



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

## Monterey County Workforce Investment Board (WIB) Marina Library, 190 Seaside Avenue, Marina, CA Wednesday, December 4, 2013; 7:30 am

### 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:

Aaron Oskolkoff  
Al Davis  
Andrea Zeller-Nield  
Andy Hartmann  
Brian Turlington  
Cesar Lara  
Dave Potter  
David Dwyer  
Diana Carrillo  
Elliott Robinson  
Hunter Harvath  
Jay Donato  
Kimberly Schnader  
Larry Silva  
Neal Heckman  
Paul Farmer  
Rick Deraiche  
Salvador Muñoz  
Steve MacArthur  
Teresa Sullivan  
Dr. Walter Tribley  
Wendy Brickman  
Dr. Willard Clark Lewallen

Monterey County Workforce  
Investment Board (WIB)

Joyce Aldrich,  
WIB Executive Director

730 La Guardia Street  
Salinas, CA 93905  
(831) 796-3324  
[www.montereycountywib.org](http://www.montereycountywib.org)

<b>Call to Order/Introductions:</b> <b>Changes to Agenda:</b> <b>Public Comment/Testimonials:</b> <b>Subcommittee Chair Reports:</b> <ul style="list-style-type: none"> <li>■ Oversight Committee – Mary Ann Leffel</li> <li>■ Youth Council – Diana Carrillo</li> </ul>	Erik Cushman, Chair
<b>Consent Calendar:</b>	Erik Cushman
1. <b>ACTION:</b> Approve minutes from October 2, 2013.	
2. <b>ACTION:</b> Concur with the November 14, 2013 Oversight Committee action to approve the monitoring schedule for PY 2013-14.	
3. <b>ACTION:</b> Concur with the November 20, 2013 Executive Committee action to approve the resignations of: <ul style="list-style-type: none"> <li>a. Ralph Rubio, representing Labor Organizations</li> <li>b. Scott Grover, representing Business</li> </ul>	
4. <b>ACTION:</b> Concur with the November 20, 2013 Executive Committee action to approve the reappointment of Ginger Pierce to the Youth Council, representing Organization with Experience in Youth Activities.	
5. <b>ACTION:</b> Concur with the November 20, 2013 Executive Committee action to approve the FINAL WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Program Monitoring Reports for the Office for Employment Training for Program Year 2012-13.	
<b>Discussion or Review of Business Calendar <u>Action</u> Items:</b>	
1. <b>ACTION:</b> Consider and approve the reappointment of Erik Cushman, representing Business to the WIB for a three year term.	
2. <b>Action:</b> Consider and approve the resignation of Steve Lenard, representing Business from the Workforce Investment Board.	Erik Cushman
3. <b>Action:</b> Consider and approve the proposal from Economic Modeling Specialists International – EMSI Analyst Labor Market Web-based tool.	Joyce Aldrich
4. Update on the Local Workforce Investment Area budget PY 2013-14.	Kristen Aldrich
5. Year-to-date accomplishments on the WIB's Strategic Local Plan goals and 2012-13 WIA performance outcomes for Monterey County.	Joyce Aldrich
6. Discussion regarding a new Request for Proposals for WIA Title I Adult and Youth Programs subcontracts to begin in PY 2014-15.	Joyce Aldrich
7. Discussion of the 2014 WIB Strategic Planning Retreat which will be held in February 2014.	Erik Cushman
8. Review the WIB membership composition and discuss recruitment of members by industry sector.	Joyce Aldrich
<b>Director's Report:</b>	Joyce Aldrich
<b>Announcement of Events:</b>	
<b>REMINDER: Form 700 for 2013 is due March 30, 2014.</b>	
<b>Subcommittee Meetings:</b> <b>Business:</b> 12/10/13 – Marina Library <b>Executive:</b> 12/18/13 – Shoreline, Marina <b>Oversight:</b> 01/09/14 – Shoreline, Marina <b>Youth:</b> 01/14/14 – Shoreline, Marina	Erik Cushman
<b>Adjournment:</b>	<b>WIB Meeting:</b> 02/05/2014 - Marina Library
To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at <a href="http://www.montereycountywib.org">www.montereycountywib.org</a> .	Erik Cushman

**UNADOPTED**

**Monterey County Workforce Investment Board (WIB)  
Meeting Minutes  
Marina Library, 190 Seaside Avenue, Marina, CA  
Wednesday, October 2, 2013**

**Members Present:** Anthony Aniello, Wendy Brickman, Erik Cushman (Chair), Rick Deraiche, Jay Donato, David Dwyer, Paul Farmer, Andy Hartmann, Neal Heckman, Cesar Lara, Mary Ann Leffel, Dr. Willard Clark Lewallen, Steve MacArthur, Salvador Muñoz, Aaron Oskolkoff, Dave Potter, Elliott Robinson, Ralph Rubio, Kimberly Schnader and Andrea Zeller-Nield

**Members Absent:** Diana Carrillo, Al Davis, Scott Grover, Hunter Harvath, Steve Lenard, Larry Silva, Teresa Sullivan, Dr. Walter Tribley and Brian Turlington

**Staff Present:** Joyce Aldrich and Marleen Esquerria

**Others Present:** Kristen Aldrich, Rosie Chavez, Kate Hickey, Ed King, Wil Moore, Kay Reimann, David Spaur and Jorge Villalobos

**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:** Mr. Cushman motioned to accept budget handout for Business Action Item #5.

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

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**Public Comment/Testimonials:** Mr. Robinson provided information on Covered California, the new affordable care act.

**CONSENT CALENDAR:** Mr. Cushman motioned to cluster Consent Items #1-8 for approval.

**Motion:** Ms. Leffel motions to approve the action as stated.

**Second:** Mr. Robinson

**Motion Passed Unanimously**

1. **Action: Approve the minutes from August 7, 2013.**
2. **Action: Concur with the September 10, 2013 Youth Council action to recommend the appointments of:**
  - a. Romelo Hendley, representing Youth
  - b. Sharon Albert, representing Education
  - c. Mary Luz Fucci, representing Parent of WIA Eligible Youth
3. **Action: Concur with the September 10, 2013 Youth Council action to recommend the reappointments of:**
  - a. Tina Rosa, representing Law Enforcement and Organizations with Experience In Youth Activities.
  - b. Vivian Brennand, representing Housing Authority
4. **Action: Concur with the September 10, 2013 Youth Council action to approve the resignations of:**
  - a. Todd Farr, representing Education
  - b. Jose Guizar, representing Youth
5. **Action: Concur with the September 10, 2013 Youth Council action to recommend extension of the WIA Title I Youth subcontracts with Turning Point of Central California in the amount of \$120,609 and Santa Cruz County Office of Education in the amount of \$111,331 for the period of October 1, 2013 to June 30, 2014.**
6. **Action: Concur with the September 12, 2013 Oversight Committee action to extend the WIA Title I Adult Subcontracts with Shoreline Workforce Development Services in the amount of \$174,361 and Turning Point of Central California in the amount of \$160,949 for the period of October 1, 2013 to June 30, 2014.**
7. **Action: Concur with the September 12, 2013 Oversight Committee action to approve the WIB's WIA Fiscal and Procurement Final Monitoring Report from the State for PY 2012-13.**
8. **Action: Concur with the June 20, 2013 Oversight Committee action to consider and approve the final WIA Adult Monitoring Reports for Shoreline Workforce Development Services and Turning Point of Central California for PY 2012-13.**

**DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:**

1. **Action: Consider and approve the final WIA Youth Monitoring Reports for Turning Point of Central California and Santa Cruz County Office of Education for PY 2012-13.** Ms. Esquerra reported that the final monitoring report measures the subcontractors' performance for Program Year 2012-13. SCCOE had one finding concerning the timelessness of their claims submitted for reimbursement and an observation relating to entering case notes into the Virtual One Stop case management system as services are being provided to participants. She also reported that Turning Point had one observation concerning the youth work site application agreements which need to be updated each year to ensure the data is current. Since the review, both providers have corrected and resolved these matters.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Muñoz

**Motion Passed Unanimously**

2. **Overview of Performance Measures Goals & Outcomes for PY 2012-13.** Ms. Esquerra reported that Monterey County is doing very well in meeting and or exceeding its performance goals for the Adult and Dislocated Worker and Youth programs for Program Year 2012-13.
3. **Action: Consider and approve the submission of a grant application to the State for Dislocated Worker Additional Assistance for displaced workers.** Ms. Aldrich reported that the WIB applied for special funding for the Capital One layoffs last year to assist up to 160 individuals with 80 individuals receiving intensive and training services. Monterey County exceeded these planned goals by serving over 267 individuals and placing over 130 in training. She also reported that many individuals are still being served and are going through training. She anticipates the funding will be fully exhausted. She reported that an additional 225 individuals will be laid off from Capital One in the month of October. Therefore, the WIB would like to apply for additional funding to serve the dislocated workers. Additionally, she reported that the WIB received a WARN announcement from River Ranch who will be closing in Salinas and Yuma which will affect 171 individuals. She reported that River Ranch will be incorporated into the grant.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Potter

**Motion Passed Unanimously**

4. **Action: Consider and approve the WIB reappointments of:**
  - a. Salvador Muñoz, representing Business
  - b. Brian Turlington, representing Business
  - c. Cesar Lara, representing Labor
  - d. Al Davis, representing Community Based Organizations
  - e. Steve MacArthur, representing Labor
  - f. David Dwyer, representing

