



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB) EXECUTIVE COMMITTEE

Cabrillo Family Resource Center, Room 10
1295 La Salle Avenue, Seaside, CA 93955
Wednesday, May 18, 2011
8:00am

AGENDA

CALL TO ORDER/INTRODUCTIONS Erik Cushman, Chair

CHANGES TO THE AGENDA

PUBLIC COMMENT – For items not listed on the agenda. Limited to 3 min.

BUSINESS MEETING

1. Action: Approve the minutes of the April 20, 2011, Workforce Investment Board (WIB) Executive Committee meeting. *(See attached)* Erik Cushman

APPOINTMENTS & RESIGNATIONS

2. Information: Update on the current WIB membership composition and attendance for Program Year 2010-11. *(See attached)* Joanne Webster
Gloria Torrez

BUSINESS MEETING

3. Action: Consider and approve the March 29, 2011 Request for Proposal (RFP) Evaluation Team funding recommendations for WIA Title I Adult services totaling \$630,000 and WIA Title I Youth services totaling \$327,600. *(See attached)* Anthony Aniello
Marleen Esquerra

4. Action: Consider and approve the Draft WIB Local Plan Modification for Program Year (PY) 2011-12. *(See attached)* Loyanne Flinn

5. Action: Consider and approve the transfer of WIA Title I formula funds from Dislocated Worker to Adult programs in the amount of \$750,000 for PY 2010-11. *(See attached)* Loyanne Flinn

6. Action: Consider and approve WIB Policy #2011-04 – Individual Training Accounts. *(See attached)* Marleen Esquerra

7. Information: Discussion and update on the Summer Youth Enrichment Program for PY 2011-12. *(See attached)* Lynda Dunn

8. Information: Construction Trades Training Roundtable (CTTR) presentation of the Pre-apprenticeship Training Program. *(See attached)* Steve Tuma

9. Information: Discussion and review of the WIB Bylaws regarding meeting protocols and establishing a quorum. *(See attached)* Loyanne Flinn

10. Information: Discussion on an Agency Needs Assessment (ANA) offered to Local Workforce Investment Areas by Workforce 2.0, funded by the Employer Training Network (ETN). *(See attached)* Manley Bush

11. Information: Discussion and update on WIB grant activities and special projects. *(See attached)* Loyanne Flinn

12. Information: Discussion and review the full WIB Agenda for June 1, 2011 *(See attached)* Gloria Torrez

ANNOUNCEMENTS OF EVENTS OR SERVICES

Erik Cushman

Upcoming Executive Committee Meetings:

- June 15, 2011, 8am, Marina Public Library
- July 20, 2011, 8am, Location TBD

Upcoming WIB Meetings:

- June 1, 2011, 7:30am, Location TBD
- August 3, 2011, 7:30am, Location TBD

ADJOURN

Erik Cushman

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

Erik Cushman,
WIB Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

Executive Committee Members:

Erik Cushman, Chair

Anthony Aniello
David Bernahl, II

Diana Carillo

Cesar Lara

Mary Ann Leffel

Dave Potter

Robert Weakley

Joanne Webster

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
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Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

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Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Executive Director

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Website: www.montereycountywib.org
General Phone: (831) 796-3313
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WIB STAFF:

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

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

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

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

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

Employment Development Department (EDD)

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

Monterey County One-Stop Career Center Locations

Salinas One-Stop

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

Seaside One-Stop

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

King City One-Stop

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

UNADOPTED**Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting**

Wednesday, April 20, 2011 – 8am

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Joanne Webster, <i>Vice Chair</i>	Business
Tony Aniello	Business
Diana Carrillo	Migrant Seasonal Farm Worker
Cesar Lara	Labor Organizations
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Mary Ann Leffel	Business
Robert Weakley	Business
Dave Potter	WIA Programs
David Bernahl	Business
OTHERS PRESENT	REPRESENTING
Timothy Jones	Turning Point
Lynda Dunn	OET
Harry Gamotan	OET
Miguel Banda	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:20am. He welcomed those in attendance and called for introductions.

CHANGES TO THE AGENDA: None.

