with Local Workforce Investment Boards (LWIB), the EDD Workforce Services Branch (WSB) Disabled Veterans’ Outreach Program (DVOP) and/or Local Veterans’ Employment Representative (LVER), Community Colleges, local training organizations, public/private employers, community and business development organizations, K-12 education, labor organizations and other key stakeholders.</p> <p>The regional partnership will demonstrate a deep understanding of the targeted industry dynamics and the specific workforce needs of the industry’s employers within the region. This data-driven approach will align and leverage resources, identify and provide sector-related training, and provide supportive services that promote skill attainment and career pathways for veterans.</p>	<p><b>Availability of funds:</b> Up to \$5 million, <b>maximum award of \$500,000</b> for each grantee</p> <p><b>Formula funds usage requirement along with partner in-kind match to meet proposal match requirement</b></p>	<p><b>April 18, 2012, 3:00 p.m.</b></p> <p><b>Grant period:</b> <b>May 1, 2012 to March 2014</b> (no longer than a 23 month period)</p> <p><b>Grants awarded:</b> First-come, first-serve criterion, based on the date the application is received, quality of the applicant’s responses to the narrative criteria and availability of funds.</p> <p><b>Grant submission requirements:</b> All applications must be submitted to State EDD offices either by mail, courier or hand delivered</p>



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** FLOR GALVAN, WIB STAFF  
**SUBJECT:** CONCUR WITH THE APRIL 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE RESIGNATIONS OF D. BERNAHL AND R. WEAKLEY  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the April 18, 2012 Executive Committee action to approve resignations of D. Bernahl and R. Weakley.

**INFORMATION:**

At the March 9, 2012 Executive Committee meeting, WIB staff presented an update on the current attendance of WIB and Youth Council members that have more than 60% unexcused absences. The Executive Committee approved a letter for WIB staff to send to the members that do not meet the minimum attendance requirement which requests a letter of resignation if their schedule prevents them from continuing their membership on the WIB.

In accordance with the WIB Bylaws, Article VI, Section 6c: "A member shall be deemed to have resigned MCWIB membership if s/he is absent from 60% of regularly scheduled MCWIB and assigned committee meetings in the program year (July-June) or which attendance is reviewed. Only unexcused absences shall be considered in determining the number/percentage of absences".

With the resignation of these two members, it creates four vacancies total on the WIB that represent business. These seats are designed to be filled by representative in the local area who are business owners. As discussed previously at the WIB Retreat, the key economic pillars for Monterey County are agriculture, education & research and technology, tourism, and small business development. Our recommendation is to draw from these sectors in the promotion of new WIB membership.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** STEPHANIE SHONLEY, WIB ANALYST  
**SUBJECT:** RECOMMEND THE FULL BOARD RECEIVE THE MAY 16, 20123 EXECUTIVE COMMITTEE ACTION TO APPROVE THE PRIOR YEARS' PY 2010-11 FINAL MONITORING REPORT FOR THE OFFICE OF EMPLOYMENT TRAINING YOUTH PROGRAM  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended the full Board receive the May 16, 20123 Executive Committee action to approve the prior years' PY 2010-11 Final Monitoring Report for the Office of Employment Training Youth Program.

**SUMMARY:**

This is a closeout report of the results from the WIB staff's contract compliance monitoring of the OET's Workforce Investment Act (WIA) Youth Program for PY 2010-11.

**BACKGROUND:**

The Monterey County Office for Employment Training is the County's main WIA youth (adult & dislocated worker) program provider. Since OET does not enter into contract with the County of Monterey, like outside service providers, WIB staff basis monitoring performance on the planned number of enrollments indicated through WIA Local Plan, a document sent to the state and modified each year to best meet the vision set forth in the state's plan. WIB staff also ensures that compliance is being met by following federal, state and local policies, laws and regulations. In August 2011, WIB staff monitored (file and on-site program review) the OET WIA Youth contract to review performance, assessed compliance and identified the current state of the program based on the number youth they planned on serving.

WIB staff sent a monitoring letter to OET on September 22, 2011; there were zero findings and five observations. The most concerning observation WIB noted during the monitoring was OET enrolled 185 new youth into their program, which was 62% of their planned goal of enrolling 300 youth. Please see page two of the full monitoring report to see the planned verses actual youth enrollments and page three to see a full list of all observations during the monitoring period.

**ATTACHMENT:**

**1a**-Reference attached monitoring report.



# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY

ERIK CUSHMAN, CHAIR

LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

168 W. Alisal Street, 2nd Floor  
P.O. Box 2135  
Salinas, CA 93901  
Phone (831) 759-6644  
flinnlg@co.monterey.ca.us

September 22, 2011

Barbara Verba  
Deputy Director  
County of Monterey  
DSES, Employment Services Branch  
730 La Guardia Street  
Salinas, CA 93905

**RE:** PY2010-11 Workforce Investment Act Title I Youth Monitoring Report

**Service Provider:** The County of Monterey, Employment Services Branch

**Objective:** The purpose of this monitoring was to evaluate compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of the contract.

**Workforce Investment Board Analyst:**

Stephanie Shonley | (831) 796-6410 | [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

**Monitoring Dates:** August 3-5, 2011 & August 22-24 One-Stop Career Center, 730 La Guardia Street, Salinas, CA 93905

**Review Period:** The review covered the period of April 2, 2010 (Q4) – June 30, 2011 (Q4). This monitoring did not include a review of fiscal compliance.

**File Review:**

**45** out of **449** (10%) active and retention participant files, enrolled in the youth program during between April 2, 2010 and June 30, 2011, were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by OET. Case notes and all other forms of communication with participants and employers were thorough and recorded in a timely manner.

WIB staff was very pleased with the 'case synopsis' document found in each file. This form is succinct and thorough, identifying the participants' projected goals, outcomes and their top three job choices of interest. Staff noticed the majority of participants were placed in a work experience opportunity where they had expressed interest. Staff did have questions on the expressed job choices of interest. See observation.

WIB staff also appreciated the thoroughness of the youth supervisor reviewing and signing off on each file.

**Participant and Employer Interview Results**

**Entrance Conference:** Barbara Verba, Deputy Director; Rod Powell, Program Manager

**Participants:** (5) Merrisa W., Jose V., Jorge Hernandez Z., Melissa G. and Maria Picazo P. were interviewed at their worksites.

**Employers:** (4) Christine Aiello, Director, Miss Barbara's Child Development Center, Marina; Richard Medrano, Lead Mechanic, NUMSD Transportation Department, Prunedale; Kurt Ellison, Supervising Librarian, Castroville Public Library; Christopher Gallegos, Supervisor, Gonzales Public Library

WIB staff conducted face-to-face interviews with staff, participants and worksite supervisors to determine satisfaction with the program. Employers were very impressed with OET's youth program, the on-going communication with staff and the opportunities being provided. The youth were very appreciative of the opportunities they had been given by being enrolled in the program. They were very complimentary of the staff, workshops and support provided.

*Suggestions for improvement from interviews are to make sure participant applications get out in a timely manner and that OET contact phone numbers are current and do go directly to voicemail.*

**Planned Versus Actual Performance:**

The following data was queried from the from the Virtual One-Stop System, OET vosShell report and JTA, as reported to the State, to validate program enrollments/exits provided by OET during the program year. The monitor noted variance between data queried through each system versus numbers prepared by OET in the WIA Local Plan Modification - Title IB Participant Plan Summary for PY 2010-11.

