



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

## Monterey County Workforce Investment Board (WIB)

Marina Library, 190 Seaside Avenue, Marina, CA

Wednesday, August 1, 2012; 7:30am

### AGENDA

Erik Cushman,  
WIB & Executive  
Chair

Anthony Aniello  
WIB 1<sup>st</sup> Vice Chair

Mary Ann Leffel  
WIB 2<sup>nd</sup> Vice Chair

#### WIB Members:

Wendy Brickman  
Diana Carrillo  
Maria Castillo  
Robert Chamberlain  
Al Davis  
Rick Deraiche  
David Dwyer  
Dr. Douglas Garrison  
Scott Grover  
Hunter Harvath  
Neal Heckman  
Cesar Lara  
Steve MacArthur  
Salvador Munoz  
Dave Potter  
Judith Profeta  
Elliott Robinson  
Ralph Rubio  
Ken Scherpinski  
Kimberly Schnader  
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  
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**CALL TO ORDER / INTRODUCTIONS:** Erik Cushman,  
**CHANGES TO AGENDA:** Chair  
**PUBLIC COMMENT:**

**CONSENT CALENDAR:** Erik Cushman

C-1. **ACTION:** Approve minutes from June 6, 2012.

C-2. **ACTION:** Concur with the July 18, 2012 Executive Committee action to approve the monitoring schedule for PY 2012-13.

C-3. **ACTION:** Concur with the July 18, 2012 Executive Committee action to approve the final monitoring reports of Shoreline and Turning Point's WIA Adult programs for PY 2011-12.

C-4. **ACTION:** Concur with the July 18, 2012 Executive Committee action to approve the revised WIB Policy #2011-05, On-the-Job Training.

C-5. **ACTION:** Concur with the July 18, 2012 Executive Committee action to reappoint Ken Scherpinski, representing labor organizations on the WIB to commence September 2012.

C-6. **ACTION:** Concur with the July 18, 2012 Executive Committee action to reappoint Tina Rosa, representing an individual with experience in youth activities on the Youth council to commence September 2012.

#### **BUSINESS MEETING CALENDAR:**

1. **PRESENTATION:** Geographic Solutions to present on the "New CalJOBS" system. Dean Toler

2. **ACTION:** Accept \$999,847 from the State of California Employment Development Department for 25 Percent Governor's Additional Assistance Dislocated Worker funding for Manufacturing and Banking displaced workers and approve the interagency memorandum of understanding with the WIB and Office for Employment Training and the WIB subcontract amendment with Shoreline Workforce Development Services. Joyce Aldrich

3. **ACTION:** Approve the Organizational Restructuring of the Economic Development Department and Office for Employment Training. (Handout) Joyce Aldrich

**DIRECTOR'S REPORT:** Joyce Aldrich

#### **SUBCOMMITTEE CHAIR REPORTS:**

- **Oversight Committee** – Mary Ann Leffel
- **Youth Council** – Diana Carrillo

4. **INFORMATION:** Update and discussion on the Ethics Training requirement and Form 700. Erik Cushman

**ANNOUNCEMENTS OF EVENTS:** Erik Cushman

#### **Subcommittee Meetings:**

Oversight: 8/9/12 – Shoreline, Marina  
Executive: 8/15/2012 – Shoreline, Marina  
Youth: 9/11/12 – Shoreline, Marina

#### **WIB Meeting:**

10/3/2012 - Marina Library

**ADJOURNMENT:** Erik Cushman

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).

**UNADOPTED**

**Monterey County Workforce Investment Board**

**Meeting Minutes**

June 6, 2012; 7:30 am

Shoreline Conference Center, 249 10th Street, Marina, CA

**Members Present:** Anthony Aniello, Joanne Webster, Wendy Brickman, Diana Carrillo, Maria Castillo, Erik Cushman, David Dwyer, Douglas Garrison, Scott Grover, Hunter Harvath, Neal Heckman, Mary Ann Leffel, Salvador Muñoz, Elliott Robinson, Ralph Rubio, Larry Silva, Brian Turlington and Andrea Zellar-Nield

**Members Absent:** Bob Chamberlain (Excused), Al Davis (Excused), Rick Deraiche (Excused), Phoebe Helm (Excused), Cesar Lara (Excused), Steve MacArthur (Excused), Dave Potter (Excused), Judith Profeta (Excused), Ken Scherpinski (Excused), Kimberly Schnader (Excused), Teresa Sullivan (Excused), and Mark Verbonich (Excused)

**Staff Present:** Joyce Aldrich, Jim Cook, Marleen Esquerra, Flor Galvan and Stephanie Shonley

**Others Present:** Rosie Chavez, Jay Donato, Yuko Duckworth, Wil Moore, Rod Powell, Eileen Roling

**Call to order/Introductions:** Mr. Cushman called the meeting to order at 7:37 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment:** None

**Consent Calendar:**

Mr. Cushman pulled item C-3 from the consent calendar for further discussion.

**C-3: Action: 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).**

Mr. Cushman stated the purpose of the upgrade is to implement a new reporting system developed by Geographic Solutions. This VOS upgrade is mentioned throughout the WIB's Strategic Plan. The new VOS system is now referred to as "The New Cal Jobs". Mr. Cushman inquired if the WIB staff's current capacity is able to support this effort. Ms. Aldrich stated that the WIB plans to assign staff to manage the system by September. She also stated that Marleen Esquerra and Patricia Vega have been attending training on the new system and are planning to train One-Stop staff and partners.