PUBLIC COMMENT: None.

1. Action: Approve the minutes of the March 16, 2011, WIB Executive Committee meeting.

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

Second: Mr. Aniello

Motion Passed Unanimously

2. Action: Accept the resignation of Mark Bastis, representing Business.

Mr. Cushman stated that he had spoken to Mr. Bastis, who regretfully informed him that he could no longer participate as a WIB member.

Motion: Ms. Carrillo moved to approve the action, as stated.

Second: Mr. Lara

Motion Passed Unanimously

3. Action: Review and approve the Final Monitoring Report for Shoreline's PY2010-11 On-the-Job Training (OJT) program.

Mr. Banda reviewed the monitoring report as provided in the packet. He noted that WIB staff requested that Shoreline administer the WorkKeys exam. Mr. Lara noted that at the Oversight Committee, Shoreline agreed to administer and report back to the WIB on WorkKeys exams.

Motion: Mr. Lara moved to approve the action, as stated.

Second: Ms. Webster

Motion Passed Unanimously

4. Action: Review and approve the Final Monitoring Report for Turning Point's PY 2010-11 OJT program.

Mr. Banda reviewed the report as provided in the packet. He stated that WIB staff requested that Turning Point utilize the Virtual One Stop effectively. He added that a corrective action plan was submitted to address the need to enroll more participants from South and North County. In response to Mr. Cushman's question, Mr. Jones replied that Turning Point has developed new outreach strategies to these areas.

Motion: Ms. Webster moved to approve the action, as stated.

Second: Mr. Lara

Motion Passed Unanimously

5. Action: Review and approve payments in the amount of \$5,712.50 for outreach and recruitment services presented by the Building Trades Council.

Mr. Banda stated that the \$5,712.50 is non-WIA funds. He continued to say that currently there are 13 students enrolled in the class. In response to Mr. Cushman's question, Ms. Flinn replied the CTTR partners are researching potential organizations that can be the fiduciary body of these funds.

Motion: Ms. Carrillo moved to approve the action, as stated.

Second: Ms. Webster

Abstained: Mr. Lara

Motion Passed

6. Information: Discuss and consider if a meeting is convened and a quorum is not established the meeting will be postponed until the next scheduled date.

Ms. Flinn stated that other County committees and boards postpone their members if there is no quorum. Mr. Lara stated that taking action with no quorum is a violation of the Brown Act. The committee stated that they would like to continue to meet and discuss information items to honor the time commitment of private sector volunteers. The committee requested that WIB staff seek direction from County Counsel. They also requested that WIB staff research Brown Act procedures for teleconference and special meetings.

7. Information: Discuss and update on the activities of the Satellite One-Stop Career Centers located in King City and Seaside.

Ms. Flinn reviewed the report as provided in the packet. She added that she will have a more detailed report of activities by the next Executive Committee meeting. She added that OET is in negotiations for office space at the Hartnell campus in King City.

8. Information: Discuss and review of the Summer Youth Strategic Plan.

Ms. Dunn stated that OET is working with various community organizations to implement a Summer Youth Enrichment program. Mr. Cushman requested at the Youth Council that OET provide him with a list of youth employers so that he can contact them to see if they would be willing to sponsor a youth for the summer or provide a cash match. Ms. Dunn offered to get the list to him. Ms. Webster recommended that Ms. Dunn contact Melissa Casillas at ROP who has Youth CTE grant monies. In response to Ms. Dunn's question, Mr. Cushman replied that he would prefer that more youth are served even if it means reducing the work experience. Ms. Dunn stated that budget cuts will also affect youth staffing capacity. Ms. Dunn stated that she will have a progress report at the May 10th Youth Council meeting.. She also added that every Wednesday morning there is a CASP or CASP Employment Strategies meeting in Salinas.

9. Information: Discuss and update on the Economic Development Department and the Workforce Investment Board's transition.

Ms. Flinn stated that the new Economic Development Committee met and discussed attraction, retention and expansion for businesses on wall street, main street and third street. She noted that the County has hired SRI to assess the County's economic strengths. In response to Mr. Cushman's question, Ms. Flinn replied that the recruitment for the new director has not been posted and is expected soon.