<b>Date Range:</b> 07/01/2010 - 06/30/2011	<b>Plan</b>	<b>Actual</b>	<b>% of Plan Achieved</b>
<b>Registrations/Enrollments</b>			
Registered Participants Carried in from PY2009-10	357	328	92%
New Registered Participants for PY2010-11	300	185	62%
Total Registered Participants for PY2010-11 (line 1 plus 2)	657	513	78%
Exiters for PY2010-11	400	266	67%
Registered Participants Carried Forward (line 3 minus 4)	120	247	206%
<b>Youth Measures</b>			
Attainment of a Literacy and/or Numeracy Gain	150	77	51%
Attainment of a High School Diploma, GED, or Certificate	150	138	92%

	<b>Min Goal</b>	<b>Target Goal</b>	<b>vosShell</b>	<b>% of Target Achieved</b>
<b>Central</b>	10%	55%	55.2%	100.3%
<b>North</b>	10%	11%	12.1%	111%
<b>South</b>	10%	18%	19.7%	109%
<b>West</b>	10%	16%	13.1%	82%

OET appeared to have exceeded the minimum geographic participation requirement of 10% in all areas of the County. Since the PY2009-10 monitoring, OET achieved their North County goals and increased their enrollments by 4.3%. Although OET achieved their South County goals, there was a 4% decrease in enrollments.

	<b>Budget</b>	<b>Total OET Youth Expenditures</b>	<b>2011-2012 Carry Over</b>
Total Youth Budget 10-11	\$1,972, 107		
Subcontractor Allocation	\$468,000		
Carry-In from 09-10	\$316, 665		
<b>Total OET Youth Budget</b>	<b>\$1,820,772</b>	(\$1,484,947)	\$335, 825

**Current Findings and Related Recommendations:**

1. None

**Observations:**

1. Service to the North County area complies with WIB Policy 2010-1. Service to this area was greatly improved since the PY 2009-2010 monitoring period.
2. New registered participants were <65% of goal
3. Over 200% of participants were carried forward?
4. Attainment of a literacy and/or numeracy gain is < 55% of planned goal.

**Recommendation:** Briefly explain the method used to plan a new program year.

5. Summer Youth Employment timesheets do not state the name of the worksite, only states the pay period and the youth advisors name.

**Conclusion:**


A program exit interview was conducted on September 22, 2011. Program staff was advised on observations as noted above.

The results of the program review indicate that OET is satisfactorily complying with WIA regulations and local policies.

The WIB extends our appreciation to your staff for their cooperation and assistance during our review and wished to congratulate OET on its contributions to our local workforce development efforts.

Any response regarding the findings and recommendations of this report are required by Friday, October 14, 2011 after which time the report will be final. If you have any questions, please contact Stephanie Shonley at (831) 796-6410.

Sincerely,

  
 \_\_\_\_\_  
 Loyanne Flinn  
 Acting Executive Director  
 Monterey County Workforce Investment Board

9/20/11  
 Date

cc:  
 Stephanie Shonley, WIB Management Analyst

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)

**FROM:** STEPHANIE SHONLEY, WIB ANALYST

**SUBJECT:** CONCUR WITH THE MAY 16, 2012 YOUTH COUNCIL RECOMMENDATION TO APPROVE THE FINAL YOUTH MONITORING REPORTS FOR YOUTH PROGRAM PROVIDERS, SANTA CRUZ COUNTY OFFICE OF EDUCATION, AND TURNING POINT, FOR PY 2011-12

**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the May 16, 2012 Youth Council recommendation to approve the Final Youth Monitoring Reports for Youth program providers, Santa Cruz County Office of Education, and Turning Point, for PY 2011-12.

**BACKGROUND:**

On August 30, 2011, the Monterey County Board of Supervisors approved two WIA youth program contracts, one with SCCOE in the amount of \$157,248 and the other with Turning Point in the amount of \$170,352, for the period of July 1, 2011-June 30, 2012.

Santa Cruz County Office of Education (SCCOE):

At the March 15, 2012 meeting, WIB staff brought the Youth Council a *draft* monitoring report regarding the contract with SCCOE, that states they will enroll 60 in-school and out-of-school WIA eligible youth participants, primarily from North and West County, into a Hospitality, Tourism and Customer Service (HTCS) certified classroom training, as well as provide the additional required program elements (i.e., tutoring, leadership, adult mentorship, supportive services). The contract also states that all 60 youth will be enrolled into the program by March 31, 2012 and 50 of those youth would receive 80 hours of paid work experience.

**Finding:** At the time of monitoring, SCCOE met 47% of their planned enrollments, while zero youth had been enrolled in West County; this was a finding in their contract monitoring. WIB staff received a Corrective Action Plan from SCCOE on March 7, 2012, addressing how they were going to increase their overall enrollments, specifically in West County and how they would fulfill their contract goals by the end of the contract date. Although the finding will remain open until all goals are achieved, SCCOE has significantly increased their enrollments, 96% of goal (58) as of March 31, 2012, but expenditures remain significantly under spent at 42% (\$49,188.32) of planned goal as of March 31, 2012. Expenditures are low since 52% (26/50) of the youth participants have yet to be placed in work experience.

**Conclusion:** SCCOE is complying with WIA policies and regulations. WIB staff will continue monitoring SCCOE's expenditures to ensure they are meeting contract goals.

Turning Point of Central California (Turning Point):

During the week of February 21, 2012, WIB staff monitored Turning Point's WIA Youth contract to review performance and compliance with applicable laws and regulations and to identify the current state of the program based on contract plans. Turning Point's contract states they will enroll 58 in-school and out-of-school eligible youth who have barriers to education and/or employment into their program. The program, located at Rancho Cielo, provides the "hardest-to-serve", primarily offenders, an opportunity to receive occupational

skills training, comprehensive guidance counseling, supportive services and work experience to name a few. Turning Point also plans to enroll 40 of the youth into paid and unpaid work experience. WIB staff noted zero findings.

No findings: At the time of monitoring, Turning Point had met 91% of their total plan (53/54) and they had expended more than 50% of their budget, with no significant concerns to be anything but on target at the end of the contract period.

Turning Point met or exceeded all target geographic and target population goals, although one observation was noted that Turning Point had zero foster youth enrolled, after subsequent analysis, there was a glitch in the case management system.

Conclusion: Turning point is complying with WIA policies and regulations and their contract plan.

**ATTACHMENT:**

**a**-Reference attached SCCOE monitoring report

**b**-Reference attached Turning Point monitoring report

# WORKFORCE INVESTMENT BOARD

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## MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR



168 W. Alisal St., 3<sup>rd</sup> Floor  
Salinas, CA 93901  
Phone (831) 759-6644  
Fax (831) 755-5398

April 5, 2012

JoAnn Allen, Manager, Student Support Services  
Santa Cruz County Office of Education  
400 Encinal Street  
Santa Cruz, CA 95060

**RE:** Santa Cruz County Office of Education Youth Program Review Final Monitoring Report  
PY 2011-12

**Service Provider:** Santa Cruz County Office of Education (SCCOE) Sueños Collaborative

**Workforce Investment Board Analyst:**

Stephanie Shonley | (831) 796-6410 | [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

**Monitoring Dates:** Monday, January 30, 2012 & Friday, February 3, 2012 at 18 W. Beach Street,  
Watsonville, CA

**Background:** In August 2011, SCCOE was awarded WIA funds to administer a comprehensive youth program to target youth in the North and West regions of Monterey County. For Program Year 2011-2012 (July 1- June 30), SCCOE was allocated \$157,248 to serve **60** eligible, in-school and out-of-school youth participants, ages 16-21. Youth will receive six-eight weeks of Hospitality Tourism and Customer Service (HTCS) classroom training; fifty (50) youth will receive eighty (80) hours of paid work experience. SCCOE planned to have all youth enrolled by March 31, 2012.

**Objective:** The purpose of this monitoring was to evaluate compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of the contract.

**Review Period:** The review covered the period of July 1, 2011 (Q1) – January 13, 2012 (part of Q3). This monitoring did not include a review of fiscal compliance. WIB staff will conduct a fiscal compliance review prior to the May 2012, Youth Council Meeting.