**Motion:** Mr. Potter motioned to accept the action as stated.

**Second:** Mr. Hartmann

**Motion Passed Unanimously**

5. **Action: Review and consider projected forecast for Local Workforce Investment Area (LWIA) Budget for FY 2013-14.** Ms. Aldrich reported that staff has done a great job of putting together the spreadsheet to show a detailed budget for the local workforce investment area. Ms. Aldrich reported that there is very little wiggle room in all budget line items. However, certain budget line items will be supplemented with match funds from on-the-job training contracts. She reported that supportive services costs and incentives are based on last year's expenditures and that staff salaries and overhead costs are fixed budget items.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Muñoz

**Motion Passed Unanimously**

6. **Action: Consider the approval of the proposed WIB Budget for FY 2013-14.** Ms. Aldrich stated the staff report shows the previous and current years WIB salaries and benefits and direct and indirect operating costs which include five staff (one Executive Director, one Sr. Secretary, two Management Analysts II and one Management Analyst I), though one Management Analyst I has been vacant. She reported that should the WIB secure additional funding, she hopes to fill the Management Analyst I at a lower level position as a WIB Staff Coordinator I and II.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Ms. Brickman

**Motion Passed Unanimously**

7. **Report out on the Summer Youth Employment Program for PY 2012-13.** Ms. Esquerra reported that the Office of Employment Training is the only contractor that provides Summer Youth Employment. She reported that OET's goal was to serve 100 youth between the ages of 16-21; with 70% of the youth in-school and 30% of the youth out-of -school. She reported that 96 youth were served with a wage of \$8 per hour. She also reported that fifty employers participated and provided work experience opportunities for the youth enrolled which made it a great success.
8. **Report out on the evaluation of the EMSI Analyst and EconoVue labor market web-based tools.** Mr. Heckman reported that he evaluated the programs over a four week period and felt that EMSI was the superior product. He reported that EMSI did a great job of analyzing economic growth, labor market and employment and unemployment and detailed information concerning various industries throughout Monterey County. He reported that the customer service representative for this area was available and provided excellent service. He reported that EconoVue did not compare to EMSI in any of the categories.
9. **Review progress on the WIB's Strategic Local Plan for 2013-17.** Ms. Aldrich reported on the progress being made regarding the WIB's strategic goals. She reported that 8 out of 14 strategies within Goal #1 have been met; 3 of 8 strategies within Goal #2 have been met; 4 of 9 strategies within Goal #3 have made progress; and 2 of 6 strategies within Goal #4 have been met. She reported that staff continues to make progress in completing the goals.
10. **Report out on the California Workforce Association's Meeting of the Minds Conference held on September 3-5, 2013.** Ms. Aldrich reported that the title of the conference was "Building the New Workforce". Ms. Aldrich reported that the WIB's are in constant transition and looking for opportunities to provide services and continuing to work with the business community with a shrinking budget. She reported that several of the board members took part in the conference. Mr. Donato reported that Ventura County had a very interesting proactive board. He reported that the volunteers were very active in recruiting for their many ad-hoc committees for specific areas of the county. Ms. Leffel reported that she attended a session on Economic Clusters and that it was interesting and helpful. She also asked that the board research the Featherbone Institute as it was an amazing story of a company that thrived and managed to continue operations through major crises and changes in society, industry and technology.

**Director's Report:** Ms. Aldrich reported that the federal shutdown impacted the local workforce investment boards because each received allocations in two separate rounds. The first round was seriously impacted because of the Sequestration; therefore causing the WIB to cease new enrollments of the adult population. The second round of allocations is not accessible at this time. She reported that the State informed the WIBs that they could utilize carry-in funds.

**Announcement of Events:** Ms. Leffel advised that there would be a Numeracy and Literacy segment on October 25, 2013 at CSUMB in the University Center. She also advised that PTAC was successful in bringing in \$11.3 million dollars in contracts to Monterey County. Ms. Nield reported that the Air Resource Board would be holding a forum explaining the regulations for diesel emissions on October 2, 2013 at 4:00 p.m. in the University Center at CSUMB. The Monterey County Committee for the Employment of People with Disabilities will be hosting their Annual Employer Recognition ceremony on October 24, 2013 at the Hyatt Regency. Mr. Moore reported that Shoreline will be hosting a Neighborhood Job Fair on October 22, 2013 at the new Goodwill office in Salinas. The Monterey Peninsula Chamber of Commerce will be hosting a Business Retention Forum on October 22, 2013.

**Adjournment:** Mr. Cushman adjourned the meeting at 9:41 a.m.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Muñoz

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONCUR WITH THE NOVEMBER 14, 2013 OVERSIGHT COMMITTEE ACTION TO APPROVE THE MONITORING SCHEDULE FOR PROGRAM YEAR 2013-14

**DATE:** DECEMBER 4, 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the November 14, 2013 Oversight Committee action to approve the following monitoring schedule for program year 2013-14 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 5-6, 2014
- Report: March 2014

Turning Point Adult Program:

- February 19-21, 2014
- Report: March 2014

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

- April 7-11, 2014
- Reports: May 2014

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 19-21, 2014
- Report: March 2014

Santa Cruz County Office of Education Youth Program:

- February 25-26, 2014
- Report: March 2014

Office for Employment Training Youth Programs

- April 16-17, 2014
- Reports: May 2014

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONCUR WITH THE NOVEMBER 20, 2013 EXECUTIVE COMMITTEE ACTION TO APPROVE THE RESIGNATIONS OF:  
RALPH RUBIO, REPRESENTING LABOR ORGANIZATIONS  
SCOTT GROVER, REPRESENTING BUSINESS

**DATE:** DECEMBER 4, 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the November 20, 2013 Executive Committee action to accept the resignations of Ralph Rubio representing Labor Organizations and Scott Grover, representing Business from the Workforce Investment Board, to be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

**INFORMATION:**

On November 14, 2013, WIB staff received an email from Mr. Rubio stating his upcoming retirement and desire to be removed from the WIB. He was appreciative of his ability to participate and serve on the Monterey County Workforce Investment Board and will be attending the December board meeting.

Due to unforeseen scheduling conflicts, Mr. Grover has requested to resign from the full WIB.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONCUR WITH THE NOVEMBER 20, 2013 EXECUTIVE COMMITTEE ACTION TO APPROVE THE REAPPOINTMENT OF GINGER PIERCE, REPRESENTING ORGANIZATIONS WITH EXPERIENCE IN YOUTH ACTIVITIES TO THE YOUTH COUNCIL FOR A TWO YEAR TERM

**DATE:** DECEMBER 4, 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the November 20, 2013 Executive Committee action to consider and approve the reappointment of Ginger Pierce, representing Organizations with Experience in Youth Activities to the Youth Council for a two year term. Ms. Pierce's reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

**SUMMARY:**

The WIB bylaws state that the term of membership for all Workforce Investment Board Youth Council members shall be two years. The two year term limit was enacted with the approval of the original WIB bylaws by the Board of Supervisors on May 29, 2001.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONCUR WITH THE NOVEMBER 20, 2013 EXECUTIVE COMMITTEE ACTION APPROVE THE FINAL WIA TITLE I ADULT, DISLOCATED WORKER, RAPID RESPONSE AND YOUTH PROGRAM MONITORING REPORTS FOR THE OFFICE FOR EMPLOYMENT TRAINING FOR PROGRAM YEAR 2012-13

**DATE:** DECEMBER 4 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the November 20, 2013 Executive Committee action to consider and approve the FINAL WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Program Monitoring Reports for the Office for Employment Training (OET) for Program Year 2012-13.

**INFORMATION:**

The purpose of this review is to evaluate OET's compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Information collected for the monitoring reports was provided through interviews with OET staff, WIA participants, employers, training vendors, as well as the results of a participant case file review.

The monitoring covered the period of July 1, 2012 to March 31, 2013.

Those involved in the monitoring review include: Monterey County WIB analyst Ms. Marleen Esquerra, WIB member Mr. Larry Silva, and two volunteers from the CSUMB Service Learning Program and Alliance on Aging Senior Employment Training Program.

WIB staff sent final monitoring reports to OET on November 15, 2013 with the conclusion that overall OET is operating its WIA Adult, Dislocated Worker, Rapid Response and Youth Programs in compliance with the provisions of the WIA, local policies and the Local Plan.

**ATTACHMENTS:**

OET's FINAL Workforce Investment Act (WIA) Title I Adult, Dislocated Worker, Rapid Response and Youth Programs Monitoring Reports for Program Year (PY) 2012-13.





## MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

### Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR

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November 15, 2013

Mr. Rod Powell, Program Manager  
Office for Employment Training (OET)  
730 La Guardia Street  
Salinas, CA 93905

**RE:** FINAL Workforce Investment Act (WIA) Title I Adult, Dislocated Worker and Rapid Response Programs Monitoring Report, Program Year (PY) 2012-13

**Service Provider:** Monterey County Office for Employment Training (OET)

**Monitors:**

Monterey County Workforce Investment Board (WIB) analyst Ms. Marleen Esquerra, WIB member Mr. Larry Silva, and two volunteers from the CSUMB Service Learning Program and Alliance on Aging Senior Employment Training Program.

**Monitoring Dates:** April 1-5, 2013 and October 2-3, 7-11, 23 & 24, 2013 at 730 La Guardia St., Salinas.

**Background:** The Monterey County WIB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. The Office for Employment Training (OET) is a division of the Monterey County Economic Development Department. OET is the primary WIA Adult, Dislocated Worker and Rapid Response program provider in Monterey County and provides employment and training services through the AJCC in partnership with CalWORKs Employment Services (CWES) and the Employment Development Department. For PY 2012-13, OET received \$976,377 to serve 553 Adult participants; \$1,595,413 to serve 750 Dislocated Worker participants and \$432,707 to provide Rapid Response services. This does not include cost pooled administrative salaries and operating costs that are shared throughout the One-Stop Career Center delivery system.