10. Information: Discuss, update and review the WIA 2010-11 Budget.

Ms. Flinn stated that the County will continue to prepare for an estimated 30% reduction in WIA funding. She added the reduction would affect staffing, One-Stop services, participant costs and the sub-contracts. Ms. Dunn stated that regional collaborations will be critical for attracting competitive funding.

11. Information: Review and update on the Roundtable discussions and strategic outcomes for the full WIB.

Ms. Flinn reviewed the strategic plan. She added that everybody on the list is working on their outcomes. Mr. Cushman requested the list of OET employers.

12. Information: Review and discuss the Memorandum of Understanding (MOU) with the 6-County Workforce Collaborative of California's Central Coast (WCCCC) consortium.

Ms. Flinn reviewed the MOU as provided in the packet. Ms. Webster stated that it is difficult to successfully implement a regional grant and the MOU is a good idea.

ADJOURNMENT:

Ms. Webster made an announcement of the MCBERI Luncheon which will be held on Thursday, May 5th. Ms. Torrez stated that she will send an invitation to all board members.

Motion: Ms. Carrillo moved to adjourn the meeting.

Second: Mr. Lara

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 9:35am

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON THE CURRENT WIB MEMBERSHIP COMPOSITION AND ATTENDANCE FOR PROGRAM YEAR 2010-11
DATE: MAY 18, 2011

DISCUSSION:

At the Executive Committee meeting on May 18, 2011, Ms. Joanne Webster, WIB 1st Vice Chair will present an update on the status of the WIB membership composition as of May 13, 2011 for Program Year (PY) 2010-11. Ms. Gloria Torrez will present an update on the WIB membership attendance for the period of January 1, 2011 to April 30, 2011.

ATTACHMENTS:

2a WIB Composition Roster (1 page)
2b WIB Member Attendance Record (1 page)



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

05/13/2011
Date

Monterey County Local WIB Composition - As of May 13, 2011

Board Representation	Industry / Category of Representation	Incumbents	Name of Business / Organization	Geographic Area
1. Business	Other - Technology Manufacturing	Anthony Aniello	AJ Associates	West
2. Business <i>pending resignation from WIB.</i>	Hospitality/Tourism	Mark Bastis	Hyatt Regency Monterey	West
3. Business	Other - Retail	David Bernahl, II	Pacific Tweed, Incorporated	West
4. Business	Other - Marketing	Wendy Brickman	Brickman Marketing	West
5. Business	Other - Media	Erik Cushman	Monterey County Weekly	West
6. Business	Other - Energy	Richard Gillis	Energy Alternative Solutions, Inc.	South
7. Business	Building/Design	Scott Grover	Boundword INC dba art-f/x greetings	West
8. Business	Other - Services	Neal Heckman	Palace Office Interiors	West
9. Business	Healthcare	Maggie Melone-Echiburu	Clinica de Salud del Valle de Salinas	Central
10. Business	Building/Design	Salvador Munoz	Munoz and Associates	Central
11. Business	Other - Real Estate	Judith Profeta	Alain Pinel Realtors, Carmel	West
12. Business	Agriculture	Lawrence Silva	Tanimura & Antle Fresh Foods, Inc.	Central
13. Business	Other - Law/Legal	Brian Turington	Fenton & Keller	West
14. Business	Hospitality/Tourism	Mark Verbonich	Pebble Beach Company	West
15. Business	Hospitality/Tourism	Robert Weakley	Coastal Luxury Management	West
16. Business	Healthcare	Joanne Webster	Community Hospital of the Monterey Peninsula	West
17. Business	Other - Transportation	Hunter Harvath	Monterey-Salinas Transit	West
18. Business VACANT	-	-	-	-
19. Community Based Organization	Community Based Organization	Al Davis	National Association for the Advancement of Colored People (NAACP)	Central
20. Community Based Organization & One-Stop Partner	Native American Programs	Lupe Palacio	Candelaria American Indian Council	Central
21. Economic Development	Economic Development	Mary Ann Lefel	Veritas Associates LLC	West
22. Economic Development	Economic Development & Small Business Development Centers	Andrea Zeller-Nisold	CSUMB, Small Business Development Center	South
23. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Douglas Garrison	Monterey Peninsula College	West
24. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Phoebe Helm	Hartnell College	Central
25. One-Stop Partner	Migrant Seasonal Farmworker Programs	Diana Carrillo	Center for Employment Training	Central
26. One-Stop Partner	Wagner-Peyser & TAA/NAFTA TAA & Veterans & UI Programs	Rick Deraiche	Employment Development Department	North
27. One-Stop Partner	Rehabilitation Programs	David Dwyer	Department of Rehabilitation	Central
28. One-Stop Partner	Welfare to Work & CSBG Employment & Training Programs	Elliott Robinson	Department of Social and Employment Services	Salinas
29. One-Stop Partner	Older Americans Act	Teresa Sullivan	Alliance On Aging	West
30. One-Stop Partner	WIA Programs (Adult, DW, Youth)	Dave Potter	County of Monterey, Board of Supervisors	West
31. One-Stop Partner VACANT, but not required	HUD Employment & Training Programs	-	-	n/a
32. One-Stop Partner VACANT, but not required	Job Corps	-	-	n/a
33. Organized Labor	Organized Labor	Maria Castillo	Monterey Bay Central Labor Council	Central
34. Organized Labor	Organized Labor	Cesar Lara	Monterey Bay Central Labor Council	North
35. Organized Labor	Organized Labor	Steve MacArthur	Plumbers and Steamfitters Local 62	North
36. Organized Labor	Organized Labor	Ralph Rubio	Carpenters Local 605, Monterey County	West
37. Organized Labor	Organized Labor	Ken Scherpinski	International Brotherhood of Electrical Workers (IBEW) LU 234	North