**Current Findings and Related Recommendations:**

Finding #1: Zero enrollments in West Monterey County

The contract states that the emphasis for enrolling the 60 WIA eligible youth into the Sueños program will be 20% in the North 10% in the West and 10% in the Central regions of Monterey. During the monitoring period, geographic enrollments in North County were above plan at 50%, West County enrollments were below plan at 0% and Central were above at 39.3%.

**Recommendation:** SCCOE needs to continue reaching out to Monterey County Office of Education and local school districts, particularly, Marina, Monterey, North Monterey County, Seaside and alternative schools, like Central Coast High School in Seaside, to recruit eligible youth



in the designated geographic areas and to potentially work with those schools in establishing an MOU for classroom training.

**Observation #1:** At the time of monitoring, SCCOE's total enrollments were at 28 of 60 or 47% of plan, and work experience enrollments were at 2 of 50. No exits have occurred to date.

**Recommendation:** The contract states that SCCOE plans to enroll youth participants March 31, 2012. SCCOE must continue to perform the needed outreach and demonstrate achievement of the total enrollment and work experience goals.

**Action Requested:** The facility challenge is greatly impacting SCCOE's total number of enrollments. WIB staff is requesting a corrective action plan be submitted by Friday, March 16, 2012, addressing how SCCOE will establish the necessary classroom training sites, particularly in West Monterey County, and recruit and enroll 32 WIA eligible youth by March 31, and provide the necessary work experience. Also, please explain how SCCOE plans to modify the HTCS classroom training (ex. condense the 6-8 week HTCS classroom training into 3-4 works) and provide information on how SCCOE plans to place 50 youth into paid work experience.

*On March 7, 2012, WIB staff received a Corrective Action Plan, in response to WIB staff's request, addressing the findings and observation in the SCCOE monitoring report sent to them February 24, 2012.*

**SCCOE Corrective Action Plan and Response to Draft Report:** Our efforts to reach out to school districts in the North Monterey County region have been successful; however, our efforts to enter the West County Schools districts have been delayed due to the need for an individual District Memorandum of Understanding (MOA) – beyond our partnership with MCOE – they helped with North County. We began to craft the MOA in November 2011. The MOA format was mutually agreed by December and was sent to Ann Kilty from Monterey Peninsula Unified School District (MPUSD) to process in January, as attested by Ann at the last WIB Youth Council meeting. We have been waiting since late January for approval of our MOA. It was approved at the beginning of March. We assumed our partnership with MCOE would be an entre into all Monterey County school districts; SCCOE staff was not aware of the need to craft an additional MOA with individual districts. – Lessons learned.

Now that the MOA has been approved we are aggressively pursuing West Monterey County enrollments. Below is our corrective action implementation plan to ensure we meet our enrollment and performance targets:

- Outreach and recruitment in MPUSD and NMUSD ongoing
  - o Eligibility workshops/orientations and assessments to take place March 8 – March 13, 2012
- Enrollments:
  - o Estimate 17 to 20 enrolled from West County
  - o Currently have 10 enrolled for Castroville Class
  - o Estimate 5 to 6 in Pajaro Class
- Shared use agreement for Marina Shoreline Conference Center computer Lab
  - o Approved March 1, 2012 – West County
  - o Class Schedule: March 26 – May 1st
- Continued use of Castroville Library – North County
  - o Class Schedule: March 26 – May 1st
- Continued use of 18 West beach - North County
  - o Class Schedule; February 27/12 – 4/6/12

- We have hired additional staff to assist Miguel and are recruiting another part-time person to assist with Work Experience placements
- New Work Experience placements will begin Early April and continue through June 15
- Exits will begin end of May through June 30<sup>th</sup> for performance measures of entered employment and post secondary
- All youth completing occupational skills academy will receive an industry certification (Hospitality, Tourism and Customer Service)
- Out of school youth will be measured for improvements in basic skills at end of each occupational skills academy.

**WIB Response:** WIB staff reviewed the Corrective Action Plan. Subsequent to our review, SCCOE staff coordinated with Shoreline Workforce Development Services to establish a computer lab at the Marina facility to conduct HTCS classroom training for West County participants. In addition, SCCOE staff coordinated with Marina and Central Coast (Seaside) High Schools' counselors to identify and enroll eligible West County youth into the program.

The finding will remain open until future analysis [prior to the May 2012 Youth Council meeting] is conducted by WIB staff to validate the implementation of their stated action noted in the response above.

**Participant Enrollments- planned versus actual:**

Program enrollments do not seem to be on-track to meet the annual goals, since at the time of monitoring (2 weeks into Quarter 3); enrollments were at 47% of plan for Q3.

The chart below shows the progress of the SCCOE WIA program relative to planned enrollments: The following data was queried from the Virtual One-Stop System, vosShell report and JTA, as reported to the State, to validate program enrollments (zero exits) provided by SCCOE during the program year.

<b>Date Range:</b> 07/01/2011 - 01/13/2012	<b>Annual Plan</b>	<b>Quarterly Plan</b> <i>Period ending Jan 2012</i>	<b>Actual</b> <i>As of monitoring period</i>	<b>% of Plan Achieved</b>
New Registered Participants for PY2011-12	60	60	28	47%
Work Experience Enrollments	50	-	2	
Exits for PY2011-12 (not unusual)	60	-	0	0
Out-of-School ( <i>must be at least 30% of total enrolled</i> )	18	-	9	32%

**File Review:**

Thirty percent (30%) of the enrolled youth participants' files (8 of 28) were randomly selected and reviewed. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans

and documentation of intensive and training services provided by SCCOE. Case notes and all other forms of communication with participants and employers were thorough and recorded in a timely manner. Of the eight files reviewed, four participants, three females and one male were interviewed on their experiences with the program services.

### **Participant and Employer Interview Results**

**Entrance Conference:** JoAnn Allen, Manager, Student Support Services; Bea Munoz, Project Coordinator; Miguel Hernandez, Project Specialist; Francisco Estrada; Project Specialist, Brenda Navarro, Work Experience Specialist and Teresita Hinojosa, SCWIB Analyst

**Participants:** (4) All participants were very complimentary of the SCCOE WIA program staff and for the opportunity to have participated in the program. All participants felt they had learned about conflict resolution, how to be better communicators, how to be more professional and better leaders through the HCTS classroom training.

**Employers:** (1) Shannon Graham, Assistant Director of Volunteer Services, Salinas Valley Memorial Healthcare System, was very complimentary of the program. She liked working with the SCCOE staff and felt they were very passionate and competent in their work. She offered to write a letter or speak to the Youth Council on behalf of her experience working with the SCCOE program staff and participants. Her only negative comment was the 80-hour work experience time frame is too short.

### **Conclusion:**

A program exit interview was conducted on Friday February 3, 2012. Program staff was advised on observations as noted above.

The results of the program review indicate that SCCOE is complying with WIA regulations, but there are concerns with the low participant enrollments in West and North County and lack of identified classroom training locations for West Monterey County.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your contract, program and fiscal operations. It is the lead agencies responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

We thank you and your staff for working with us in the completion of this review. If you have any questions regarding this report or the review that was conducted, please contact me at (831)796-6410.

Sincerely,

Joyce Aldrich

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Joyce Aldrich  
WIB Consultant  
Monterey County Workforce Investment Board

4/5/12  
Date



# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

168 W. Alisal St., 3<sup>rd</sup> Floor  
Salinas, CA 93901  
Phone (831) 759-6644  
Fax (831) 755-5398

April 18, 2012

Deborah Carrillo, Deputy Regional Director  
Turning Point of Central California, Inc.  
115 E. San Luis St., Salinas, CA 93901

**RE:** Final Monitoring Report of PY 2011-12 Workforce Investment Act Title I Youth Program

**Service Provider:** Turning Point of Central California (Turning Point)

**Workforce Investment Board Analyst:**

Stephanie Shonley | (831) 796-6410 | [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

**Monitoring Dates & Location:** Tuesday, February 21, 2012- Friday, February 24, 2012  
111 East San Luis Street, Salinas, CA 93901

**Contract Term and Objective:** July 1, 2011 through June 30, 2012. Total budget: \$170,352 (serving 15 more youth with < \$59,728 than PY10-11); Contractor plans to enroll 58, 16-21 year olds, who have barriers to education and employment all of which will receive occupational skills training, leadership development, supportive services, mentoring, comprehensive guidance and counseling, and follow-up services. A majority of the youth served in the Turning Point program will be court involved ("hardest-to-serve") youth; 40 will receive paid and unpaid work experience opportunities. TP is the lead agency with 6 collaborative partners, including: Monterey County Probation Department; Rancho Ceilo and Monterey County Office of Education, to serve the needs of WIA eligible youth while improving programs.