**Objective:** The purpose of this review is to evaluate OET's compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Information collected for this report was provided through interviews with OET staff, WIA participants and employers as well as the results of a participant case file review.

**Review Period:** The review covered the period of July 1, 2012 – March 31, 2013 (1st – 3rd Qtrs).

**I. DESK REVIEW:**

Table 1: For the quarter period ending March 31, 2013, OET reported the following WIA total expenditures: \$889,376 (91%) for Adult participants; \$1,132,310 (71%) for Dislocated Worker participants and \$241,150 (56%) for Rapid Response services.

## i. Expenditures – Table 1:

LOCAL WORKFORCE INVESTMENT AREA BUDGET			
PY 2012-13 (3 <sup>rd</sup> Quarter)	Planned Budget	Actual Expenditures	% of Total Expended
<b>OET Adult</b>			
Program Salaries & Benefits	\$659,712	\$639,475	97%
Services & Supplies	\$178,628	\$178,122	100%
Participant Costs	\$138,037	\$71,779	52%
<b>Total</b>	<b>\$976,377</b>	<b>\$889,376</b>	<b>91%</b>
<b>OET Dislocated Worker</b>			
Program Salaries & Benefits	\$952,830	\$757,302	79%
Services & Supplies	\$340,017	\$268,027	79%
Participant Costs	\$302,566	\$106,981	35%
<b>Total</b>	<b>\$1,595,413</b>	<b>\$1,132,310</b>	<b>71%</b>
<b>OET Rapid Response</b>			
Program Salaries & Benefits	\$311,887	\$174,749	56%
Services & Supplies	\$120,820	\$66,401	55%
Participant Costs	n/a	n/a	n/a
<b>Total</b>	<b>\$432,707</b>	<b>\$241,150</b>	<b>56%</b>

Table 2: For the quarter period ending March 31, 2013, OET reported the following WIA total enrollments: 257 of 553 (46%) Adult participants and 368 of 750 (48%) Dislocated Worker participants. As required, all applicable training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing.

## ii. Enrollments – Table 2:

PY 2012-13 (3 <sup>rd</sup> Quarter)	Adult			Dislocated Worker		
	Plan	Actual	%	Plan	Actual	%
<b>Enrollments</b>						
Carry-Ins	250	99	40%	300	107	36%
New Enrollments	303	158	52%	450	261	56%
<b>Total</b>	<b>553</b>	<b>257</b>	<b>46%</b>	<b>750</b>	<b>368</b>	<b>48%</b>
<b>Activities</b>						
<b>Activities</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Core Services (Registered)	553	253	46%	750	366	48%
Intensive	503	205	42%	675	212	31%
Training		21			26	

## iii. Common Measures Performance:

As of the 3rd Quarter period, OET achieved a success rate of 80% or higher on all of the Common Measures performance goals for Adults at 81% for entered employment, 94% for retention, and 100% for average earnings and success levels for Dislocated Workers at 84% for entered employment, 91% for retention, and 111% for average earnings.

II. **FIELD REVIEW:**

A file sampling of 21 Adult and 26 Dislocated Worker participant case files were reviewed to ensure compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. A summary of the Adult and Dislocated Worker case file review with any issues was provided to OET's program manager on November 13, 2013.

**i. Tour of Facility and Staff Interviews**

On October 2, 2013, Ms. Esquerra and Mr. Silva toured the America's Job Center of California in Salinas and met with staff that provided services within their areas of responsibility in the Employment and Business Centers.

**ii. Financial Accounting Internal Controls**

A fiscal review was conducted. A sample of expenditures was reviewed to assess accurate application of cost allocations and adequate documentation of supportive services, timesheets, timely posting and adherence to established fiscal procedures and WIB policies.

**III. CONCLUSION:**

We conclude that overall OET is operating its WIA Adult, Dislocated Worker, and Rapid Response Programs in compliance with the provisions of the WIA, local policies and the Local Plan. An exit interview was conducted on Friday, November 15, 2013 with OET Program Manager Mr. Rod Powell, and OET supervisors Ms. Terri Gallardo and Ms. Maria Castillo.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

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 OET's Adult, Dislocated Worker and Rapid Response programs and fiscal operations. It is OET'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 OET'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) 796-6412.

Sincerely,



**Marleen Esquerra**

WIB Management Analyst  
Monterey County Workforce Investment Board

cc: Joyce Aldrich, WIB Executive Director  
Terri Gallardo, OET Supervisor  
Maria Castillo, OET Supervisor



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November 15, 2013

Mr. Rod Powell, Program Manager  
Office for Employment Training (OET)  
730 La Guardia Street  
Salinas, CA 93905

**RE:** FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report, Program Year (PY) 2012-13

**Service Provider:** Monterey County Office for Employment Training (OET)

**Monitors:**

Monterey County Workforce Investment Board (WIB) analyst Ms. Marleen Esquerra, WIB member Mr. Larry Silva, and two volunteers from the CSUMB Service Learning Program and Alliance on Aging Senior Employment Training Program.

**Monitoring Dates:** April 15-19, 2013 and October 2-3, 7-11, 23 & 24, 2013 at 730 La Guardia St., Salinas.

**Background:** The Monterey County WIB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. The Office for Employment Training (OET) is a division of the Monterey County Economic Development Department. OET is the primary WIA Youth program provider in Monterey County and provides youth related services through the AJCC. For PY 2012-13, OET received \$1,077,253 to serve 553 Youth participants. This does not include cost pooled administrative salaries and operating costs that are shared throughout the One-Stop Career Center delivery system.

**Objective:** The purpose of this review is to evaluate OET's compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Information collected for this report was provided through interviews with OET staff, WIA participants and employers as well as the results of a participant case file review.

**Review Period:** The review covered the period of July 1, 2012 – March 31, 2013 (1st – 3rd Qtrs).

I. **DESK REVIEW:**

Table 1: For the quarter period ending March 31, 2013, OET reported the following WIA total expenditures: \$546,160 (51%) for Youth participants.

i. **Expenditures – Table 1:**

LOCAL WORKFORCE INVESTMENT AREA BUDGET			
OET Youth Program PY 2012-13 (3 <sup>rd</sup> Quarter)	Planned Budget	Actual Expenditures	% of Total Expended
Program Salaries & Benefits	\$455,304	\$292,010	64%
Services & Supplies	\$190,000	\$102,968	54%
Participant Costs	\$431,949	\$151,182	35%
<b>Total</b>	<b>\$1,077,253</b>	<b>\$546,160</b>	<b>51%</b>

Table 2: For the quarter period ending March 31, 2013, OET reported the following WIA total enrollments: 175 of 553 (32%) Youth participants. It's anticipated OET will increase its youth enrollments by 100 in preparation for the summer youth employment program to commence June 2013.

**ii. Enrollments – Table 2:**

PY 2012-13 (3 <sup>rd</sup> Quarter)	Youth		
	Plan	Actual	%
Enrollments			
Carry-Ins	250	146	58%
New Enrollments	303	29	10%
<b>Total</b>	553	175	32%

**iii. Common Measures Performance:**

As of the 3rd Quarter period, OET achieved a success rate of 80% or higher on all of the Common Measures performance goals for Youth at 84% for placement into employment or education, 98% for attainment of a degree or certificate, and 185% for youth that increased their literacy and numeracy levels from the start of their WIA program participation.

**II. FIELD REVIEW:**

A file sampling of 11 youth participant case files were reviewed to ensure compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. A summary of the Youth case file review was provided to OET's program manager on November 13, 2013.

**i. Tour of Facility and Staff Interviews**

On October 2, 2013, Ms. Esquerra and Mr. Silva toured the America's Job Center of California in Salinas and met with staff that provided services within their areas of responsibility in the Employment and Business Centers.

**ii. Financial Accounting Internal Controls**

A fiscal review was conducted. A sample of expenditures was reviewed to assess accurate application of cost allocations and adequate documentation of supportive services, timesheets, timely posting and adherence to established fiscal procedures and WIB policies.

**III. CONCLUSION:**

We conclude that overall OET is operating its WIA Youth Program in compliance with the provisions of the WIA, local policies and the Local Plan. An exit interview was conducted on Friday, November 15, 2013 with OET Program Manager Mr. Rod Powell, and OET supervisors Ms. Terri Gallardo and Ms. Maria Castillo. This report contains no findings or concerns; therefore, we are issuing this report as the final report.

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 OET's Youth program and fiscal operations. It is OET'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 OET's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions, please contact me at (831) 796-6412.

Sincerely,



**Marleen Esquerra**

WIB Management Analyst  
Monterey County Workforce Investment Board

cc: Joyce Aldrich, WIB Executive Director  
Terri Gallardo, OET Supervisor  
Maria Castillo, OET Supervisor

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE THE REAPPOINTMENT OF ERIK CUSHMAN, REPRESENTING BUSINESS, TO THE WORKFORCE INVESTMENT BOARD FOR A THREE YEAR TERM

**DATE:** DECEMBER 4, 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board consider and approve the reappointment of Erik Cushman, representing Business, to the Workforce Investment Board for a three year term. Mr. Cushman's reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for approval.

**SUMMARY:**

The WIB bylaws state that the term of membership for all Workforce Investment Board (WIB) members shall be three years. The three year term limit was enacted with the approval of the original WIB bylaws by the Board of Supervisors on May 29, 2001.