**Motion:** Mr. Rubio motioned to approve the action as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**C-1: Action: Approve the WIB minutes from February 1, 2012.**

**C-2: Action: Receive and file the WIB and Subcommittee schedule of meetings for Program Year 2012-13.**

**C-4: Action: 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: Action: 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: Action: Concur with the April 18, 2012 Executive Committee action to approve Letters of Support Policy on behalf of Workforce Investment Board.**

**C-7: Action: Concur with the May 16, 2012 Executive Committee action to approve the revised WIB Policy #2005-09 Selective Service Registration.**

**C-8: Action: 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: Action: Concur with the April 18, 2012 Executive Committee action to approve resignations of D. Bernahl and R. Weakley.**

**C-10: Action: 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: Action: 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: Action: 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.**

**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.**

**Motion:** Ms. Webster motioned to approve consent items #C-1, C-2, C-4 through C-13.

**Second:** Mr. Muñoz

**Abstention:** Mr. Garrison

**Motion Passed**

### **Business Meeting Calendar:**

- 1. Presentation: Discussion and presentation from Monterey County Sr. County Counsel Kay Reimann concerning Ethics Training, Form 700 and Conflict of Interest.** Ms. Reimann gave a presentation on the Political Reform Act and Government Section Code 1090 Conflict of Interest. She stated that WIB members should understand that they are all public officials and as such are required to file Form 700 Statement of Economic Interests on a yearly basis. Form 700 provides certain basic information to the public about what your interests are and in order of significance, i.e. real estate, shares in local businesses. She explained Section Code 1090 Conflict of Interest is if you have an actual financial interest in a contract. The Ethics Training may be completed online for convenience sake and is required every two years. Mr. Cushman requested that all WIB members complete the Ethics Training and Form 700 if they haven't already done so. To ensure all members remain current, Mr. Cushman requested an update be brought to the WIB meeting in December on an annual basis to ensure the WIB is in compliance with the requirements. Mr. Cushman requested that WIB staff provide an initial update at the next WIB meeting scheduled in August 2012. A link to the presentation is on our website at: <http://www.montereycountywib.org/meetings/board/>
- 2. Action: Review and approve the WIB Strategic Plan for PY 2012-13. Ms. Aldrich distributed a handout with another potential method of viewing the Strategic Plan.** Mr. Cook stated the WIB's Strategic Plan was emailed out to all of the board members for review and input. He thanked Ms. Webster and Mr. Cushman for their comments and suggestions of adding information on the staff assignments and due dates. The WIB Plan was reformatted and prioritized by quarter periods. Although the first quarter is overloaded with activities, WIB staff anticipates that the first quarter activities will run into the second quarter. Mr. Cushman suggested that a meeting be held with the two new future community college presidents in the first quarter. He also suggested moving the K-12 connection from the fourth quarter up to the first quarter. Ms. Leffel suggested adding WorkKeys career readiness to the second quarter based on discussions she's having with the Vice Chancellor of the community colleges that involve WorkKeys and potential partnerships.

**Motion:** Mr. Rubio motioned to approve the action as stated.  
**Second:** Mr. Muñoz  
**Abstention:** Ms. Leffel  
**Motion Passed**
- 3. Action: Conduct election to select the Chair of the Workforce Investment Board for a term to commence August 1, 2012.** Ms. Webster asked for any nominations for Chair of the Workforce Investment Board. Upon request, Mr. Cushman accepted the nomination to serve another term as WIB Chair.

**Motion:** Mr. Aniello motioned to nominate Mr. Cushman to continue as Chair  
**Second:** Ms. Leffel  
**Abstention:** Mr. Cushman  
**Motion Passed**
- 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.** Mr. Cushman stated Ms. Webster is retiring from the Community Hospital of the Monterey Peninsula therefore she plans to resign from the WIB. She plans to continue her volunteer capacity

by serving on the WIB's Youth Council. Mr. Cushman asked for nominations for 1<sup>st</sup> Vice Chair position. Upon request, Mr. Aniello accepted the nomination to serve as WIB 1<sup>st</sup> Vice Chair.

**Motion:** Mr. Cushman motioned to nominate Mr. Aniello as 1st Vice-Chair.

**Second:** Ms. Leffel

**Abstention:** Mr. Aniello

**Motion Passed**

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.** Mr. Cushman asked for nominations for the 2<sup>nd</sup> Vice Chair position. Upon request, Ms. Leffel accepted the nomination to serve as WIB 2<sup>nd</sup> Vice Chair.

**Motion:** Ms. Brickman motioned to nominate Ms. Leffel as 2<sup>nd</sup> Vice-Chair.

**Second:** Mr. Rubio

**Abstention:** Ms. Leffel

**Motion Passed**

6. **Information: Update on the WIB/Local Workforce Investment Area (LWIA) Budget for Program Year 2012-13.** Ms. Aldrich presented an update on the LWIA budget and stated there is a deficit of \$1.3 million that is being addressed. She stated that WIB staff and DSES-OET administration and fiscal staff are working on trying to close the gap by obtaining additional grant funds and meeting with union representatives. As recommended in the WIB Strategic Plan, there are plans to establish a WIB budget ad-hoc workgroup to work with staff to consider the impacts the PY 2012-13 budget has on participant services, staff, cost of services and infrastructure. Also, we are looking at re-sizing, while ensuring the system has the capacity to serve the most recent mass layoffs.

**Announcements of Events:** Ms. Leffel stated the Business Council submitted a Procurement Technical Assistance Program (PTAP) to help small and medium size businesses seeking to successfully compete for government contracting. She stated the Business Council is also working on a tech transfer and commercialization initiative for higher education and research. A meeting will take place on July 30, 2012 at MBARI. Also, the Business Council has a new Director as Ms. Leffel has relinquished her volunteer services. Mr. Hunter stated that MST will have a ground breaking ceremony by SaveMart on June 22, 2012 at 11:00 a.m. in Sand City. All are welcome to attend. Mr. Muñoz advised that an instructor-led Ethics Training will be held at the City of Salinas Council Rotunda on Saturday, June 16, 2012 from 10-12:00 noon. Ms. Brickman stated on June 13, 2012 a seminar will be held on WordPress at the Fairgrounds from 12:30-1:30pm.

**Adjournment:** Mr. Cushman moved to adjourn the meeting at 9:26 a.m.

**Second:** Mr. Harvath

**Abstention:** Ms. Leffel

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**SUBJECT:** CONCUR WITH THE JULY 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE MONITORING SCHEDULE FOR PY 2012-13  
**DATE:** AUGUST 1, 2012

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**RECOMMENDATION:** It is recommended that the WIB concur with the July 18, 2012 Executive Committee action to approve the monitoring schedule for PY 2012-13 for WIA Title I Adult, Youth, Dislocated Worker, and Rapid Response programs and service providers as well as any Special Projects and Discretionary Grants.