Prior to the exit of all WIA youth participants, Turning Point's contract states they will meet the following Common Measures (established by the WIA):

- 1) 65% of the total enrolled youth (38) will be placed in Employment or Education during 1<sup>st</sup> quarter (1-3 months) after exit
- 2) 61% of the total enrolled youth (35) will to attain a Degree of Certificate by end of quarter 3 (6-12 months) after exit
- 3) 40% of older (out-of-school) enrolled youth (7 out of 17- WIA requires that 30% of total youth enrolled are out of school) will obtain Literacy & Numeracy Gains, increase in one or more educational levels within 1 year of the date of participation

**Objective:** The purpose of this monitoring was to evaluate compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of the contract.

**Review Period:** July 1, 2011 (Q1) – February 10, 2012 (part of Q3)

**Current Findings and Related Recommendations:**

1. None

**Observation(s):** WIB staff observed that five participant case files indicated the participant was identified as a foster youth, yet the Virtual One-Stop (VOS) case management system showed zero enrollments for the targeted population [foster youth] at the time of monitoring.

Subsequent to our review, WIB staff contacted Geographic Solutions, operator of the VOS case management system, since Turning Point was confident they were enrolling foster youth. After analysis, Geographic Solutions confirmed that Turning Point did indeed have eleven participants, identified as being a foster youth, enrolled in their program. Geographic Solutions indicated there was a 'glitch' in the case management system; the problem has been resolved.

**Participant Enrollments & Budget- planned versus actual:**

Although there is one observation listed above, a *potential* shortfall in serving the target population, foster youth, WIB staff believes Turning Point's Youth Program enrollments are on-track to meet their contract goals by the end of the contract period.

The chart below shows the progress of the Turning Point WIA program relative to planned enrollments:

*The following data was queried from the Virtual One-Stop System, vosShell report and JTA, as reported to the State, to validate program enrollments provided by Turning Point during the program year.*

July 1, 2011- February 10, 2012 <i>Quarter 1-part of Quarter 3</i>	New Enrollments	Geographic Areas Served			
		Central	North	South	West
<b>Annual Plan</b>	58	55%	11%	18%	16%
<b>Quarter Plan</b> <i>Period ending March 31, 2012</i>	58	-	-	-	-
<b>Actual</b> <i>As of monitoring Period</i>	53	28	10	10	5
<b>% of 3<sup>rd</sup> Qtr Plan</b>	<b>91%</b>	<b>66%</b>	<b>19%</b>	<b>19%</b>	<b>20%</b>

July 1, 2011- February 10, 2012 <i>Quarter 1-part of Quarter 3</i>	Target Populations Served					
	Disabled	Homeless	Foster Youth	Offender	Out-of- School	TANF
<b>Annual Plan</b>	29%	5%	8%	40%	12%	6%
<b>Actual</b> <i>As of monitoring Period</i>	43	4	11	37	7	9
<b>% of 3<sup>rd</sup> Qtr Plan</b>	<b>43%</b>	<b>8%</b>	<b>21%</b>	<b>70%</b>	<b>13%</b>	<b>17%</b>

July 1, 2011- February 10, 2012 <i>Data As of January 2012</i>	Total Expenditures	Work Experience	Supportive Services	Operating Expenses	Staff Salaries & Benefits
<b>Annual Plan</b>	\$170,352.00	\$30,660.84	\$16,695.41	\$15,115.51	\$107,880.24
<b>Actual</b>	\$90,475.78	\$21,974.10	\$8,773.34	\$8,238.86	\$51,489.48
<b>% of Annual plan attained</b>	53%	72%	58%	55%	47%

**File Review:**

Thirty percent (30%) of the enrolled youth participants' files (16 of 53) were randomly selected and reviewed. The files reflected that Turning Point has developed effective protocols for determining WIA eligibility, assessing appropriateness of youth for the program, assisting youth with career exploration and documenting that requirements are met.

**Participant and Employer Interview Results**

**Entrance Conference:** Deborah Carillo, Deputy Regional Director; Pearl Sanchez and Rosie Chavez, Program Directors; Marleen Esquerria and Stephanie Shonley, WIB Analysts

**Participants and employers:** Four (4) participants and three (3) employers were interviewed to gain insight on the quality, appropriateness and understanding of the goals of the WIA youth program. All were very complimentary of Turning Point, the staff and the opportunity to have participated in the program.

After interviewing the youth, reviewing the case files and having the opportunity to monitor Turning Point's Youth Program for the second consecutive year, WIB staff realized that this youth population is truly the "hardest-to-serve." So often, Youth Council members, WIB staff and other community stakeholders expect these youth to be placed in high-growth sector and/or more professional work experience opportunities, such as healthcare, agriculture and hospitality. Unfortunately, the majority of these youth lack the very essential skills, besides basic math and English literacy, communication and social and workforce norms; like showing up to work, being on time, dressing appropriately etc. WIB staff believes that the work experience being provided to the youth is sufficient and the mentorship they are gaining from the experiences, like at Footlocker and other retail and janitorial environments, is appropriate. After interviewing work-site supervisors, WIB staff noted, in two different scenarios, one at Footlocker and the other at Journey's (retail store) that the supervisors had come from similar backgrounds as the youth, and had even participated in a WIA youth program, therefore, these work-site supervisors have the ability to empathize with the youth and encourage and motivate them to turn their lives around.

**Conclusion:**

The results of the program review indicate that Turning Point is complying with WIA regulations, they are on target to meet their contract enrollment (geographic and demographic) and budget goals and they are providing an appropriate workforce development program to the target population being served.

The WIB extends our appreciation to the Turning Point staff for their cooperation and assistance during our review.

If you have any questions, please contact Stephanie Shonley at (831) 796-6410.

Sincerely,



Stephanie Shonley  
WIB, Management Analyst  
Monterey County Workforce Investment Board

# MEMORANDUM

**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** STEPHANIE SHONLEY, WIB ANALYST  
**SUBJECT:** CONCUR WITH THE MAY 16, 2012 YOUTH COUNCIL RECOMMENDATION TO APPROVE THE EXTENSION OF THE WORKFORCE INVESTMENT ACT (WIA)TITLE I YOUTH SUBCONTRACTS WITH SANTA CRUZ COUNTY OFFICE OF EDUCATION AND TURNING POINT, AND DECREASE THEIR TOTAL CONTRACT BUDGETS BY 5.6%, FOR A TOTAL CONTRACT ALLOCATION OF \$309,254 FOR PY 2012-13  
**DATE:** JUNE 6, 2012

**RECCOMENDATION:**

It is recommended that the full WIB concur with the May 16, 2012 Youth Council recommendation to approve the extension of the Workforce Investment Act (WIA)Title I Youth subcontracts with Santa Cruz County Office of Education and Turning Point, and decrease their total contract budgets by 5.6%, for a total contract allocation of \$309,254 for PY 2012-13.

The recommended funding reduction for each contractor and the number of youth to be served is reflected below:

Youth Contractors PY 2010-11	Total Funding	# Participants to be served
SCCOE	\$148,442	57
Turning Point	\$160,812	55
<b>Total</b>	<b>\$309,254</b>	<b>112</b>

Additional funding considerations are noted on page 2 of this report.