Mr. Cushman's term is slated to expire in December 2013.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE THE RESIGNATION OF STEVE LENARD, REPRESENTING BUSINESS FROM THE WORKFORCE INVESTMENT BOARD

**DATE:** DECEMBER 4, 2013

---

**RECOMMENDATION:**

It is recommended that the Workforce Investment Board consider and approve the resignation of Steve Lenard representing Business from the Workforce Investment Board, to be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

**INFORMATION:**

On November 24, 2013, WIB staff received an email from Mr. Lenard that he is relocating out of Monterey County and will need to be removed from the WIB. He was appreciative of his ability to participate and serve on the Monterey County Workforce Investment Board.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE PROPOSAL FROM ECONOMIC MODELING SPECIALISTS INTERNATIONAL – EMSI ANALYST LABOR MARKET WEB-BASED TOOL

**DATE:** DECEMBER 4, 2013

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board consider and approve the proposal from Economic Modeling Specialists International (EMSI), on their EMSI Analyst labor market web-based tool.

**BACKGROUND:**

At the request of the full Board, WIB members piloted the Economic Modeling Specialists International (EMSI) Analyst and EconoVue™ web-based tools as well as provided feedback to the WIB on the results of their review.

Both tools help economic and workforce development professionals to turn complex labor market data and theory into user-friendly information necessary for understanding and communicating with employers and job seekers about the local economy and workforce.

WIB member Mr. Neal Heckman reported out on his evaluation of the EMSI Analyst and EconoVue Labor market web-based tools at the WIB meeting on October 2, 2013.

Mr. Heckman reported that he evaluated both programs over a four week period and felt that EMSI was the superior product. He reported that EMSI did a great job of analyzing economic growth, the labor market, and employment and unemployment data and provided detailed information concerning various industries throughout Monterey County. He reported that the customer service representative for this area was available and provided excellent service.





PO Box 9008  
Moscow, Idaho 83843  
208.883.3500  
208.882.3317 fax  
customerservice@economicmodeling.com  
www.economicmodeling.com

October 10, 2013

Joyce Alridge  
Executive Director  
Monterey County WIB  
730 La Guardia Street  
Salinas, CA 93905

**Contract: Analyst**

Dear Ms. Alridge,

The purpose of this letter is to establish the contractual relationship between Monterey County WIB of Salinas, California (hereinafter, "Licensee"), and Economic Modeling LLC (hereinafter, "EMSI"), of Moscow, Idaho for the provision of access to Analyst 3 (Research Version). Analyst is a web-based tool that lets clients tap into a comprehensive set of labor market information which includes data on industries, occupations, demographics, skills, education, and job-postings.

**I. Duration and Pricing**

Access to Analyst is provided with discounted payment of \$11,500 for a one-year subscription and includes EMSI county-level data and Equifax business-level data for 10 counties. The subscription period is one year and will start upon contract signature.

**II. Timeline and Responsibilities**

- **EMSI agrees to provide:**
  - **Analyst Version:** 3.0 and all subsequently released versions within the contract period
  - **Contract Period:** 1 year
  - **Analyst Package:** Research
  - **Analyst Users:** 10
  - **Equifax Data:**
    - Business-level data for:
      - 10 counties
  - **EMSI Data:**
    - County-level data for:
      - 10 counties
- **EMSI agrees to:**
  - Allow access to Analyst (as specified above) upon receipt of Licensee's users' information, upon receipt of signed contract.
  - Provide technical assistance as needed by phone or e-mail to Licensee during the contract period, at no additional charge;
  - Notify Licensee whenever changes, modifications and/or improvements are made to Analyst during the contract period;
  - Provide user-logins and access for up to ten (10) users at Licensee (the user accounts must be used by individuals employed at the organization and cannot be generic logins used by multiple people or shared amongst other people);
  - Update the data imbedded in Analyst on a quarterly basis; and
  - Provide all software updates at no additional cost throughout the contract period.



**VII. Data Disclaimer**

The data, reports, forecasts, and/or services provided by EMSI are generated using government data and proprietary processes. EMSI uses estimates when there are missing data points, and such estimates are subject to varying degrees of error. EMSI's data, reports, forecasts, and services may differ significantly from actual outcomes and are provided "as is," without warranty for a particular purpose or project. By purchasing this data, report, product, or service, Licensee agrees that EMSI shall not be liable for economic loss arising from their use.

**VIII. Limitation of Liability**

EMSI shall in no event be liable for any direct, indirect, incidental, special, or consequential damages arising out of or relating to the sale of data, reports, forecasts, or services. EMSI's maximum liability, whether based in contract, tort, warranty, or otherwise, shall not exceed the amount that EMSI received for the data, report, forecast, or service in question.

**IX. Indemnification**

Licensee agrees to defend, indemnify and hold EMSI harmless from and against any and all liability, obligations, judgments, causes of action and costs and expenses (including reasonable attorneys' fees) arising directly or indirectly out of the misuse of Analyst by Licensee, its agents or employees, including without limitation any and all special consequential damages.

**X. Applicable Law**

Idaho law will govern the contractual relationship between EMSI and Licensee. This letter sets forth the entire agreement between EMSI and Licensee. No other promises or agreements shall be binding unless signed by both parties.

**For EMSI:**

**For Licensee:**

\_\_\_\_\_  
Authorized Signatory                      Date

Economic Modeling LLC

\_\_\_\_\_  
Joyce Alridge                                      Date

Executive Director  
Monterey County WIB

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD  
**SUBJECT:** UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2013-14  
**DATE:** DECEMBER 4, 2013

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**BACKGROUND:**

WIB staff plan to present an update on the Local Workforce Investment Area's (LWIA) Program Year budget for 2013-14.

- Federal Sequestration impacted the ability to contract with subcontractors until October 1, 2013.
- Sequestration and the federal shutdown impacted the ability to serve participants with training and intensive services for the first quarter and 17 days into the second quarter.

**ATTACHMENT:**

Reference 2013-14 LWIA Budget Report handout at the meeting.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** YEAR-TO-DATE ACCOMPLISHMENTS ON THE WIB'S STRATEGIC LOCAL PLAN GOALS AND 2012-13 WIA PERFORMANCE OUTCOMES FOR MONTEREY COUNTY

**DATE:** DECEMBER 4, 2013

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**SUMMARY:**

The attached briefing document reflects the latest "blue print" of the WIB's Key Strategic Local Plan Goals Strategies and Actions reviewed by both the Youth Council at their meeting on November 12, 2013; the Oversight Committee on November 14, 2013 and the Executive Committee on November 20, 2013.

The purpose of the EDD Information Notice is to provide final actual performance results and success rates for PY 2012-13.

**ATTACHMENT:**

Local Plan Key Strategic Goals  
EDD Information Notice WSIN 13-21

**Monterey County Workforce Investment Board  
Key Strategic Goals, Strategies and Actions – PY 2013-17**

**GOAL #1 – BUSINESS AND INDUSTRY:** Meet workforce needs of high demand sectors.

**Strategy 1 – Actions: Develop LMI to identify workforce needs, shortages & skills gaps.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
May 2013	ADE, EMSI, EconoVue, WIB Staff, Stakeholders	1. Develop LMI on priority industry sectors and needs to include interviews w/stakeholders.	May 2013 Ongoing	Yes		LMI posted to WIB website. Data used in Local Plan.
June 2013	WIB Staff & MPC Chamber	2. Work with local chambers to survey members on workforce development needs.		No	Sep 2013	Survey results presented at Youth Council meeting 11/12/2013.
July 2013	Business Services Team	3. Use EZ survey “synchronist” for info on business growth, development and overall trends.	July 2013	Yes		Report to Bus Services Committee 8/27.
Aug 2013	Business Services Team	4. Develop survey to assess workforce needs of employers participating in OJT.	Aug 2013	Yes		Report to Bus Services Committee 8/27.
Sep/Oct 2013	SBDC & Business Services Committee	5. Work with SBDC and National Info Clearinghouse to identify resources to small businesses.				
Sep/Oct 2013	SBDC & Business Services Committee	6. Attend SBDC roundtables of industries that have high growth, ask how to close gaps.				
Sep/Oct 2013	WIB Staff & Business Services Team	7. Use WIN® to prepare individuals for WorkKeys® assessments at AJCC.	In progress		October 2013	WIB members and CSUMB students evaluating program. WIB member and WIB Director attended ACT, Inc Work Ready Community Pilot Strategic Planning Session
Sep/Oct 2013	WIB Staff & Business Services Team	8. Use WorkKeys® assessments to identify skill gaps and certify worker proficiencies at AJCC.	In progress	Ongoing	October 2013	WIB members and CSUMB students evaluating program. Encore & OET staff using WorkKeys to identify skills of new hires.

**Strategy 2 – Actions: Develop Business Services Plan.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
June 2013	WIB Staff & Business Services Committee	1. Develop Business Services Plan with Business Services Committee input.	June 2013	Yes		Plan submitted to State and posted on WIB website.
Aug 2013	WIB & Business Services Team	2. Business Services and RR Team to enhance business retention and layoff aversion strategies.	Aug 2013 Ongoing	Yes		Team convened 8/6. Report to Bus Services Committee 8/27.
Aug 2013	Business Services Team	3. Work with Business Services to conduct customized job fairs and recruitments.	Aug 2013 Ongoing	Yes		Report to Bus Services Committee 8/27.

**Strategy 3 – Actions: Develop and operate regional workforce and economic development network.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Aug 2013	WIB & Economic Development Staff	1. Align WIB with Econ Dev Committee to understand opportunities for job seekers, business & education.	Aug 2013 In progress	Yes	October 2013	Director of Econ Dev is attending WIB meetings.

						Director of WIB attending Economic Dev Committee meetings.
Sep 2013	WIB Members	2. Evaluate LMI tools for use to identify industry sectors and partnerships and WIB's role is in each sector.	Sep 2013	Yes		WIB members evaluating EconoVue & EMSI. Update at WIB meeting on 10/2/2013.
Sep/Oct 2013	WIB & Business Services Team	3. Convene roundtables (industry, educators & policy makers) to identify training needs & career pathways.	In progress	Ongoing	November 2013	Convened HART meeting November 6, 2013 in partnership with Hartnell College.