**Proposed Adult, Dislocated Worker, Rapid Response & Special Projects Monitoring Schedules and Reporting Periods:**

**Shoreline Adult Program:**

- ❑ February 4-5, 2013
- ❑ Report: March 2013

**Turning Point Adult Program:**

- ❑ February 11-12, 2013
- ❑ Report: March 2013

**Office for Employment Training Adult, Dislocated Worker & Rapid Response Programs:**

- ❑ April 1-5, 2013
- ❑ Reports: May 2013

**Special Project and Discretionary Grants:**

- ❑ To be determined based on grant start and end periods

**Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:**

**Turning Point Youth Program:**

- ❑ February 11-12, 2013
- ❑ Report: March 2013

**Santa Cruz County Office of Education Youth Program:**

- ❑ February 25-26, 2013
- ❑ Report: March 2013

**Office for Employment Training Youth Programs**

- ❑ April 8-9, 2013
- ❑ Reports: May 2013

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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD  
**From:** MARLEEN ESQUERRA, WIB ANALYST  
**Subject:** CONCUR WITH THE JULY 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL MONITORING REPORTS OF SHORELINE AND TURNING POINT'S WIA ADULT PROGRAMS FOR PY 2011-12  
**Date:** AUGUST 1, 2012

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**RECOMMENDATION:**

It's recommended that the WIB concur with the July 18, 2012 Executive Committee action to approve the final monitoring reports of Shoreline and Turning Point's WIA Adult Programs for PY 2011-12.

**BACKGROUND:**

In February 2012, WIB staff monitored Shoreline and Turning Point's WIA Adult program to evaluate their compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. The following summarizes the status of the reviews:

**Shoreline:** A draft monitoring report was sent to Shoreline on May 1, 2012, addressing three observations found during the monitoring review that included recommendations for Shoreline to: 1) increase staff efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT prior to engagement with an employer; 2) submit claims for reimbursement in a more timely fashion; and 3) increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

During the exit interview, Shoreline indicated that they would make the necessary corrections as recommended. On May 15, 2012, WIB staff received a response from Shoreline to the WIB draft monitoring report. WIB staff has accepted Shoreline's response to the draft monitoring report and no further action will be necessary.

**Turning Point:** A draft monitoring report was sent to Turning Point on May 1, 2012, addressing three observations found during the monitoring review that included recommendations for Turning Point to: 1) provide workshop attendees with an evaluation feedback form to rate their overall experience and satisfaction of the training received; 2) submit claims for reimbursement in a more timely fashion; and 3) increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

During the exit interview, Turning Point indicated that they would make the necessary corrections as recommended. On May 3, 2012, WIB staff received a response from Turning Point to the WIB draft monitoring report. WIB staff has accepted Turning Point's response to the draft monitoring report and no further action will be necessary.

**ATTACHMENT:** Shoreline and Turning Points – FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Reports, Program Year 2011-12

# 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  
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 Fax (831) 755-5398

June 12, 2012

Mr. Wil Moore, Employment Services Manager, Monterey County  
 Shoreline Workforce Development Services  
 1252 North Main Street  
 Salinas, CA 93906

**RE:** FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report,  
 Program Year 2011-12

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Shoreline Workforce Development Services for program year 2011-12. The monitoring review covered the period of October 1 – December 31, 2011. WIB staff Marleen Esquerro conducted the monitoring review.

The purpose of this review was to evaluate Shoreline's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Shoreline staff, WIA participants and employers as well as the results of a participant case file review.

**Monitoring Dates:** Mon-Wed, February 27–29, 2012 at 1252 North Main Street, Salinas, CA.

**Background:** The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$327,600, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy-seven (77) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. Forty (40) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and thirty-seven (37) participants will receive direct placement services.

### I. **DESK REVIEW:**

Table 1: Shoreline's performance was reviewed for compliance with the contract plan for the 2<sup>nd</sup> quarter period ending December 31, 2011. Shoreline's total actual expenditures are \$162,826 (99.41%) of their 2nd quarter budget with a training set aside expenditure total of \$33,326 (98.02%) of plan. Staff salaries and benefits expenditures are slightly over budget at \$110,503 (104.97%) of \$105,274, due to higher than anticipated staff costs to accommodate additional training enrollments. Supportive Service expenditures are over budget at \$9,283 (119.78%) of \$7,750 due to higher than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

**i. Expenditures – Table 1:**

Program Year 2011-12 (2 <sup>nd</sup> Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$163,800	\$105,274	\$15,401	\$7,750	\$34,000
Dec 2011 Actual	\$162,826	\$110,503	\$9,714	\$9,283	\$33,326
Percent of (2nd Quarter) Plan	99.41%	104.97%	63.07%	119.78%	98.02%

Table 2: Shoreline's total enrollments are 41 (84%) of 49 with OJT enrollments at 29 (121%) over their total planned goal of 24. Shoreline staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the 29 OJT placements, 69% have been placed in the WIB approved industry clusters. Shoreline's geographic enrollments continue to be much higher than planned for the Central area at 60.98% and South area at 27%, while the West is at 2.44% and North is at 9.76%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, ex offenders, and homeless are well above plan, while the veterans/eligible spouses and disabled population are below the WIB established goals at 2.44% of 19% and 12.20% of 16%, respectively. Thirty-two (32) exits have occurred to date and 31 (96.88%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance standard of 67% for PY 2011-12.