**SUMMARY:**

This funding recommendation allocates up to \$309,254 in WIA Title I Youth funds to Santa Cruz County Office of Education and Turning Point for a second contract year to provide workforce development services for the period of July 1, 2012 through June 30, 2013. The amount recommended represents a 5.6% reduction from the previous contract year allocation since funding reductions are anticipated for PY 2012-13. The reduced amount equates to approximately a \$27,000 reduction, \$9,000 per contractor, including OET, from the previous year's funding allocation. Remaining funds not allocated for the subcontracts will be returned to the WIA Title I Youth funding stream for use by OET's Youth program.

Should the full WIB concur with the Youth Council, the recommendation shall be forwarded to the Board of Supervisors to approve the contract extensions for PY 2012-13.

**BACKGROUND:**

On August 30, 2011, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board's recommendation to initiate WIA Title I Youth contracts to SCCOE and Turning Point of Central California (Turning Point), to begin July 1, 2011 and end June 30, 2012. The contracts, in the amount of \$327,600, provided workforce services to 118 WIA eligible youth throughout the county. The contracts, which were written for one-year, may be extended up to two (2) additional one-year periods subject to the availability of WIA funds and contractor's performance.

To date, SCCOE and Turning Point's performance has been routinely reviewed by WIB staff for programmatic and fiscal compliance. Monitoring reports has shown SCCOE and Turning Point to be in compliance with the contract provisions.

The purpose of contracting with an agency outside of the County's primary WIA service provider, the Office for Employment Training (OET), allows eligible participants access to services, particularly those of target populations in targeted, often harder-to-serve areas of Monterey County, who do not access or have trouble getting to the Monterey County One-Stop Career Centers.

**Additional Funding Considerations:**

The following are additional funding options for the full WIB to review and consider for the WIA Title I Youth contracts for PY 2012-13:

**Funding Consideration #1:**

- 1a. Extend SCCOE's WIA Youth contract for the period of July 1, 2012 through June 30, 2013 at the same amount of \$157,248, based upon their demonstrated levels of North and West County participant enrollments and projected performance for PY 2011-2012. As a first year contractor, SCCOE had low enrollments in quarters one and two, but enrollments in target geographic areas were significantly increased in quarters three and four. SCCOE shall remain serving 60 youth while 50 shall be placed into paid and unpaid work experience.
- 1b. Extend Turning Point's WIA Youth contract for the period of July 1, 2012 through June 30, 2013 at the same amount of \$170,352, based upon levels of demonstrated performance over the past several years and projected performance for PY 2011-12. Turning Point shall remain serving 58 youth while 40 shall be placed into paid and unpaid work experience.

The funding consideration for each subcontractor and the number of youth to be served is reflected below:

Youth Contractors PY 2010-11	Total Contract Amount	# of youth to be served	Target Areas	Target Populations
<b>SCCOE</b>	\$157,248	60	North & West	All
<b>Turning Point</b>	\$170,352	58	Central & South	All-Offenders
<b>Total</b>	<b>\$327,600</b>	<b>118</b>	-	-

**Funding Consideration #2:**

2. Extend the WIA Title I Youth contracts for PY 2012-13 at an alternate (increased or reduced) amount, to be determined by the Youth Council, but not to exceed 10% with a balanced change in the number of youth served.

**Funding Consideration #3:**

3. Not to extend the WIA Title I Youth contracts for PY 2012-13, in which case the funds may be reallocated to the Office for Employment Training to provide Youth services.



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)

**FROM:** MARLEEN ESQUERRA, WIB ANALYST

**SUBJECT:** CONCUR WITH THE MAY 16, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE EXTENSION OF THE WIA TITLE I ADULT SUBCONTRACTS WITH SHORELINE AND TURNING POINT AND DECREASE THEIR TOTAL CONTRACT BUDGETS BY 10%, FOR A TOTAL CONTRACT ALLOCATION OF \$567,000 AND REQUIRE EACH SUBCONTRACTOR TO EXPEND A MINIMUM OF 25% OF THEIR CONTRACT FUNDS ON TRAINING FOR PY 2012-13

**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the full WIB concur with the May 16, 2012 Executive Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline Workforce Development Services (Shoreline) and Turning Point of Central California (Turning Point) and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training per Senate Bill (SB) 734, as reflected below:

<b>Adult Subcontractors PY 2012-13</b>	<b>Net Contract</b>	<b>Training Set- Aside at 25% as per SB 734</b>	<b>Total Funding</b>	<b># of participants to be served</b>
<b>Shoreline</b>	\$ 221,130	\$73,710	\$294,840	69
<b>Turning Point</b>	\$ 204,120	\$68,040	\$272,160	63
<b>Total</b>	<b>\$ 425,250</b>	<b>\$141,750</b>	<b>\$567,000</b>	<b>132</b>

Additional funding considerations are noted on page 2 of this report.

**SUMMARY:**

This funding recommendation allocates up to \$567,000 in WIA Title I Adult funds to Shoreline and Turning Point for a second contract year to provide core, intensive and training services for the period of July 1, 2012 through June 30, 2013. Due to system-wide reductions, the amount recommended represents a 10% reduction from the previous contract year allocation. Additionally, in consideration of SB 734, the subcontracts will be required to expend a minimum of 25% of their subcontract funds on workforce training programs. Ten percent (10%) of the minimum training expenditure requirement may be met by applying leveraged resources used for training services. Leveraged resources may include match funds from employers including the employer paid portion of on-the-job training and customized training. Remaining funds not allocated for the subcontracts will be returned to the WIA Title I Adult funding stream for use by OET's Adult program.

Should the full WIB concur with the Executive Committee recommendation, it shall be forwarded to the Board of Supervisors to approve the contract extensions for PY 2012-13.

**BACKGROUND:**

On August 30, 2011, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board's recommendation to initiate WIA Title I Adult subcontracts with Shoreline and Turning Point for the period of July 1, 2011 through June 30,

2012 to enroll 147 economically disadvantaged adults in core and intensive services with 82 receiving training services and 65 receiving direct placement services. The subcontracts provide for an extension of up to two years beyond the initial one-year contract period pending acceptable contract performance, adherence to current WIA legislation and local policies, and upon the availability of WIA funds. The first contract year ends June 30, 2012. The total amount of funding available for contracted specialized WIA adult services was initially anticipated to be \$630,000. Of that amount, \$114,200 is set-aside for training contracts. However, due to system-wide reductions in WIA Title I funding for the coming program year, the WIB further recommended reducing both subcontract budgets by 10% from the previous year for a total contract allocation of \$567,000 for program year 2012-13.

To date, Shoreline and Turning Point's performance has been routinely reviewed by WIB staff for programmatic and fiscal compliance. Monitoring reports has shown Shoreline and Turning Point to be in compliance with the contract provisions and both have historically met or exceeded their subcontract enrollment and performance goals.

**Additional Funding Considerations:**

The following are additional funding options for the full WIB to consider for the WIA Adult subcontracts for PY 2012-13.

**Consideration #1:**

- 1a. Extend Shoreline's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$327,600, based upon levels of demonstrated performance by Shoreline over the past two years and projected performance for PY 2011-12. Of this amount \$81,900 shall be set aside for training contracts to serve a total of 77 enrollments with 40 participating in OJT/ITA training and 37 as direct placements.
- 1b. Extend Turning Point's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$302,400, based upon levels of demonstrated performance by Turning Point over the past two years and projected performance for PY 2011-12. Of this amount \$75,600 shall be set aside for training contracts to serve a total of 70 enrollments with 42 participating in OJT/ITA training and 28 as direct placements.