**GOAL #2 – SYSTEM ALIGNMENT AND ACCOUNTABILITY:** Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

**Strategy 1 – Actions: Ensure active engagement of WIB and workforce stakeholders.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
June 2013	WIB Staff & Members	1. Recruit members to serve on WIB (Ag, Tourism/Hospitality, Healthcare, and Education).		No	Oct 2013	Report to Executive Committee 8/21 and 9/18.
July 2013	WIB Staff	2. Convene WIA provider meetings to share info on programs, roles, benefits/value, and challenges.		No	Oct 2013	Convene when new contracts are approved for PY 2013-14.
Aug 2013	WIB Staff & AJCC partners	3. Institute national branding of “America’s Job Center”, formerly known as One-Stop Career Center.	Aug 2013	Yes		In progress. Report to Executive Committee 8/21.

**Strategy 2 – Actions: Ensure services delivered are accessible and meet diverse groups.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Sep/Oct 2013	WIB Staff & AJCC partners	1. Work with America’s Job Center (One-Stop) partners to ensure continuation of integrated services.	In progress			In progress of updating MOUs to re-evaluate offerings.
Sep/Oct 2013	WIB Staff & AJCC partners	2. Ensure services are available to diverse groups (disabled, vets, older workers, migrant workers, etc.)	In progress			In progress of updating MOUs to re-evaluate offerings.

**Strategy 3 – Actions: Demonstrate value and impact of workforce system.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
July 2013	WIB Staff & AJCC partners	1. Report on services and outcomes to Oversight Committee. (Ensure jobs align w/industry sectors)	July 2013 Ongoing	Yes		In progress; ongoing.
Aug 2013	WIB Staff & AJCC partners	2. Promote accomplishments, program benefits/value, outcomes and client testimonials.	Aug 2013 Ongoing	Yes		Testimonials scheduled at all WIB and YC meetings.
Sep 2013	WIB Staff & Members	3. Inform staff on mission and vision of WIB and Local Plan strategic initiatives.	Sep 2013	Yes		BOS approved Local Plan on 8/27. Submitted signed Local Plan to State on 9/30, posted signed copy on WIB website, and emailed to all staff. Presented budget and local plan strategic initiatives to all staff on 9/30. Staff signed forms acknowledging their review and understanding of the Local Plan.

**GOAL #3 – ADULTS:** Increase number of people who obtain industry-recognized credentials or degree, with emphasis on unemployed, underemployed, low skilled, low-income, vets, disabled & other at-risk populations.

**Strategy 1 – Actions: Increase the number of career pathway programs in demand industries.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
PY 2012-13	WIB Staff & AJCC partners	1. Increase availability of training to WIA enrollments.	Since PY 2012-13 On-going	Yes		Started in PY 2012-13. Monitored through Oversight.
Oct 2013	WIB Staff & AJCC partners, Business Council	2. Work with education and WIA providers to promote and implement Career Readiness Certification.	In progress			WIB members and CSUMB students evaluating program.
Dec 2013	WIB Staff	3. Inventory and update training in ETPL and align programs to occupations in target industry sectors.	In progress		November 2013	Reference new ETPL guidance released November 13, 2013. Plans to facilitate training of ETPL providers of new requirements, 2/24/2014.

**Strategy 2 – Consider strategies that would avert lay-offs, help retain workers jobs or provide rapid transition to new employment.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Aug 2013	WIB Staff & AJCC partners, SBDC, Stakeholders	1. Secure ETP funding opportunities to provide incumbent worker training.	Started in Mar 2013	Yes	November 2013	Updates to be presented at Oversight & Executive Committees. Two new Certification requests submitted to State for approval.
Aug 2013	Business Services & Rapid Response Team	2. Ensure BSR and RR Teams promote services and resources that benefit employers (tax credits, incentives, OJT subsidies, ETP funding, TAA, Work Share, WorkKeys and WIN).	Aug 2013 Ongoing	Yes	November 2013	Updates to be presented at Business Services Committee regularly. BSR/SVEZ Team performed 30+ interviews with businesses in South County.
Sep 2013	WIB Staff & AJCC partners	3. Effectively use UI claimant data, mass layoff and WARN data to strategize layoff aversion efforts.	Sep 2013 Ongoing	Yes	October 2013	Updates to be presented at Business Services Committee regularly. River Ranch Fresh Foods Job Fair held in October for those facing layoff.

**Strategy 3 – Actions: Increase the number of career pathway programs available in our area that are directly connected to our demand industries. Use models like apprenticeship, on-the-job training, “Earn and Learn” or customized training most effectively.**

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Sep/Oct 2013	WIB Staff & Members, AJCC Partners	1. Ensure local WIB policies align with demand priority industry sectors.		In progress	November 2013	Facilitate discussions at OS & Youth Council and Executive Committee meetings Nov 2013.
Oct 2013	AJCC Partners, Business & Rapid Response Team	2. Streamline processes for employers to participate in on-the-job training.				
Oct 2013	AJCC Partners	3. Ensure training funds target apprentice occupations, including pre-apprenticeships, coordinated with Dept of Industrial Relations/Div of Apprenticeship Standards (DIR-DAS) approved apprenticeship programs.				



**Goal #4 – YOUTH:** Increase number of HS students, with emphasis on at-risk and low-income youth, who graduate prepared for postsecondary vocational training, further education, and/or a career.

**Strategy 1 – Actions:** Facilitate collaborations necessary to better serve youth and successfully connect them to education and training opportunities that lead to successful employment.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Aug/Sep 2013	WIB Staff, WIB and YC Chairs	1. Include a Youth related item on every WIB meeting agenda that focuses on helping youth.	Aug 2013 Ongoing	Yes		In progress and ongoing.
Sep 2013	WIB Staff, Youth Council	2. Partner with educators to promote job leads, workshops, tutoring, and other youth related resources. (i.e. Choices)	Initiated in Sep 2013 Ongoing	Yes		Sep 2013 Youth Council meeting featured CHOICES presentation.
Sep 2013	Youth Council	3. Strengthen linkages with education through a speakers' bureau "classroom to careers" effort.	In progress		November 2013	Shared survey results with YC members to discuss next steps.
Sep 2013	Youth Council	4. Ask Youth Council members to bring in job leads and market programs with business.	In progress		November 2013	Shared survey results with YC members to discuss next steps.

**Strategy 2 – Actions:** Increase educational, training and career attainment of youth.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Jan 2014	Youth Council and workforce stakeholders	1. Identify, promote and increase the use of enrollment in Career Technical Education programs, career-based academies, Job Corps, and industry-themed HS as a viable pathway to career readiness.		In progress	November 2013	Discussing ideas with Rancho Cielo on a Job Corps program. Presentation conducted at Youth Council meeting November 12, 2013.
Jan 2014	Youth Council and workforce stakeholders	2. Align, promote, and increase the use of career exploration resources to ensure successful transition into postsecondary ed. (e.g. CA Career Zone, CA Career Center, Community College Career Café, etc.)		In progress	November 2013	Facilitate discussion at Youth Council meeting November 12, 2013.

Expiration Date: 11/14/15  
50:173:me:16549

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINAL PY 2012-13 WIA PERFORMANCE RESULTS

The purpose of this information notice is to publish final actual performance results and success rates for Program Year (PY) 2012-13, for California's 49 Local Workforce Investment Areas (Local Areas). This data set includes clients served in PY 2012-13 by both Workforce Investment Act (WIA) formula funds and American Recovery and Reinvestment Act funds. The data published in the attachments provides the basis for determining those Local Areas (if any), required to complete corrective action plans for non-performance.

Please contact your Regional Advisor if you have any questions regarding this information.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachments

ADULT	ADULT FINAL LWIA PERFORMANCE RESULTS 2012-13								
	ENTERED EMPLOYMENT			RETENTION			AVERAGE EARNINGS		
	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
07/2012-06/2013									
California	60.4%	59.0%	102.0%	81.1%	81.0%	100.0%	\$14,245	\$13,700	103.9%
Alameda	56.5%	65.5%	86.0%	80.9%	78.0%	104.0%	\$17,938	\$15,000	120.0%
Anaheim	84.4%	74.5%	113.0%	88.9%	81.0%	110.0%	\$13,743	\$11,000	125.0%
Contra Costa	75.9%	76.5%	99.0%	83.7%	80.0%	105.0%	\$14,850	\$13,500	110.0%
Foothill	77.1%	74.0%	104.0%	92.2%	77.5%	119.0%	\$15,107	\$13,600	111.0%
Fresno	69.4%	67.0%	104.0%	84.4%	76.0%	111.0%	\$12,970	\$10,500	124.0%
Golden Sierra	82.7%	70.5%	117.0%	91.1%	80.0%	114.0%	\$20,605	\$15,000	137.0%
Humboldt	57.3%	71.5%	80.0%	80.8%	81.0%	100.0%	\$12,310	\$12,500	98.0%
Imperial	63.4%	69.5%	91.0%	72.1%	81.5%	88.0%	\$10,643	\$9,800	109.0%
Kern/Inyo/Mono	69.8%	67.0%	104.0%	82.7%	77.0%	107.0%	\$12,754	\$10,100	126.0%
Kings	72.6%	70.0%	104.0%	84.5%	79.0%	107.0%	\$12,537	\$11,500	109.0%
Los Angeles City	88.4%	75.0%	118.0%	84.4%	76.5%	110.0%	\$12,886	\$11,100	116.0%
Los Angeles Co.	85.1%	74.5%	114.0%	81.5%	77.5%	105.0%	\$12,359	\$10,800	114.0%
Long Beach	52.0%	41.0%	127.0%	80.1%	74.0%	108.0%	\$14,903	\$11,700	127.0%
Madera	49.4%	48.0%	103.0%	79.8%	69.0%	116.0%	\$10,421	\$10,100	103.0%
Marin	90.5%	71.0%	127.0%	88.6%	80.5%	110.0%	\$16,997	\$15,000	113.0%
Mendocino	100.0%	71.0%	141.0%	95.6%	81.0%	118.0%	\$16,770	\$12,500	134.0%
Merced	83.2%	72.0%	115.0%	92.1%	78.5%	117.0%	\$16,820	\$10,550	159.0%
Mother Lode	60.9%	69.5%	88.0%	81.7%	79.0%	103.0%	\$12,888	\$12,000	107.0%
Monterey	66.1%	67.0%	98.6%	74.1%	75.0%	99.0%	\$10,648	\$10,500	101.0%
Napa	72.1%	62.5%	115.0%	85.3%	81.0%	105.0%	\$21,582	\$13,530	160.0%
North Central Con.	78.4%	62.0%	126.0%	81.8%	76.5%	107.0%	\$15,530	\$11,500	133.0%
NORTEC	82.5%	72.0%	115.0%	83.3%	80.0%	104.0%	\$20,198	\$10,500	192.0%
NOVA	50.8%	45.0%	113.0%	85.3%	76.0%	112.0%	\$20,585	\$15,500	133.0%
Oakland	56.8%	68.0%	84.0%	77.0%	75.0%	103.0%	\$9,989	\$11,000	91.0%
Orange	79.7%	73.5%	108.0%	86.7%	78.0%	111.0%	\$15,342	\$14,400	107.0%
Richmond	81.3%	77.0%	106.0%	89.7%	82.0%	109.0%	\$14,237	\$15,000	95.0%
Riverside	48.3%	51.0%	95.0%	78.2%	72.0%	109.0%	\$10,826	\$11,000	98.0%
Sacramento	55.6%	48.0%	116.0%	79.6%	75.0%	106.0%	\$13,211	\$11,500	115.0%
Santa Ana	72.0%	61.1%	118.0%	79.9%	75.5%	106.0%	\$10,811	\$11,800	92.0%
Santa Barbara	60.7%	71.0%	86.0%	90.2%	78.0%	116.0%	\$10,898	\$13,700	80.0%
San Benito	100.0%	73.0%	137.0%	91.7%	75.5%	121.0%	\$7,476	\$10,500	71.0%
San Bernardino City	71.7%	72.5%	99.0%	82.0%	77.5%	106.0%	\$11,797	\$9,000	131.0%
San Bernardino Co.	48.9%	41.0%	119.0%	80.0%	76.5%	105.0%	\$13,652	\$11,500	119.0%
South Bay	96.7%	77.0%	126.0%	87.4%	78.5%	111.0%	\$10,540	\$11,747	90.0%
Santa Cruz	72.6%	73.0%	99.0%	92.4%	78.0%	119.0%	\$19,315	\$12,500	155.0%
San Diego	65.0%	48.0%	135.0%	78.8%	76.5%	103.0%	\$13,279	\$12,800	104.0%
SELACO	71.0%	72.0%	99.0%	84.3%	75.0%	112.0%	\$16,046	\$13,300	121.0%
San Francisco	73.8%	68.0%	109.0%	83.4%	80.0%	104.0%	\$12,586	\$10,000	126.0%
San Joaquin	70.5%	70.5%	100.0%	82.4%	78.0%	106.0%	\$17,770	\$12,000	148.0%
San Jose City	49.6%	44.0%	113.0%	79.4%	76.0%	104.0%	\$14,379	\$13,000	111.0%
San Luis Obispo	70.7%	72.0%	98.0%	82.8%	83.5%	99.0%	\$12,908	\$10,500	123.0%
San Mateo	75.3%	67.0%	112.0%	84.3%	80.0%	105.0%	\$12,219	\$13,500	91.0%
Solano	75.4%	72.0%	105.0%	98.0%	81.0%	121.0%	\$12,980	\$14,000	93.0%
Sonoma	57.3%	57.8%	99.0%	79.3%	75.0%	106.0%	\$12,119	\$12,500	97.0%
Stanislaus	76.7%	66.5%	115.0%	79.6%	74.0%	108.0%	\$11,787	\$10,800	109.0%
Tulare	52.0%	48.0%	108.0%	77.2%	75.5%	102.0%	\$10,044	\$11,050	91.0%
Ventura	85.9%	48.5%	177.0%	89.0%	75.0%	119.0%	\$14,384	\$12,800	112.0%
Verdugo	59.1%	61.8%	96.0%	82.4%	80.5%	102.0%	\$18,637	\$12,000	155.0%
Yolo	60.6%	70.0%	87.0%	88.9%	80.5%	110.0%	\$14,087	\$14,000	101.0%

DISLOCATED WORKER	DISLOCATED WORKER FINAL LWIA PERFORMANCE RESULTS 2012-13								
	ENTERED EMPLOYMENT			RETENTION			AVERAGE EARNINGS		
	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
07/2012-06/2013									
California	69.5%	64.5%	107.7%	84.7%	84.0%	100.8%	\$17,948	\$18,543	96.7%
Alameda	64.6%	75.1%	86.0%	87.0%	84.0%	104.0%	\$22,537	\$16,200	139.0%
Anaheim	88.0%	78.0%	113.0%	86.8%	85.0%	102.0%	\$16,792	\$16,000	105.0%
Contra Costa	79.2%	77.0%	103.0%	88.8%	86.0%	103.0%	\$21,920	\$16,500	133.0%
Foothill	83.3%	73.5%	113.0%	86.7%	81.5%	106.0%	\$22,070	\$16,500	134.0%
Fresno	80.1%	72.0%	111.0%	84.5%	80.0%	106.0%	\$14,252	\$11,000	130.0%
Golden Sierra	84.0%	71.0%	118.0%	84.6%	85.0%	100.0%	\$18,896	\$16,000	118.0%
Humboldt	67.7%	73.0%	93.0%	90.7%	84.5%	107.0%	\$15,796	\$12,800	123.0%
Imperial	76.1%	73.0%	104.0%	73.1%	83.0%	88.0%	\$11,314	\$9,500	119.0%
Kern/Inyo/Mono	76.5%	72.0%	106.0%	87.2%	80.0%	109.0%	\$14,991	\$12,500	120.0%
Kings	72.1%	73.0%	99.0%	89.9%	82.0%	110.0%	\$14,414	\$14,000	103.0%
Los Angeles City	89.4%	74.0%	121.0%	86.8%	82.0%	106.0%	\$15,215	\$14,400	106.0%
Los Angeles Co.	80.4%	72.0%	112.0%	86.0%	82.0%	105.0%	\$14,840	\$14,000	106.0%
Long Beach	63.0%	67.3%	94.0%	84.4%	82.0%	103.0%	\$18,105	\$15,900	114.0%
Madera	70.5%	67.3%	105.0%	84.8%	80.0%	106.0%	\$15,649	\$11,300	138.0%
Marin	57.1%	75.0%	76.0%	68.8%	87.0%	79.0%	\$22,416	\$17,000	132.0%
Mendocino	93.3%	72.0%	130.0%	96.6%	82.0%	118.0%	\$17,662	\$14,800	119.0%
Merced	88.5%	74.0%	120.0%	83.3%	81.0%	103.0%	\$15,415	\$13,450	115.0%
Mother Lode	76.2%	76.0%	100.0%	87.1%	80.5%	108.0%	\$16,481	\$14,500	114.0%
Monterey	59.4%	63.4%	94.0%	75.5%	80.0%	94.0%	\$13,889	\$12,500	111.0%
Napa	76.8%	73.1%	105.0%	89.7%	81.0%	111.0%	\$16,910	\$16,430	103.0%
North Central Con.	83.2%	66.5%	125.0%	81.7%	80.0%	102.0%	\$14,661	\$14,500	101.0%
NORTEC	79.5%	73.5%	108.0%	84.2%	82.0%	103.0%	\$15,007	\$15,400	97.0%
NOVA	63.0%	58.0%	109.0%	84.7%	77.5%	109.0%	\$32,135	\$20,000	161.0%
Oakland	61.0%	74.0%	82.0%	83.0%	83.0%	100.0%	\$17,005	\$13,000	131.0%
Orange	83.6%	76.0%	110.0%	90.0%	81.5%	110.0%	\$21,700	\$16,200	134.0%
Richmond	79.0%	86.0%	92.0%	90.0%	86.0%	105.0%	\$18,881	\$16,000	118.0%
Riverside	54.1%	47.0%	115.0%	79.1%	83.0%	95.0%	\$13,787	\$13,500	102.0%
Sacramento	65.5%	48.0%	136.0%	84.5%	81.0%	104.0%	\$18,391	\$15,500	119.0%
Santa Ana	60.2%	58.9%	102.0%	91.1%	83.0%	110.0%	\$15,166	\$14,000	108.0%
Santa Barbara	85.7%	76.0%	113.0%	94.1%	79.0%	119.0%	\$14,162	\$14,500	98.0%
San Benito	92.3%	70.0%	132.0%	89.7%	77.0%	117.0%	\$14,860	\$13,500	110.0%
San Bernardino City	80.7%	79.5%	102.0%	91.8%	85.0%	108.0%	\$17,777	\$12,000	148.0%
San Bernardino Co.	56.5%	48.5%	117.0%	82.2%	83.0%	99.0%	\$14,117	\$14,000	101.0%
South Bay	98.0%	75.0%	131.0%	91.3%	83.0%	110.0%	\$19,120	\$17,000	112.0%
Santa Cruz	76.2%	73.0%	104.0%	87.2%	81.0%	108.0%	\$14,852	\$13,500	110.0%
San Diego	80.0%	46.5%	172.0%	85.5%	83.0%	103.0%	\$18,135	\$15,900	114.0%
SELACO	72.5%	71.0%	102.0%	92.2%	83.0%	111.0%	\$16,603	\$15,000	111.0%
San Francisco	69.9%	72.0%	97.0%	87.6%	84.0%	104.0%	\$18,228	\$10,000	182.0%
San Joaquin	71.8%	73.0%	98.0%	86.0%	81.5%	106.0%	\$17,053	\$14,500	118.0%
San Jose City	59.2%	52.2%	113.0%	84.4%	83.0%	102.0%	\$19,864	\$16,500	120.0%
San Luis Obispo	77.4%	77.0%	101.0%	87.2%	87.0%	100.0%	\$16,083	\$14,500	111.0%
San Mateo	74.8%	74.0%	101.0%	85.8%	84.0%	102.0%	\$17,465	\$15,900	110.0%
Solano	79.3%	75.0%	106.0%	91.7%	85.0%	108.0%	\$17,998	\$16,100	112.0%
Sonoma	62.3%	64.0%	97.0%	84.1%	83.0%	101.0%	\$17,121	\$14,500	118.0%
Stanislaus	84.9%	74.0%	115.0%	85.0%	79.5%	107.0%	\$14,470	\$12,500	116.0%
Tulare	59.9%	67.3%	89.0%	77.3%	79.5%	97.0%	\$11,952	\$11,500	104.0%
Ventura	88.3%	57.0%	155.0%	85.7%	76.0%	113.0%	\$15,945	\$15,500	103.0%
Verdugo	79.7%	59.9%	133.0%	79.6%	85.0%	94.0%	\$16,349	\$16,000	102.0%
Yolo	79.6%	72.0%	110.0%	84.2%	83.0%	101.0%	\$14,975	\$12,000	125.0%