**ii. Enrollments – Table 2:**

Program Year 2011-12 (2 <sup>nd</sup> Qtr)	New Enrollments	ITA/OJTs	Unsub Employment	Geographic Areas Served Min Goal = 10%				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	49	24	17	35%	20%	20%	25%	50%
Dec 2011 Actual	41	29	20	25	4	11	1	20 of 29
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>84%</b>	<b>121%</b>	<b>118%</b>	<b>60.98%</b>	<b>9.76%</b>	<b>27%</b>	<b>2.44%</b>	<b>69%</b>

**iii. Enrollments – Table 3:**

Program Year 2011-12 (2 <sup>nd</sup> Qtr)	Target Populations Served				
	Veterans & Eligible Spouses 10%	Disabled 16%	Homeless 5%	Offenders 20%	HS Dropouts 20%
Dec 2011 Plan	19%	19%	19%	13%	39%
Dec 2011 Actual	1	5	20	12	10
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>2.44%</b>	<b>12.20%</b>	<b>48.78%</b>	<b>29.27%</b>	<b>24.39%</b>

**II. FIELD REVIEW:**

A file sampling review of 30% adult (16 of 54) participant case files were conducted. The files were organized with checklists and all the necessary information for eligibility and Right to Work documentation was included. The case-notes were documented and descriptive. WIB staff was impressed with the forms Shoreline uses to certify qualified OJT employers, to verify unsubsidized employment and wages, and to summarize the proposed participant work plan.

**i. Participant, Employer and Staff Interviews**

WIB Staff conducted interviews with three adult OJT employers and three OJT participants on February 28 & 29, 2012. All participants and employers interviewed were pleased with their experience in Shoreline's adult OJT program.



WIB staff met with and interviewed Shoreline staff Ms. Lorena Garcia and Ms. Vanessa Estrada. Staff are very knowledgeable with the recruitment strategy for identifying potential OJT trainees, the referral process between WIA service “anchor” partners, the selection and screening process for identifying OJT candidates, and the required/optional assessment tools used to develop the individual employment plan.

#### ii. **Financial Accounting Internal Controls**

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

### III. **CONCLUSION:**

The results of the performance reviews, and interviews with Shoreline staff, participants, and employers indicate that Shoreline is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on March 2, 2012 with Mr. Wil Moore, Employment Services Manager and Shoreline staff Ms. Bernardine Johnson, Ms. Daniela AuClair-Valdez, Ms. Yasmin Guevara, Mr. Bill O'Brien, and Ms. Luz Barboza. Program staff was advised of the observations and given an opportunity to respond. A draft monitoring report was sent to Shoreline on May 1, 2012, addressing the observations with the WIB recommendations stated below. WIB staff received a response from Shoreline to the WIB draft monitoring report on May 15, 2012. WIB staff has accepted Shoreline's response to the draft monitoring report and no further action will be necessary.

#### i. **Observations:**

1. **WorkKeys Readiness Indicator:** Of the 16 files reviewed 7 (43.75%) participants completed the WorkKeys Readiness Indicator test. These tests were completed during the periods of July, Aug, Oct, Nov & Dec 2011. Staff indicated that sometime during this time period the system was down due to a delay in the renewal of the system subscription which prevented staff from accessing the tool online. Also, in Feb 2012, a notice was sent out to participants with information on how to complete the WorkKeys assessments. Of the 9 cases that did not complete the tests, case files indicate the applications were completed during the time periods of July, Aug, Sep, Oct 2011 and Jan 2012. WIB Policy 2011-05 (dated Dec 7, 2011) states prior to engaging an employer in an OJT, local service providers must ensure that applicants have been assessed using the WorkKeys Readiness Indicator tool to determine an individual's readiness for WorkKeys testing.

**Recommendation:** It's recommended that Shoreline staff increase efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT, prior to engagement with the employer.

**Shoreline Response/Corrective Action Plan:** As discussed during the exit staff meeting with the WIB analyst, a number of files did not contain the Readiness Indicator test results due to a delay from the date the test license was renewed with ACT and the actual release of the online test numbers from ACT. In the future, Shoreline will administratively order the test prior to the yearly expiration date.

**Conclusion:** WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate Shoreline's completion of the WorkKeys Readiness Indicator tests at a future monitoring review and as needed. No further action will be necessary.

2. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

**Recommendation:** It's recommended that Shoreline follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Shoreline's contractual agreement states financial reports and invoices are due to the fiscal department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

**Shoreline Response/Corrective Action Plan:** Shoreline realizes the importance and need for timely and accurate invoicing. An internal plan has been formulated over the course of the last month, and it is hopeful that this plan will result in both correct and time sensitive submission of invoices.

**Conclusion:** WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate the timely submission of Shoreline's claims for reimbursement on a quarterly basis. No further action will be necessary.

3. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Shoreline fell short of meeting the geographic and demographic goals as stated earlier during the desk review.

**Recommendation:** Shoreline needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

**Shoreline Response/Corrective Action Plan:** For the second year in a row, Shoreline has increased service percentages in the South and Central areas of the county (which share the highest unemployment rates) and, at the time of the report, was close to meeting the goal in the North. Acknowledging the need for increased efforts in the West, Shoreline will look at our current network of employers in the area, as well as our marketing efforts, and revise accordingly to meet the minimum goal in the West.

**Conclusion:** WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate Shoreline's recruitment efforts to meet their geographic and demographic goals at a future monitoring review and as needed. No further action will be necessary.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Shoreline's contract, program and fiscal operations. It is Shoreline's 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 Shoreline's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,

**Joyce Aldrich**  
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR



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Phone (831) 759-6644  
Fax (831) 755-5398

June 8, 2012

Deborah Carrillo, Executive Director  
Turning Point of Central California  
116 East San Luis Street  
Salinas, CA 93901

**RE:** FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2011-12

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Turning Point for program year 2011-12. The monitoring review covered the period of October 1 – December 31, 2011. WIB staff Marleen Esquerre conducted the monitoring review.

The purpose of this review was to evaluate Turning Point's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Turning Point staff, WIA participants and employers as well as the results of a participant case file review.

**Monitoring Dates:** Tues & Wed, February 21 & 22, 2012 at 111 East San Luis Street, Salinas, CA.

**Background:** The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$302,400, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy (70) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. Forty (42) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-eight (28) participants will receive direct placement services.