The funding for each subcontractor and the number of adults to be served is reflected below:

<b>Adult Subcontractors PY 2012-13</b>	<b>Net Contract</b>	<b>OJT Set-Aside At 25% as per SB 734</b>	<b>Total Funding</b>	<b># of participants to be served</b>
<b>Shoreline</b>	\$245,700	\$81,900	\$327,600	77
<b>Turning Point</b>	\$226,800	\$75,600	\$302,400	70
<b>Total</b>	<b>\$472,500</b>	<b>\$157,500</b>	<b>\$630,000</b>	<b>147</b>

**Consideration #2:**

Extend the WIA Title I Adult OJT subcontracts for PY 2012-13 at an alternate (increased or reduced) amount, to be determined by the full WIB, but not to exceed 10% or change the scope of services with a balanced change in the number of adults served.

**Consideration #3:**

Not to extend the WIA Title I Adult subcontracts for PY 2012-13, in which case the funds may be reallocated to the Office for Employment Training to provide OJT services.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** DISCUSSION AND PRESENTATION FROM MONTEREY COUNTY SR. COUNTY COUNSEL KAY REIMANN CONCERNING ETHICS TRAINING, FORM 700 AND CONFLICT OF INTEREST  
**DATE:** JUNE 6, 2012

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## **DISCUSSION:**

### *Public Service Ethics Education*

In accordance with AB1234 and Monterey County WIB Policy #2007-5, all existing WIB and Youth Council members must complete bi-annual ethics training.

Ethics training is required to local agency officials and members that serve on the WIB and Youth Council that receive compensation, salary, stipends, or reimbursement of expenses. The ethics training must be provided and renewed every two years thereafter.

The training is web-based and can be accessed at <http://localethics.fppc.ca.gov/ab1234/>. Members will need to allocate at least two (2) hours to complete the training. In addition, members must be logged into the training program for a *minimum* of two hours to receive a certificate of completion. The online training program **will not** retain the certificate; therefore members must print the certificate at the time of completion and a copy must be provided to WIB staff. *(Please note copies of the certificate will not be retained by the online training program or website.)*

Members who have successfully completed the ethics training within the last two years for a different organization, must forward a copy of their certificate to WIB staff to meet this requirement.

### *Form 700 - Statement of Economic Interests*

In accordance with Government Code 87200, all WIB members must complete Form 700 yearly. The Form 700 can be accessed at <http://www.fppc.ca.gov>

Should you have any questions regarding these two requirements, please contact WIB Staff Flor Galvan at (831)796-6434.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** REVIEW AND APPROVE THE WIB STRATEGIC PLAN FOR 2012-13  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB review and approve the WIB Strategic Plan for Program Year (PY) 2012-13.

**BACKGROUND:**

Subsequent to the WIB retreat, WIB staff began to prepare the WIB Strategic Plan for PY 2012-13 based on WIB members' recommendations. The WIB Strategic Plan was revised following the Oversight Committee Workshop and Youth Council Retreat held in May 2012, after which additional recommendations were brought forward and incorporated into the Plan. Thereafter, the Plan was brought before the Executive Committee on May 16, 2012 for input and consideration.

**ATTACHMENT:**

WIB Strategic Plan for PY 2012-13

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MONTEREY COUNTY WORKFORCE INVESTMENT BOARD – STRATEGIC PLAN 2012

**INTRODUCTION:**

The Workforce Investment Board held its annual retreat on February 1, 2012. At the retreat, the WIB updated their strategic initiatives for 2012 with the primary focus to align the County's Job Training System with current and projected economic opportunities and strategic initiatives. Additionally, the WIB Youth Council and WIB Oversight Committee have held workshops developing initiatives for 2012 that align with the WIB Retreat initiatives.

**VISION:**

Improve the economy by promoting alignment of the workforce with local business needs.

**PRIORITIES OF THE WIB 2012**

PRIORITY	
<b>1. System Effectiveness &amp; Efficiency - Return on Investment</b>	The workforce development system is called upon to meet many diverse needs and demands of workers, businesses, and the educational and training infrastructure in the region. Yet resources are always limited so the need for superb organizational efficiency is critical. Developing good service tracking systems is an important step to determining the best allocation of resources to meet the WIB's many goals and objectives. Developing financial stability and sustainability ensures efficiency and effectiveness of the system.
<b>2. Labor Market Intelligence</b>	Concentrate labor market information (LMI) monitoring and analysis on economic development opportunity areas to help focus training program development in high job growth areas. Target occupations within growth industries in the region (4 pillars) as the primary workforce focus.
<b>3. Connection with Business Community</b>	Businesses' needs for labor skills and capabilities evolve rapidly and cannot be identified through LMI alone. In order to understand and respond to job skills for expanding businesses it is necessary to open on-going channels of communication with the business community by establishing WIB as the regional convener for aligning labor supply and demand, so programs are implemented to respond to short term training needs as well as longer term labor market goals.
<b>4. Career Path/Ladders</b>	It is important to take a comprehensive view of workforce development and define education and training opportunities at various stages along the career paths so workers are developing a foundation for future advancement to higher paid jobs as they progress.

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD – STRATEGIC PLAN 2012

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**PRIORITY #1: SYSTEM EFFECTIVENESS AND EFFICIENCY**

	Action Steps / Timeframe	Lead/Team
1. Build system-wide organizational capacity <ul style="list-style-type: none"> <li>■ Perform “annual” evaluation of the One-Stop system</li> <li>■ Establish continuous Quality Improvement Team (QIT) involving OET and WIB</li> <li>■ Develop inter-agency agreements to implement recommendations</li> </ul>	Evaluation consultant hired: FY 1 <sup>st</sup> Qtr Evaluation completed: FY 2 <sup>nd</sup> Qtr Quality Improvement Team (QIT) established: FY 2 <sup>nd</sup> Qtr Present quarterly QIT reports to WIB: FY 3 <sup>rd</sup> Qtr Inter-agency agreements completed: FY 4 <sup>th</sup> Qtr	WIB Assistant Dir. (Consultant)
2. Launch upgrade of Virtual One Stop (VOS) system ver. 12 - Special Project <ul style="list-style-type: none"> <li>■ Establish VOS Launch Team</li> <li>■ Evaluate organizational capacity and determine enhancements</li> <li>■ Develop in-house capacity to train people on how to use VOS</li> <li>■ Train users – internal &amp; external</li> <li>■ Develop policies, procedures and protocols for installation &amp; operation</li> <li>■ Develop and implement system to validate VOS performance data prior to it being uploaded to the State</li> </ul>	VOS Launch Team established: FY 1 <sup>st</sup> Qtr VOS system evaluation completed: FY 1 <sup>st</sup> Qtr In-house VOS training team established: FY 1 <sup>st</sup> Qtr Train users on VOS: FY 1 <sup>st</sup> Qtr Policies, procedures and protocols completed: FY 2 <sup>nd</sup> Qtr Tracking system established: FY 2 <sup>nd</sup> Qtr	WIB Assistant Dir. (Consultant), OET Employment Services Branch Dir., and WIB Analyst
3. Build capacity of management information systems (MIS) for LWIA <ul style="list-style-type: none"> <li>■ Evaluate MIS needs and capacity</li> <li>■ Develop organizational and work plan to manage the system</li> <li>■ Develop and deliver training – internal &amp; external</li> </ul>	Complete evaluation of MIS: FY 2 <sup>nd</sup> Qtr Staff organizational work plan completed: FY 3 <sup>rd</sup> Qtr Phase 1: MIS initiate training: FY 3 <sup>rd</sup> Qtr	WIB Assistant Dir. (Consultant), OET Employment Services Branch Dir., IT and Geo Solutions
4. Implement performance measurement strategies to measure return on investment, system effectiveness and efficiencies <i>“What gets measured... gets done”</i> <ul style="list-style-type: none"> <li>■ Establish WIB Budget Ad-hoc Workgroup that reports to the Oversight Committee to include WIB members, OET staff, union reps &amp; WIB staff</li> <li>■ QIT to review and recommend core services evaluation effort including installation of pilot scan card system</li> <li>■ Train users on scan card system – internal &amp; external</li> <li>■ Provide frequent updates on new, pending and existing grants, requested by Oversight Committee (<i>Expenditures, purpose, project enrollment goals, outcomes, partners involved, allocations, etc.</i>)</li> </ul>	WIB members of Budget Ad-hoc Workgroup approved by Chair: FY 1 <sup>st</sup> Qtr QIT evaluation of scan card system completed: FY 2 <sup>nd</sup> Qtr Scan card installation completed: FY 4 <sup>th</sup> Qtr Training program on scan card system initiated: FY 4 <sup>th</sup> Qtr Pilot scan card system initiated: FY 4 <sup>th</sup> Qtr Updates to Oversight Committee initiated: FY 4 <sup>th</sup> Qtr	WIB Assistant Dir. (Consultant) and WIB Chair
5. Implement a “system scorecard” to measure what is relevant and effective <ul style="list-style-type: none"> <li>■ Use surveys to measure the value and return on investment to business designed by WIB staff in partnership with QIT and WIB</li> <li>■ Research other successful models and best practices statewide</li> </ul>	Research best practices & report options to WIB: FY 3 <sup>rd</sup> Qtr Survey initiated: FY 4 <sup>th</sup> Qtr Survey completed: FY 4 <sup>th</sup> Qtr	Economic Development Dir.
6. WIB to host and implement bi-weekly One-Stop operator and partner meetings – grant updates, updates on policies/directives, VOS system changes, potential opportunities, best practices, etc.	Initiate bi-weekly partner meetings: FY 1 <sup>st</sup> Qtr	WIB Assistant Dir. (Consultant), OET Employment Services Branch Dir., and WIB Analyst