YOUTH	YOUTH FINAL LWIA PERFORMANCE RESULTS 2012-13								
	PLACEMENT			ATTAINMENT			LITERACY/NUMERACY		
	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate	Actual Perf Rate	Current Neg Goal	Success Rate
07/2012-06/2013									
California	71.1%	72.0%	98.6%	52.2%	60.0%	87.0%	60.6%	54.0%	112.0%
Alameda	57.9%	72.0%	80.0%	38.0%	60.0%	63.0%	52.0%	54.0%	96.0%
Anaheim	85.0%	72.0%	118.0%	81.4%	60.0%	136.0%	87.8%	54.0%	163.0%
Contra Costa	79.3%	72.0%	110.0%	63.7%	60.0%	106.0%	62.1%	54.0%	115.0%
Foothill	83.6%	72.0%	116.0%	46.3%	60.0%	77.0%	93.9%	54.0%	174.0%
Fresno	77.6%	72.0%	108.0%	69.9%	60.0%	117.0%	77.0%	54.0%	143.0%
Golden Sierra	68.4%	72.0%	95.0%	60.5%	60.0%	101.0%	56.7%	54.0%	105.0%
Humboldt	72.2%	72.0%	100.0%	78.0%	60.0%	130.0%	14.3%	54.0%	26.0%
Imperial	60.3%	72.0%	84.0%	59.1%	60.0%	99.0%	72.4%	54.0%	134.0%
Kern/Inyo/Mono	84.7%	72.0%	118.0%	65.2%	60.0%	109.0%	26.2%	54.0%	48.0%
Kings	79.5%	72.0%	110.0%	93.3%	60.0%	155.0%	90.0%	54.0%	167.0%
Los Angeles City	93.0%	72.0%	129.0%	72.4%	60.0%	121.0%	52.7%	54.0%	98.0%
Los Angeles Co.	87.9%	72.0%	122.0%	68.6%	60.0%	114.0%	61.3%	54.0%	113.0%
Long Beach	83.3%	72.0%	116.0%	98.1%	60.0%	164.0%	94.9%	54.0%	176.0%
Madera	62.3%	72.0%	87.0%	66.2%	60.0%	110.0%	66.7%	54.0%	123.0%
Marin	60.0%	72.0%	83.0%	100.0%	60.0%	167.0%	54.0%	---	---
Mendocino	100.0%	72.0%	139.0%	71.4%	60.0%	119.0%	100.0%	54.0%	185.0%
Merced	78.7%	72.0%	109.0%	82.9%	60.0%	138.0%	66.0%	54.0%	122.0%
Mother Lode	83.3%	72.0%	116.0%	78.6%	60.0%	131.0%	---	54.0%	---
Monterey	58.5%	72.0%	81.0%	62.9%	60.0%	105.0%	59.2%	54.0%	110.0%
Napa	72.1%	72.0%	100.0%	57.9%	60.0%	96.0%	60.0%	54.0%	111.0%
North Central Con.	91.7%	72.0%	127.0%	74.7%	60.0%	125.0%	60.0%	54.0%	111.0%
NORTEC	77.9%	72.0%	108.0%	53.2%	60.0%	89.0%	69.7%	54.0%	129.0%
NOVA	83.3%	72.0%	116.0%	70.8%	60.0%	118.0%	86.4%	54.0%	160.0%
Oakland	68.7%	72.0%	95.0%	57.8%	60.0%	96.0%	11.1%	54.0%	21.0%
Orange	73.9%	72.0%	103.0%	72.6%	60.0%	121.0%	74.3%	54.0%	138.0%
Richmond	77.8%	72.0%	108.0%	39.0%	60.0%	65.0%	63.6%	54.0%	118.0%
Riverside	62.7%	72.0%	87.0%	80.2%	60.0%	134.0%	81.5%	54.0%	151.0%
Sacramento	82.5%	72.0%	115.0%	76.2%	60.0%	127.0%	58.0%	54.0%	107.0%
Santa Ana	82.4%	72.0%	114.0%	86.1%	60.0%	143.0%	73.3%	54.0%	136.0%
Santa Barbara	73.9%	72.0%	103.0%	76.3%	60.0%	127.0%	57.7%	54.0%	107.0%
San Benito	81.8%	72.0%	114.0%	81.8%	60.0%	136.0%	---	54.0%	---
San Bernardino City	83.3%	72.0%	116.0%	91.9%	60.0%	153.0%	87.9%	54.0%	163.0%
San Bernardino Co.	79.6%	72.0%	111.0%	75.7%	60.0%	126.0%	50.2%	54.0%	93.0%
South Bay	92.1%	72.0%	128.0%	87.6%	60.0%	146.0%	63.1%	54.0%	117.0%
Santa Cruz	80.1%	72.0%	111.0%	90.4%	60.0%	151.0%	95.1%	54.0%	176.0%
San Diego	70.5%	72.0%	98.0%	61.2%	60.0%	102.0%	5.1%	54.0%	9.0%
SELACO	70.3%	72.0%	98.0%	55.9%	60.0%	93.0%	52.3%	54.0%	97.0%
San Francisco	54.2%	72.0%	75.0%	23.1%	60.0%	39.0%	12.1%	54.0%	22.0%
San Joaquin	69.5%	72.0%	97.0%	52.5%	60.0%	88.0%	63.5%	54.0%	118.0%
San Jose City	55.9%	72.0%	78.0%	75.4%	60.0%	126.0%	70.8%	54.0%	131.0%
San Luis Obispo	76.1%	72.0%	106.0%	65.9%	60.0%	110.0%	94.4%	54.0%	175.0%
San Mateo	81.9%	72.0%	114.0%	78.6%	60.0%	131.0%	31.7%	54.0%	59.0%
Solano	83.3%	72.0%	116.0%	84.4%	60.0%	141.0%	79.6%	54.0%	147.0%
Sonoma	43.7%	72.0%	61.0%	10.0%	60.0%	17.0%	20.9%	54.0%	39.0%
Stanislaus	68.0%	72.0%	94.0%	65.5%	60.0%	109.0%	63.2%	54.0%	117.0%
Tulare	81.0%	72.0%	113.0%	57.8%	60.0%	96.0%	59.4%	54.0%	110.0%
Ventura	78.3%	72.0%	109.0%	65.3%	60.0%	109.0%	71.4%	54.0%	132.0%
Verdugo	80.3%	72.0%	111.0%	69.0%	60.0%	115.0%	88.3%	54.0%	164.0%
Yolo	81.9%	72.0%	114.0%	84.2%	60.0%	140.0%	80.0%	54.0%	148.0%

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** DISCUSSION REGARDING A NEW REQUEST FOR PROPOSALS FOR WIA TITLE I ADULT AND YOUTH PROGRAMS SUBCONTRACTS TO BEGIN IN PY 2014-15

**DATE:** DECEMBER 4, 2013

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## **INFORMATION DISCUSSION:**

Program Year 2013-14 will be the last year the Workforce Investment Act (WIA) Title I Adult and Youth contracts can be extended. The WIB is required to decide if they wish to develop a new Request for Proposal (RFP) with the same or different program design and contract deliverables. Types of subcontracts that can be considered are for economically disadvantaged youth in general or specific target groups.

Based on feedback from Youth Council, Oversight and Executive Committee's, WIB staff will bring back to each committee a final draft of the PY2014-15 RFP for feedback and additional input in January. The final recommended RFP for both Adult and Youth programs will be presented to the full board at your February 2014 meeting.

## **BACKGROUND:**

### **YOUTH:**

The Youth RFP is an opportunity to create an integrated workforce investment system based on partnership and collaboration at all levels and among stakeholders. A coordinated and networked structure of services is critical to the success of both youth and service providers. With shrinking resources, youth service providers need to work together, coordinate activities, and network in more effective ways, as well as share thoughts and ideas with others.