### I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the 2<sup>nd</sup> quarter period ending December 31, 2011. Turning Point's total actual expenditures are \$144,743 (95.73%) of their 2nd quarter budget with a training set aside expenditure over budget at \$28,602 (123.82%) of \$23,100, due to higher than anticipated training costs to accommodate additional training enrollments. Staff salaries and benefits expenditures are slightly over budget at \$84,661 (104.15%) of \$81,287, due to higher than anticipated staff costs to accommodate the increase in training enrollments. Supportive Service expenditures are at \$6,043 (44.85%) of \$13,473 due to lower than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

**i. Expenditures – Table 1:**

Program Year 2011-12 (2 <sup>nd</sup> Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$151,200	\$81,287	\$22,052	\$13,473	\$23,100
Dec 2011 Actual	\$144,743	\$84,661	\$25,436	\$6,043	\$28,602
Percent of (2nd Quarter) Plan	95.73%	104.15%	115.35%	44.85%	123.82%

Table 2: Turning Point's total enrollments are 35 (92%) of 38 with OJT and training enrollments at 35 (152%) over their total planned goal of 23. Turning Point staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the training placements, 100% have been placed in the WIB approved industry clusters. Turning Point's geographic enrollments continue to be much higher than planned for the Central area at 66% and West area at 20%, while the North is at 6% and South is at 9%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, disabled, ex offenders, and homeless are well above plan, while the veterans/eligible spouses are below the WIB established goals at 3% of 5%. Twenty-seven (27) exits have occurred to date and 21 (78%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance standard of 67% for PY 2011-12.

**ii. Enrollments – Table 2:**

Program Year 2011-12 (2 <sup>nd</sup> Qtr)	New Enrollments	OJTs ITAs	Unsub Employment	Geographic Areas Served				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	38	23	65	10%	10%	10%	10%	50%
Dec 2011 Actual	35	35	24	23	2	3	7	35 of 35
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>92%</b>	<b>152%</b>	<b>37%</b>	<b>66%</b>	<b>6%</b>	<b>9%</b>	<b>20%</b>	<b>100%</b>

**iii. Enrollments – Table 3:**

Program Year 2011-12 (2 <sup>nd</sup> Qtr)	Target Populations Served				
	Veterans & Eligible Spouses	HS Dropout	Disabled	Ex Offender	Homeless
Dec 2011 Plan	5%	15%	15%	50%	15%
Dec 2011 Actual	1	24	23	35	11
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>3%</b>	<b>69%</b>	<b>66%</b>	<b>100%</b>	<b>31%</b>

**II. FIELD REVIEW:**

A file sampling review of 30% adult (11 of 35) participant case files were conducted. The adult case files were reviewed to ensure compliance with OJT contract requirements and WIA regulations. The file review conducted by WIB staff included eligibility, assessment, OJT contract compliance, supportive services, timesheets and evaluations. The files were well

organized with checklists and all necessary information for eligibility and Right to Work documentation was included. The case-notes were well documented and descriptive.

#### **i. Participant, Employer and Staff Interviews**

WIB Staff conducted interviews with three adult OJT employers and two OJT participants on February 22 & 23, 2012. All participants and employers interviewed were pleased with their experience in the adult OJT programs.

WIB staff met with Turning Point staff Ms. Rosie Chavez. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA contract staff.

#### **ii. Financial Accounting Internal Controls**

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

### **III. CONCLUSION:**

The results of the performance reviews, and interviews with Turning Point staff, participants, and employers indicate that Turning Point is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on Friday, February 24, 2012 with Turning Point Staff Ms. Deborah Carrillo, Ms. Rosie Chavez and Ms. Pearl Sanchez. Program staff was advised of the observations and given an opportunity to respond. A draft monitoring report was sent to Turning Point on May 1, 2012, addressing the observations with the WIB recommendations stated below. WIB staff received a response from Turning Point to the WIB draft monitoring report on May 3, 2012. WIB staff has accepted Turning Point's response to the draft monitoring report and no further action will be necessary.

#### **i. Observations:**

- a. **Computer Capacity:** WIB staff toured Turning Point's facility on Tuesday, February 21. Turning Point increased its computer system capacity from 3 to 11 stations to allow clients use of the PC systems to access the Internet, develop resumes, job search and complete the WorkKeys assessments. WIB staff also observed a staff assisted employment workshop held by a Turning Point staff member. The workshop duration is 5-days and it offers work readiness skills such as tips on how to fill out job applications, develop a resume and cover letter, how to prepare for an interview, job search success tips and how to overcome workplace barriers to employment.

**Recommendation:** At the end of each workshop session, WIB staff recommends that attendees complete an evaluation feedback form to rate their overall experience and satisfaction of the training received.

**Turning Point Response:** Turning Point concurs with this recommendation and plans to implement a Client Evaluation procedure in Fiscal Year 2012-13.

**WIB Response:** WIB staff has accepted Turning Point's response as stated. No further action will be necessary.

- b. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

**Recommendation:** It's recommended that Turning Point follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Turning Point's contractual agreement states financial reports and invoices are due to the fiscal

department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

**Turning Point Response:** Turning Point regrets that some fiscal department personnel and procedure changes have negatively impacted the timely submittal of invoices. Corrective action is being taken to remedy this.

**WIB Response:** WIB staff has accepted Turning Point's response as stated. WIB staff plan to validate the timely submission of claims for reimbursement on a quarterly basis as necessary. No further action will be necessary.

- c. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Turning Point fell short of meeting the geographic and demographic goals as stated earlier during the desk review.

**Recommendation:** Turning Point needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

**Turning Point Response:** Prior to December, Turning Point increased client recruitment efforts in the above mentioned geographic areas. While increased enrollment in these areas has been slow, we are currently at 9.5% in both North and South County. We remain confident that the minimum 10% geographic goal will be met by the end of FY 2011-12. Historically, the demographic goal of Veterans and eligible spouses enrollment has been challenging for us, this client recruitment was enhanced at the onset of the fiscal year. Partnerships with the Veterans Transition Center in Marina, Veterans Service Officer in Monterey and the Veterans Clinic at CSUMB have been instrumental in recruitment efforts and remain so. Increased recruitment efforts of Veterans and eligible spouse's remains a focus activity and staff is committed to meeting the 5% goal.