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**MONTEREY COUNTY WORKFORCE INVESTMENT BOARD – STRATEGIC PLAN 2012**

**PRIORITY #2: LABOR MARKET INTELLIGENCE**

	Action Steps / Timeframe	Lead/Team
1. Utilize VOS to provide effective labor market intelligence <ul style="list-style-type: none"> <li>■ Coordinate VOS demo to be presented by Geographic Solutions at full WIB meeting in August 2012 that highlights labor market tools and other key components</li> <li>■ Provide orientations with business on new VOS system that helps to match job ready candidates with employers seeking to fill qualified positions</li> <li>■ Provide training to system partners</li> </ul>	Geographic Solutions to present new VOS features at full WIB meeting: 8/1/2012 VOS orientation program to be initiated: FY 4 <sup>th</sup> Qtr LMI VOS system training to be initiated: FY 1st Qtr, as part of the upgrade VOS system to version 12 - Special Project.	WIB Analyst and OET staff
2. Complete existing LMI analysis <ul style="list-style-type: none"> <li>■ Participate in Chamber business survey to identify needs of small business in Monterey County</li> <li>■ Engage in Economic Development focus groups around four pillars: Tourism; Agriculture; Education, Research &amp; Technology; and Small Business, with Healthcare as a feeder to all sectors</li> <li>■ Identify skills gaps, workforce training and educational needs within growth occupations and/or industries</li> <li>■ Elevate competencies of pre-apprenticeship and other skills required to support specific industries.</li> <li>■ Complete an asset inventory of talents available in Monterey County region. (e.g. <i>WorkKeys</i> assessments, <i>business writing soft skills</i>, etc.)</li> <li>■ Keep LMI data current</li> </ul>	Participate in Chamber survey: FY 1 <sup>st</sup> Qtr Update current labor market analysis on workforce needs completed by consultant: FY 2 <sup>nd</sup> Qtr Assign WIB members to engage in focus groups: FY 2 <sup>nd</sup> Qtr Focus group labor market considerations completed: FY 3 <sup>rd</sup> Qtr Evaluation of competencies initiated: FY 3 <sup>rd</sup> /4 <sup>th</sup> Qtrs Complete asset inventory: FY 4 <sup>th</sup> Qtr Initial LMI needs report completed: FY 4 <sup>th</sup> Qtr, <i>and quarterly thereafter</i>	Economic Development Dir. and WIB members

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD – STRATEGIC PLAN 2012

DRAFT

**PRIORITY #3: CONNECTION WITH BUSINESS COMMUNITY**

	Action Steps / Timeframe	Lead/Team
1. Implement Rapid Response Work Program <ul style="list-style-type: none"> <li>■ Complete organizational analysis of Business Services including probability of co-locating Business Services to Economic Development Dept/WIB to work on Rapid Response activities</li> <li>■ Build Business Services Unit funded with Rapid Response funds for effective Rapid Response early warning systems</li> <li>■ Hold weekly meetings to facilitate flow of information and coordination of Rapid Response efforts</li> </ul>	Business Services organizational analysis completed: FY 1 <sup>st</sup> Qtr Form Rapid Response Team to respond to and assist employers impacted by layoffs: FY 1 <sup>st</sup> Qtr Initiate weekly meetings: FY 1 <sup>st</sup> Qtr	WIB Assistant Dir. (Consultant)
2. Establish ongoing relationship with business community to capitalize on informal partnerships: local, statewide and national. (E.g. Chambers, Rotaries, SBDC's, board member involvement, relationships, etc.) <ul style="list-style-type: none"> <li>■ Connect with HR groups</li> <li>■ Develop job clubs led by retired professionals similar to "Profile"</li> </ul>	Initiate connection with the business community, Chambers, HR groups, and community partners: FY 1 <sup>st</sup> Qtr Attend monthly/quarterly meetings, as appropriate	Economic Development Dir. and WIB Analyst
3. Design an effective outreach strategy and consistent messaging to effectively communicate what the WIB can do to help business. (e.g. Reframe what we say, who we are and what we do. Not just offer one more thing; offer one more answer) <ul style="list-style-type: none"> <li>■ Use Business Services consultant to train staff to implement outreach strategy</li> </ul>	Complete outreach strategy: FY 2 <sup>nd</sup> Qtr Implement outreach strategy: FY 3 <sup>rd</sup> Qtr	WIB Assistant Dir. (Consultant), WIB Members, and WIB Analyst
4. Participate in entrepreneurial and small business training <ul style="list-style-type: none"> <li>■ Partner with SBDCs, CSUMB and the Community Colleges, (e.g. "idea into Venture", 12-wk prog, Bus. Council, DOL toolkit to train operators)</li> </ul>	Establish and begin entrepreneurial and small business training program: FY 4 <sup>th</sup> Qtr	Economic Development Dir.



MONTEREY COUNTY WORKFORCE INVESTMENT BOARD – STRATEGIC PLAN 2012

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**PRIORITY #4: CAREER PATH/LADDERS**