WIB Member Composition	Current	Minimum Required
Business	17	18
Community Based Organizations	2	2
Economic Development Agencies	2	2
Educational Entities	2	2
One-Stop Partners (1 person may represent multiple programs)	6	6
Organized Labor	5	4
Total # of WIB Members	34	35
Total # of Vacancies		1 (Business)

Local Board Membership
Required categories of representation under WIA § 117(b) (2), [20 CFR 661.315] and SB 293
1. Representatives of business in LWIA with optimum policy-making or hiring authority. Business owners must make up the majority of the Board.
2. At least two representatives of community based organizations.
3. At least two representatives of economic development agencies including private sector.
4. At least two representatives of local educational agencies, local school boards, post-secondary educational institutions.
5. One or more representatives of each One-Stop partner.
6. At least 15% of local WIB members shall be labor organization reps unless the local Central Labor Council does not nominate enough members.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF THE WIB MEMBER ATTENDANCE FOR PY 2010-11
DATE: MAY 18, 2011

DISCUSSION:

Ms. Torrez will present an update on the status of the WIB member attendance January 1 to April 30, 2011.

	Member	Meetings Attended	Percentage without Excused Absences (Not Present)	Percentage with Excused Absences
1.	Aniello, Anthony	4/6	67%	100%
2.	Bernahl, David	0/5	0%	0%
3.	Brickman, Wendy	1/1	100%	100%
4.	Carrillo, Diana	8/9	89%	100%
5.	Castillo, Maria	4/5	80%	100%
6.	Cushman, Erik	4/4	100%	100%
7.	Davis, Al	2/3	67%	100%
8.	Deraiche, Rick	2/2	100%	100%
9.	Dwyer, David	0/1	0%	100%
10.	Garrison, Dr. Douglas	0/2	0%	100%
11.	Gillis, Richard	2/2	100%	100%
12.	Grover, Scott	1/1	100%	100%
13.	Harvath, Hunter	4/5	80%	100%
14.	Heckman, Neil	N/A	N/A	N/A
15.	Helm, Phoebe	1/3	33%	100%
16.	Lara, Cesar	6/7	86%	100%
17.	Leffel, Mary Ann	5/7	71%	100%
18.	Macarthur, Steve	2/2	100%	100%
19.	Melone-Echiburu, Maggie	1/1	100%	100%
20.	Munoz, Salvador	3/5	60%	60%
21.	Palacio, Lupe	3/3	100%	100%
22.	Potter, Dave	2/5	40%	100%
23.	Profeta, Judith	1/3	33%	100%
24.	Robinson, Elliott	1/1	100%	100%
25.	Rubio, Ralph	1/1	100%	100%
26.	Scherpinski, Ken	3/3	100%	100%
27.	Silva, Lawrence	2/3	67%	100%
28.	Sullivan, Teresa	1/3	33%	100%
29.	Turlington, Brian	3/3	100%	100%
30.	Verbonich, Mark	1/2	50%	100%
31.	Weakley, Robert	1/6	17%	33%
32.	Webster, Joanne	5/5	100%	100%
33.	Zeller-Nield, Andrea	N/A	N/A	N/A