**WIB Response:** WIB staff has accepted Turning Point's response as stated. WIB staff plan to validate Turning Point's recruitment efforts to meet the geographic and demographic goals at a future monitoring review. No further action will be necessary.

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 Turning Point's 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.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,

**Joyce Aldrich**  
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**SUBJECT:** CONCUR WITH THE JULY 18, 2012 EXECUTIVE COMMITTEE ACTION TO APPROVE THE REVISED WIB POLICY #2011-05, ON-THE-JOB TRAINING  
**DATE:** AUGUST 1, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the July 18, 2012 Executive Committee action to approve the WIB Policy #2011-05, On-the-Job Training.

**BACKGROUND:**

WIB Policy #2011-05 – On-the-Job Training provides all Monterey County system providers with guidance and criteria used in the development of and the administration of On-the-Job Training contracts.

The proposed revisions align the Monterey County WIB's On-the-Job Training policy with the State Plan and a Department of Labor (DOL) waiver granted to California under WIA Section 101(31)(B) that permits an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business. This increases local flexibility to WIBs based on additional funding allocations and grants awarded through the State and Department of Labor.

**ATTACHMENT:** WIB Policy #2011-05 – On-the-Job Training

**Monterey County Workforce Investment Board (WIB)**<< **DRAFT** >>

LOCAL POLICY BULLETIN #2011-05

Effective Date: December 7, 2011

Proposed Revision Date: *August 1, 2012 WIB Meeting***TO:** All Monterey County System Providers**SUBJECT:** **On-the-Job Training (OJT) Policy****PURPOSE:** The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts.**REFERENCE:** WIA 101(31), WIA Final Rule, 20 CFR; Part 652, 663.700 through 663.720.**POLICY:****I. Overview of OJT**

OJT is one strategy for individuals to receive training funded through the Workforce Investment Act (WIA). The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the costs associated with training the OJT trainee, which are usually calculated at half the pay rate for the agreed-upon training period; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**II. Length of Training**

An OJT contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan or service strategy. The training plan must describe a timeline for completion of the training.

**III. Training Reimbursement**

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50%, which is considered payment for extraordinary costs to the employer associated with training a new employee. **This encourages the hiring of long-term unemployed dislocated workers and helps offset the cost of training.**

**Under certain funding circumstances, employers providing an OJT may receive reimbursement for a portion of the hourly pay rate at a greater percentage based on the specific funding allocation. This is in alignment with the State Plan and Department of Labor (DOL) waivers which allow increased flexibility based on additional funding allocations and grants awarded through the State and DOL. The DOL waiver granted to California under WIA Section 101(31)(B) permits an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business. Under this waiver, the following reimbursement amounts are permitted: (1) up to 90 percent for employers with 50 or fewer employees, (2) up to 75 percent for employers with 51 – 250 employees, and (3) up to 50 percent reimbursement for employers with more than 250 employees.**

**IV. Outreach Strategies**

Outreach can be done directly or indirectly to both employers and job seekers. Outreach includes, but is not limited to: face-to-face contacts, direct mailers, press releases, involvement with the Chamber of Commerce and networking with other agencies.

**V. Employer Pre-Screening for OJT**

OJT is provided under an agreement with an employer in the public, private non-profit, or



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private sector. Prior to entering into an OJT agreement, a pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee. Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under title I of WIA, the OJT would be inconsistent with a collective bargaining agreement, the program obtains written concurrence from the appropriate labor organization and employer before the OJT activity begins;
- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
  - ✓ \$10.50 per hour
  - ✓ Other employees in the same occupation with similar experience;
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees; and
- The employer will comply with the non-discrimination and equal opportunity provisions of WIA and its regulations.
- Applicants have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment. Authorized WorkKeys® assessments and WIN remedial training may be provided by appointment through partners of the Central Coast Career Readiness Consortium by contacting the Monterey County Business Council at (831) 883-9443 or Salinas One Stop Career Center at (831) 796-3600.

## VI. OJT Trainee Requirements

Only those individuals who meet the eligibility requirements for intensive services (*Reference WIA Eligibility Technical Assistance Guide, WIB Policy 2011-03 Tiered Service Levels – Core, Intensive and Training Services and WIB Policy 2011-01 Lower Living Standard Income Level and Poverty Guidelines*), who have received an assessment and for whom an Individual Employment Plan (IEP) has been developed may be considered for OJT, as well as any type of training under WIA.

An individual referred to a One Stop Career Center by an employer may be considered for OJT with that employer only after the individual has met intensive services eligibility requirements for the identified funding stream, received an assessment, and for whom an IEP has been developed which indicates an OJT is appropriate based upon the skill requirements of the occupation; the academic and occupational skill level of the participant; the participant's prior work history and experience; and the participant's level of commitment to program services and likeliness to succeed. The IEP documentation of a participant's appropriateness for OJT is required prior to employer selection.

A variety of assessment instruments are available to assist in the determination of participant/trainee suitability, to include the WorkKeys Readiness Indicator. The selection of appropriate assessment instruments is based upon the individual needs of the participant and training employer.

## VII. Required Documents

To encourage the use of OJT by employers and job seekers, it is critical that the OJT providers keep paperwork to a minimum. However, there are several documents required to effectively implement an OJT including OJT contracts, training plans (IEPs), invoicing and monitoring documentation. An OJT is considered a program cost under WIA and should be



reported as such on financial reports.

### **A. OJT Contract Minimum Requirements**

Contracts are the terms and conditions that the employer and OJT provider agree to provide for an OJT experience. At a minimum, an OJT contract must comply with the requirements of WIA rules and regulations including identifying the occupation, skills and competencies to be learned, and the length of time the training will be provided. Contracts should also include requirements specific to the state and local areas and the requirements specific to OJTs funded through other federal programs. An OJT contract is considered to be a legally binding agreement between the employer and OJT provider.