### **YOUTH PROGRAM DESIGN CATEGORIES:**

Program design categories are used by local WIBs to ensure that all ten program elements are available in their local area. WIA permits program flexibility in determining the definition, scope and characteristics of the elements.

Categories discussed under Section 129 (c)(1) of the WIA require that all programs provide the following framework for youth program designs:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
2. Develop service strategies for each participant that shall identify an employment goal;
3. Provide preparation for post-secondary educational opportunities, in appropriate cases;
4. Establish strong linkages between academic and occupational learning;
5. Prepare enrollees for unsubsidized employment opportunities, in appropriate cases; and
6. Develop effective connections to intermediaries with strong links to the job market and local/regional employers.

**TEN YOUTH PROGRAM ELEMENTS:**

The ten elements may be provided in combination or alone at different times during the youth's development, as determined appropriate for each individual youth based on each participant's objective assessment and individual service strategy.

The ten required youth program elements under Section 129 (c) (2)) of the WIA are:

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities that are directly linked to academic and occupational learning;
4. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training, as appropriate;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

**ADULT:**

The primary purpose in developing an RFP for WIA Title I Adult services for program year 2014-15 is to seek qualified organizations that may provide high quality WIA Title I program services to economically disadvantaged and hard-to-serve adults that impact the number of people who secure and retain employment in high wage and high demand jobs. The program will encompass core, intensive and training services as described in the Code of Federal Regulations (CFR), Part 663, Subpart A-C and F-H.

- **OCCUPATIONAL SKILLS TRAINING**

Participants who cannot find employment through intensive services may receive short-term training services linked to job opportunities in Monterey County, including occupational training and training in basic skills. To promote customer choice and involvement in career decisions, participants use an Individual Training Account (ITA) to select an appropriate training program from a qualified training provider on the State's Eligible Training Provider List.

- **ON-THE-JOB TRAINING (OJT) - PROGRAM SERVICES**

Proposals may be sought from qualified organizations to prepare eligible Adults for participation in the labor force through utilization of On-the-Job Training contracts. The term "On-the-Job Training" (OJT) 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 of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to training, and;
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into consideration the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

- **SUPPORTIVE SERVICES**  
Participants may be provided with supportive services for transportation, childcare and other WIA allowable costs, as necessary, in order to succeed in and complete the program.
- **CONTRACT PERIOD**  
The proposed contract period would be for one-year with the WIB’s option to extend the contract annually, for a maximum of two years, starting July 1, 2014 through June 30, 2015.
- **MONTEREY COUNTY GENERAL SERVICES**  
This RFP will be developed in conformance with the requirements outlined in the CFR 664.410. As in the past, Monterey County’s Contracting and Purchasing Department will be involved with the structure, format, and process of the RFP and will be involved in key aspects, such as the receipt of bids, evaluation of bids, and general monitoring of the process.
- **TARGET POPULATION & GEOGRAPHIC REGIONS**  
Services will be targeted to WIA eligible Monterey County Adults (18 years of age and older) who face multiple barriers to employment, are low income based on the current Lower Living Standard Income Level (LLSIL) guidelines, are registered for selective service (males only), have right to work documentation such as a social security card, passport, and birth certificate, and are included in one or more of the following categories below, based on WIB Policy #2005-04 - WIB Adult and Youth Service Strategy Goals Policy.

TARGET POPULATIONS	MIN % OF ADULTS TO SERVE
Disabled Individuals	16%
High School Dropouts	20%
Homeless	5%
Limited English	10%
Offenders	20%
Older Workers	5%
TANF recipients	12%
Veterans and their eligible spouses*	10%

*\*Veterans and eligible spouses must receive priority of service over all other program participants. Veterans or eligible spouses must first meet any and all of the statutory eligibility criteria in order to be considered eligible for enrollment into a program and or receive services.*

*\*\*At the Oversight Committee meeting, members requested that WIB staff research whether the Target Population percentages have changed based on service levels over the past 5 years and whether the Board wants to do an amendment to the WIB Policy #2005-04 - WIB Adult and Youth Service Strategy Goals Policy. WIB staff is in the process of researching and analyzing service level data over the past 5 years and will have a report with recommendations to amend the policy, if appropriate, at the full Board meeting on December 4, 2013.*

In addition, the RFP will request that potential providers design their program to meet the minimum 10% and target service level goals that are specific to the four (4) geographic regions of Monterey County in serving WIA eligible and economically disadvantaged adults, based on WIB Policy #2010-01 - Monterey County WIA Geographic Service Goals.

Areas contained within the designated geographic areas are as follows:

- North: Aromas, Castroville, Elkhorn, Las Lomas, Moss Landing, Pajaro and Prunedale;
- Central: Boronda, Salinas, Speckles and Chualar;
- Peninsula (West): Carmel, Carmel Valley, Del Monte Forest; Del Rey Oaks, Marina,
- Monterey, Pacific Grove; Sand City and Seaside; and
- South: Bradley, Gonzales, Greenfield, King City, San Ardo, San Lucas and Soledad.



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

This RFP will be funded by WIA Title I Adult and WIA Title I Youth funds for a proposed allocation to be determined. Funding levels for requested programs are contingent upon WIA Title I Adult and Youth allocations received from the US Department of Labor (US DOL) and the State of California for program year 2014-15.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** DISCUSSION OF THE 2014 WIB STRATEGIC PLANNING RETREAT WHICH WILL BE HELD IN FEBRUARY, 2014

**DATE:** DECEMBER 4, 2013

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**DISCUSSION:**

WIB staff along with WIB committee members will discuss the planning of the 2014 Strategic Planning Retreat.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** REVIEW WIB MEMBERSHIP COMPOSITION AND DISCUSS RECRUITMENT OF MEMBERS BY INDUSTRY SECTOR

**DATE:** DECEMBER 4, 2013

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**DISCUSSION:**

Below is a breakdown of the current local WIB membership composition as of November 27, 2013:

WIB Member Representation	Current #'s	Require #'s	Vacancies
Business members 51% majority	13	16	(4)
Community Based Organization	2	2	
Economic Development	2	2	
Educational entities	2	2	
America's Job Center of California partners	4	4	
Labor 15% = 5	4	5	(1)
<b>Total # of WIB Members</b>	<b>27</b>	<b>31</b>	<b>4</b>

*With the resignation of one business and one labor representative there will be 4 vacancies.*

***WIB Members by Industry Sector:***

In an effort to support system alignment and ensure active engagement of WIB and workforce stakeholders, it is important to recruit members to serve on the WIB that represent Monterey County's major industry sectors: Agriculture, Tourism/Hospitality, Healthcare, and Education.

The attached document outlines where the WIB membership has the most and least representation by industry sector.

The majority of members (8) are from the "Professional, Scientific, and Technical Services" industry sector, (5) represent "Administrative and Support", (3) represent "Education", and (3) represent "Other Services".

Of the major industries in Monterey County, there are no members that represent the "Accommodations and Food Services" sector, only (1) member represents Agriculture, and (2) are categorized under the "Health Care and Social Assistance" industry sector, but do not represent the Healthcare industry.

**ATTACHMENTS:**

WIB Membership by Industry Sector

**List of Industries in Monterey County**

NAICS Code	Description	2012 Jobs	2013 Jobs	Change	2013 Avg. Earnings Per Job	WIB Members	Major Industry
72	Accommodation and Food Services	18,733	19,616	883	\$ 26,647.00		YES
56	Administrative and Support and Waste Management and Remediation Services	5,144	5,532	388	\$ 40,115.00	5	
11	Agriculture, Forestry, Fishing and Hunting	47,990	48,986	996	\$ 37,117.00	1	YES
71	Arts, Entertainment, and Recreation	2,348	2,383	35	\$ 40,384.00		
23	Construction	4,100	4,838	738	\$ 59,292.00	2	
61	Educational Services (Private)	2,026	1,978	(48)	\$ 52,016.00	3	YES
52	Finance and Insurance	2,498	2,576	78	\$ 93,158.00		
90	Government	29,681	29,005	(676)	\$ 83,574.00	2	
62	Health Care and Social Assistance	11,740	12,211	471	\$ 64,327.00	2	YES
51	Information	1,537	1,544	7	\$ 80,944.00	2	
55	Management of Companies and Enterprises	1,017	979	(38)	\$ 108,745.00		
31	Manufacturing	5,228	4,895	(333)	\$ 61,843.00		
21	Mining, Quarrying, and Oil and Gas Extraction	204	196	(8)	\$ 111,553.00		
81	Other Services (except Public Administration)	7,175	7,545	370	\$ 26,985.00	3	
54	Professional, Scientific, and Technical Services	5,214	5,606	392	\$ 67,403.00	8	
53	Real Estate and Rental and Leasing	1,677	1,797	120	\$ 46,781.00		
44	Retail Trade	15,738	16,318	580	\$ 36,303.00	1	
48	Transportation and Warehousing	2,871	3,203	332	\$ 61,834.00	1	
22	Utilities	850	907	57	\$ 135,796.00		
42	Wholesale Trade	5,192	5,636	444	\$ 80,604.00		

Source: QCEW Employees - EMSI 2013.3 Class of Worker  
Some members represent more than one industry.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD  
**SUBJECT:** DIRECTOR'S UPDATE  
**DATE:** NOVEMBER 20, 2013

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**INFORMATION:**

At the Executive Committee meeting, WIB Executive Director, Joyce Aldrich plans to present a directors update on the following:

- Eligible Training Provider List (ETPL) changes/implementation
- California Workforce Investment Board (CWIB)/California Workforce Association (CWA) Employment Zones
- Update on Employment Training Panel (ETP) applications to State
- California Department of Corrections/Rehabilitation (CDCR) Agreement