	Action Steps / Timeframe	Lead/Team
1. Strengthen linkages with K-12 systems, community colleges and other training providers. (e.g. <i>career ladders, collaborative models, comprehensive training, etc.</i> ) <ul style="list-style-type: none"> <li>■ Create a plan to address training needs to close skill gaps</li> <li>■ Identify and leverage resources to accomplish plan</li> </ul>	Work with system providers to develop program to enhance system training/programs: FY 4 <sup>th</sup> Qtr	WIB and Youth Council members, WIB Assistant Dir. (Consultant), and WIB Analyst
2. Identify and implement successful models of apprenticeship opportunities. <ul style="list-style-type: none"> <li>■ Engage trades to participate in One-Stop Career Centers (OET &amp; EDD) to strengthen partnerships</li> </ul>	Engage trades to participate in job/career awareness workshops	WIB Analyst and OET staff
3. Youth Enrichment Program (Partially implemented as part of other initiatives) <ul style="list-style-type: none"> <li>■ Identify employer needs and requirements as part of 4 Pillar focus group discussions</li> <li>■ Implement classroom business “Career Day” awareness</li> <li>■ Work with education and provider organizations to formalize educational &amp; skills attainment and explore possibility of implementing career readiness certification</li> <li>■ If appropriate, implement career readiness certification program, including WorkKeys and other industry recognized certifications</li> </ul>	Establish and implement classroom Business Career Day program, by piloting a project with a high school and Regional Occupational Program (ROP): FY 2 <sup>nd</sup> Qtr Implement Career Readiness Certification program: FY 4 <sup>th</sup> Qtr	Economic Development Dir., WIB Analyst, and Youth Council Members
4. Amend local WIB training policy to meet the needs of business and respond to SB 734. <ul style="list-style-type: none"> <li>■ Update OJT Policy for approval at Executive &amp; WIB</li> <li>■ Determine what areas are spending training dollars effectively? Are there any successful models that Monterey can look at?</li> </ul>	Local policies amended and approved by Executive and WIB: FY 3 <sup>rd</sup> Qtr	WIB Assistant Dir. (Consultant) and WIB Analyst
5. Identify opportunities for certifications with community colleges, ROP's and adult schools that will meet the needs of the business community.	Evaluate existing training certification programs: FY 4 <sup>th</sup> Qtr	WIB Analyst

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** CONDUCT ELECTION TO SELECT THE CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE AUGUST 1, 2012  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB conduct elections to select the Chair of the Monterey County Workforce Investment Board for a term to commence August 1, 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** CONDUCT ELECTION TO SELECT THE 1ST VICE-CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE AUGUST 1, 2012  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB conduct elections to select the 1<sup>st</sup> Vice-Chair of the Monterey County Workforce Investment Board for a term to commence August 1, 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** CONDUCT ELECTION TO SELECT THE 2ND VICE-CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE AUGUST 1, 2012  
**DATE:** JUNE 6, 2012

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**RECOMMENDATION:**

It is recommended that the WIB conduct elections to select the 2<sup>nd</sup> Vice-Chair of the Monterey County Workforce Investment Board for a term to commence August 1, 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB)  
**FROM:** JOYCE ALDRICH, WIB ASSISTANT DIRECTOR (CONSULTANT)  
**SUBJECT:** UPDATE ON THE WIB/LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
BUDGET FOR PROGRAM YEAR 2012-13  
**DATE:** JUNE 6, 2012

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**DISCUSSION:**

Ms. Joyce Aldrich, consultant to the WIB, plans to provide a verbal update on the Monterey County WIB and Local Workforce Investment Area's (LWIA) budget for Program Year (PY) 2012-13, based on information she received from the Department of Social and Employment Services (DSES) – Office for Employment Training (OET), concerning budget shortfalls projected for PY 2012-13.

**BACKGROUND:**

The Chief Finance Officer for the County, as well as Mr. Elliott Robinson, Ms. Wendy Russell, Mr. Jim Cook, Ms. Carol Bouchard, and Ms. Joyce Aldrich met to review the current problem with the LWIA budget moving forward to PY 2012-13. The budget shortfall discussed at that meeting amounted to \$2.4 million. Under direction from the Chief Finance Officer; Mr. Robinson and Ms. Russell have worked on the LWIA budget that involves potential reorganization changes and moving staff to other programs. This effort has decreased the budget deficit to approximately \$1.3 million.

Mr. Cook, Mr. Robinson, and Labor Union that represent the Office for Employment Training (OET) staff met on May 15, 2012 to discuss the changes the reorganization may impose on the current employees of OET.

**ATTACHMENT:**

Memorandum: Workforce Investment Funding and Principles for Moving Forward to Achieve Balance

# MONTEREY COUNTY

## ECONOMIC DEVELOPMENT DEPARTMENT



Jim Cook  
Director of Economic Development

168 West Alisal Street, 3<sup>rd</sup> Floor  
Salinas, CA 93901  
(831) 755-5390  
Fax: (831)755-5398  
www.co.monterey.ca.us

### MEMORANDUM

To: Board of Supervisors  
Workforce Investment Board Executive Committee

From: Jim Cook, Director of Economic Development

Date: May 8, 2012

Subject: WORKFORCE INVESTMENT FUNDING AND PRINCIPLES  
FOR MOVING FORWARD TO ACHIEVE BALANCE

#### **BACKGROUND:**

As the County prepares its budget for the Workforce Investment System – the Workforce Investment Board, the Office for Employment Training and sub-contracted service delivery partners – a funding gap has emerged between Workforce Investment Act revenues and the financial requirements to sustain the current structure and service levels. The current funding gap is approximately \$2.3 million.

This memo is intended to lay the groundwork for moving ahead with budget planning in the environment of reduced resources due to changes in the Workforce Investment Act System. Beginning in Fiscal 2012-13, the system must adapt to two significant changes: the exhaustion of American Recovery and Reinvestment Act (ARRA) funding, and SB 734, which increased the minimum spending requirement for training services from 15% to 25% of adult and dislocated worker WIA formula fund allocations. This memo proposes a series of principles that can be used to guide discussions for all parties who come together to partner in establishing Monterey County's Workforce Investment System.

#### **ESTIMATED FINANCING RESOURCES (REVENUES):**

##### Workforce Investment Act Funding

Youth Programs formula funds:	\$1,726,085
Adult Programs formula funds:	\$1,684,911
Dislocated Worker formula funds:	\$1,950,439
Rapid Response formula funds	<u>\$ 282,485</u>
	\$5,643,920

##### Other funds

AB109 Post-release Community Supervision Employment:	\$ 235,333
County funds for Silver Youth Resource Center:	\$ 250,000

CalWORKs Wage Subsidy Program:	\$ 963,200
CalWORKs and Child Welfare rent offsets:	\$ 584,414
Employment Development Department rent offset:	<u>\$ 133,843</u>
	\$2,166,790

Total Financial Resources *without Grant Awards* \$7,810,710

### **THE FUNDING GAP:**

The funding gap is based on reduced revenues of \$2.7 million, reinstatement of funding to Workforce Investment Board (WIB) Administration, and SB 734 requirements of just under \$600,000.

Major changes in revenue include:

1. 4% Reduction in formula funding from FY 11-12	(\$ 236,293)
2. Exhaustion of carry-in funds made available with ARRA	(\$ 717,410)
3. Exhaustion of grants (New Start, Nat'l Emergency Grants)	<u>(\$ 739,373)</u>
	(\$1,693,076)

Increased funding requirements are:

5. Reinstatement of funding for the WIB Admin*	\$ 238,148
6. Expansion of training funds per SB 734**	<u>\$ 360,090</u>
	\$ 598,238

**Total gap:** \$2,291,314

- \*The WIB budget provides the super structure to accommodate the re-organization. Without the administrative staff overseeing the entire system; including fiscal, Virtual One Stop (VOS), and grant writing, the system will be ineffective and incapable of meeting demands of the economy and workforce.
- \*\*SB 734 imposes new training expenditure requirements on local boards carrying out WIA funded programs for Adults and Dislocated Workers effective July 1, 2012. In part, local WIBs must ensure that 25% of all expenditure in Adult and Dislocated Worker formula allocations be used to provide training and On the Job Training (OJT) for participants.

### **PROPOSED PRINCIPLES FOR CLOSING THE FUNDING GAP:**

In order to address the funding gap staff proposes the following principles:

1. Recognize importance of avoiding lay-offs and thereby adding to joblessness through identification of alternative opportunities for county employees impacted by potential reduction in force.
2. Sustain to the maximum extent possible capacity to serve job seekers in an environment of reduced extensions to Unemployment Insurance and continued high unemployment rates.
3. Expand grant-making to reduce the need for further reductions and anticipate reasonable success in the effort.
4. Improve alignment between workforce investment policy and program operations.
5. Embrace the need to enhance the one-stop business model.
6. Identify appropriate strategies to reduce costs and implement actions as early as possible to maximize impact and minimize the potential for deeper reductions at a later time.