Local OJT providers must conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. OJT employers must be aware of the following:

- OJT participants must receive wages and fringe benefits equal to those similarly employed by the employer;
- The reimbursement mechanisms of an OJT are not a wage subsidy;
- It is expected that the participant will continue working after the payments to the employer end; and
- It is expected that participants who complete an OJT will continue to receive compensation and benefits commensurate with the job performance.

### **B. Training Plans**

After determination of the occupation in which the participant will be trained, an OJT training plan must be developed to allow for the monitoring of agreed upon contract provisions and the progression of the established training program. The training plan becomes the work statement of the contract and should serve as a guide when delivering training. This plan will be a formal and written program of the structured job training that will provide participants with an orderly combination of instruction in work maturity skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. OJT providers can use O\*NET and/or a company job description as a basis to begin listing skills or tasks. Skill descriptions should be concise and comprehensive and ensure that individual tasks are both measurable and observable. All OJT Training Plans must include:

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;
3. OJT information – start and end dates, wage rate, and reimbursement rates;
4. Occupational information – job title & description, O\*NET code, and # of hours per week. O\*NET should not be relied upon exclusively at the risk of overlooking the needs, skills, and abilities of the participant and the specific needs of the employer;
5. Job skills – skills necessary to perform the job and the trainee’s skill level for each;
6. Training information - list of specific skills or tasks the employer agrees to provide to the participant, estimated training hours for each skill, and acknowledgement of skill obtained; and
7. Signatures - of trainee and date, of employer and date, and of OJT provider and date.

### **C. Invoicing**

Payments to employers for OJT shall be in compliance with WIA program guidelines, the California State Plan and Department of Labor (DOL) waivers which allow increased flexibility based on additional funding allocations and grants awarded through the State and DOL. The DOL waiver granted to California under WIA Section 101(31)(B) permits an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business.

Payments to employers are in compensation for the “extraordinary costs” associated with training participants. Employers are not required to document these extraordinary costs associated with training of participants, which may include more intense supervision; abnormal wear on tools; down time; and lower rates of production.

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the



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participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

**D. Other Terms & Conditions, WIA General Assurances and Certifications**

All contacts and OJT employers must adhere to the Other Terms & Conditions, WIA General Assurances and Certifications as written by the Monterey County WIB.

**E. Monitoring**

Monitoring is the responsibility of both the state and the local area, though the duty may be assigned to another designated entity or individual. Monitoring at the local level will include oversight of the participant training and corresponding employer payroll records. To ensure validity and propriety of the reimbursement amounts claimed, and that the training for which the contract is written is actually delivered, on site monitoring of OJT employers is required. The on-site monitoring of the OJT must include documenting information received directly from the trainees, should capture the trainee supervisor's perspective about how the training is progressing, and should include review of the employer payroll records.

**VIII. Additional Resources**

The **OJT Toolkit** (available at [www.ojttoolkit.workforce3one.org](http://www.ojttoolkit.workforce3one.org)) has a variety of OJT resources, documents and samples to aid OJT providers in implementing their OJT policy and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

For the purposes of administering OJT contracts under the **National Emergency Grant (NEG) OJT** grant, visit [http://www.doleta.gov/layoff/OJT\\_Policy\\_QA.cfm](http://www.doleta.gov/layoff/OJT_Policy_QA.cfm) for a list of OJT NEG program and policy information.

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board (MCWIB) staff at (831) 796-6434.

This policy will be posted to the MCWIB website located at: [www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)



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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**SUBJECT:** CONCUR WITH THE JULY 18, 2012 EXECUTIVE COMMITTEE ACTION TO REAPPOINT KEN SCHERPINSKI, REPRESENTING LABOR ORGANIZATIONS ON THE WIB TO COMMENCE SEPTEMBER 2012  
**DATE:** AUGUST 1, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the July 18, 2012 Executive Committee action to reappoint Ken Scherpinski, representing Labor Organizations on the WIB to commence September 2012.

**BACKGROUND:**

Mr. Scherpinski's current term expires on September 1, 2012. He represents Labor Organizations on the WIB and also serves on the Monterey County Economic Development Committee on behalf of the WIB.

Maintaining Labor representation on the WIB ensures compliance with State and Federal requirements and regulations.

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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR

**SUBJECT:** CONCUR WITH THE JULY 18, 2012 EXECUTIVE COMMITTEE ACTION TO REAPPOINT TINA ROSA, REPRESENTING AN INDIVIDUAL WITH EXPERIENCE IN YOUTH ACTIVITIES ON THE YOUTH COUNCIL TO COMMENCE SEPTEMBER 2012

**DATE:** AUGUST 1, 2012

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**RECOMMENDATION:**

It is recommended that the WIB concur with the July 18, 2012 Executive Committee action to reappoint Tina Rosa, representing an individual with experience in youth activities on the Youth Council to commence September 2012.

**BACKGROUND:**

Ms. Rosa's current term expires July 27, 2012. Ms. Rosa currently serves as the President of Seaside Police Activities League (PAL). Her reappointment ensures advocacy and representation on the Youth Council from individuals with experience in youth activities.

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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**SUBJECT:** GEOGRAPHIC SOLUTIONS TO PRESENT ON THE "NEW CALJOBS" SYSTEM  
**DATE:** AUGUST 1, 2012

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**DISCUSSION:**

Mr. Dean Toler from Geographic Solutions plans to provide a brief presentation on the New CalJOBS system at the WIB meeting on August 1, 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR

**SUBJECT:** ACCEPT \$999,847 FROM THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT FOR 25 PERCENT GOVERNOR'S ADDITIONAL ASSISTANCE DISLOCATED WORKER FUNDING FOR MANUFACTURING AND BANKING DISPLACED WORKERS AND APPROVE THE INTERAGENCY MEMORANDUM OF UNDERSTANDING WITH THE WIB AND OET AND THE WIB SUBCONTRACT AMENDMENT WITH SHORELINE WORKFORCE DEVELOPMENT SERVICES

**DATE:** AUGUST 1, 2012

**RECOMMENDATION:** It is recommended that the WIB accept \$999,847 from the State of California Employment Development Department for 25 Percent Governor's Additional Assistance Dislocated Worker funding for Manufacturing and Banking displaced workers and approve the interagency memorandum of understanding (MOU) with the WIB and Office for Employment Training (OET) and the WIB subcontract amendment with Shoreline Workforce Development Services to provide services to the dislocated workers.

**BACKGROUND:** The Monterey County WIB applied for and received \$999,847 in 25 Percent Governor's Dislocated Worker Additional Assistance funding to expand re-employment services and training to serve an increase of displaced workers seeking services through the One-Stop delivery system. The increased customer flow is driven by multiple layoffs, primarily in the banking and manufacturing industries specifically from Capital One and Chiquita Fresh Express. Monterey County is expecting to serve up to 185 individuals with this grant. Of the 185 individuals, 80 will receive training services. The grant period is from June 1, 2012 to June 30, 2013.

**DISCUSSION:** The partners involved in the project with the WIB include OET and Shoreline. OET under an interagency MOU with the WIB and Shoreline under a subcontract amendment with the WIB will provide services to the dislocated workers by developing on-the-job training opportunities and individual training accounts, outreach, career path assessments, case management, counseling, supportive services and placement services.

The recommended funding and the number of dislocated workers to be served by partner agency under this grant are reflected in the chart below:

<b>Planned Enrollments:</b>		<b>OET</b>	<b>Shoreline</b>
	Core/Intensive (185 total)	105	80
	Training ITA or OJT (80 total)	45	35

<b>Budget:</b>		<b>OET</b>	<b>Shoreline</b>
	Staff/Operations	\$196,745	\$149,643
	Training	\$225,000	\$175,000
	Supportive Services	\$17,100	\$12,900
	Total Budget	\$438,845	\$337,543

<b>Performance Requirements:</b>		<b>Goals</b>
	Placed in unsubsidized employment	63.4%
	Met 6-mo employment retention goal	80.0%
	Average earnings replacement	\$12,500
	Exits from the program (of total)	185 (100%)

**HANDOUT:** A DRAFT handout of the MOU and subcontract amendment will be provided at the meeting.

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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD  
**From:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**Subject:** APPROVE THE ORGANIZATIONAL RESTRUCTURING OF THE ECONOMIC DEVELOPMENT DEPARTMENT AND OFFICE FOR EMPLOYMENT TRAINING  
**Date:** AUGUST 1, 2012

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**RECOMMENDATION:**

It is recommended that the WIB approve the organizational restructuring of the Economic Development Department and Office for Employment Training.

**DISCUSSION:**

Funding for Workforce Investment Act (WIA) programs jointly administered by the Economic Development Department and the Department of Social and Employment Services (DSES) has declined. This decrease in funding is the result of ongoing reductions in WIA formula funds of \$236,293 in fiscal year (FY) 2012-13; exhaustion of \$717,410 in prior year carry-in funds; and expiration of other additional grant funds of \$739,373. The reduced current year funding total is \$1,693,076.

In addition to reduced funds, as a result of Senate Bill 734, an additional \$360,090 must be redirected from staffing and operational expenses to direct participant training expenses.

Discussion on the Office for Employment Training's (OET) budget challenges were initially brought to the WIB's Executive Committee meeting in May 2012. As a continued effort to right-size the budget constraints in FY 2012-13, the Economic Development Department, DSES, and union representatives have held meetings to identify options for achieving the results needed to ensure a balanced budget.

The recommended actions brought to you today modify the budget for OET. These budget adjustments are necessary to sustain a balanced budget with regard to the following changes which arose after the development of the recommended FY 2012-13 budget:

- Reduced levels of reliable Workforce Investment Act (WIA) formula funding;
- Corrections in staff error with regard to the level of funding set aside to fund the OET share of fixed rent and utility costs for the One Stop Career Centers in Salinas and Seaside;
- New mandates under SB 734 to dedicate a greater portion of available WIA funds to direct training costs, not staffing and operations; and
- Identification of additional grant opportunities.

**BACKGROUND:**

The proposed organizational changes were presented at the Board of Supervisors meeting on July 24, 2012. At that meeting Elliott Robinson, Director of the Department of Social and Employment Services provided a detailed background on why the recommendations are necessary at this time.



A copy of the handout with a series of recommendations presented by Mr. Robinson to the Board of Supervisors to modify the Office for Employment and Training's budget will be provided at the WIB meeting on August 1, 2012. These recommendations will allow the Department of Social and Employment Services and the Economic Development Department to sustain a balanced budget for the operation of Workforce Investment Act programs.

After lengthy discussion by the Board of Supervisors, comments by the SEIU Representatives, and members of the public, the Board of Supervisors voted to approve: 1) Authorizing the County Administrative Office to reduce the position count in the Office for Employment and Training by 12, as detailed in the attached handout; 2) Authorize the issuance of layoff notices to impacted employees no sooner than August 10, 2012, with an effective date of September 1, 2012; 3) Direct the Human Resources Department to provide in-placement and out-placement services; 4) Authorize budgetary adjustments in Fund 007, Budget Unit 8261 – Office for Employment and Training as detailed above; and 5) authorize the County Administrative Office, Auditor Controller and Human Resources Department to implement the actions as outlined in the Board of Supervisors report.

**HANDOUT:** Reference handout of Economic Development Department BOS report. Elliott Robinson comment's to Board of Supervisors on July 24, 2012.

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# MEMORANDUM

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**To:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, INTERIM WIB ASSISTANT DIRECTOR  
**SUBJECT:** UPDATE AND DISCUSSION ON THE ETHICS TRAINING AND FORM 700 REQUIREMENT AND FORM 700  
**DATE:** AUGUST 1, 2012

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**DISCUSSION:**

As requested by the WIB Chair at the full WIB meeting on June 6, 2012, WIB staff plan to present a status update on the number of WIB and Youth Council members that have yet to complete the Ethics Training and Form 700 requirements.

To ensure all members remain current, the WIB Chair also requested an update be brought to the WIB meeting scheduled in December, on an annual basis, to ensure the WIB is in compliance with the requirements.

**BACKGROUND:**

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>