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

05/12/2011
 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE MARCH 29, 2011 REQUEST FOR PROPOSAL (RFP) EVALUATION PANEL FUNDING RECOMMENDATIONS FOR WIA TITLE I ADULT SERVICES TOTALING \$630,000 AND WIA TITLE I YOUTH SERVICES TOTALING \$327,600
DATE: MAY 18, 2011

RECOMMENDATION:

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

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

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

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

SUMMARY:

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

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

the comprehensive center and affiliated sites form a collaborative community-based One-Stop Career Center system.

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

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

DISCUSSION:

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

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

Ranking of Youth Proposals:

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

Ranking of Adult Proposals:

All members of the evaluation panel unanimously ranked Shoreline higher than the next successful proposer Turning Point. Finally, all ranked Turning Point higher than the Office for Employment Training proposal. Due to the reduction in funding and results of the overall scoring, the evaluation panel unanimously approved and recommended funding the top two proposals representing Shoreline and Turning Point, up to 70% of the maximum amount identified in the RFP. Therefore, Shoreline is recommended to receive \$327,600 and Turning Point is recommended to receive \$302,400.

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

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

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

In May or June 2011, contract amounts will be negotiated by the Workforce Investment Board and forwarded for approval to the Board of Supervisors. Final and ultimate funding for the entire One-Stop Career Center System depends on federal, state and local budget allocations.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Marleen Esquerra, WIB Management Analyst

05/13/2011

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE DRAFT WIB LOCAL PLAN FOR PROGRAM YEAR 2011-12
DATE: MAY 18, 2011

RECOMMENDATION: It's recommended that the Executive Committee consider and approve the Draft WIB Local Plan for Program Year (PY) 2011-12.

INFORMATION: The State of California Employment Development Department (EDD) issued Draft Directive (WSDD-54) on April 7, 2011 with instructions requiring all local WIB's to submit modifications to their Local Plan for PY 2011-12. The Final EDD Directive (WSD10-15) with further guidance was released on May 13, 2011.

The Final EDD Directive states in order to address the issues most important to local areas and to better reflect current and future strategies, the State Board and EDD revised the Local Plan narrative forms and attachments. The intention of the new Local Plan guidance is to correspond more closely with local area planning and budgetary cycles. However, the EDD acknowledges that local areas have not received their PY 2011-12 WIA allotments or performance goals. Therefore, the EDD is not requiring local areas to submit budget plan summaries, participant plan summaries, grant recipient listings, and negotiated levels of performance with the June 30, 2011 submission of the PY 2011-12 Local Plan Modification. However, it's recommended that local areas prepare their local plans based on an estimated 13 percent reduction in WIA formula funds for PY 2011-12. Once the final PY 2011-12 allocations and performance goals are received, local areas are required to submit four copies of the entire Local Plan with signatures to the EDD.

DISCUSSION: The Local Plan for PY 2011-12 is due to the EDD no later than June 30, 2011. However, the EDD recognizes local approval of the plan may not be obtained by the due date because of the various schedule and approval processes of the WIB and Board of Supervisors. Therefore, an unsigned local plan modification may be submitted to the EDD by the due date with an explanation including a date by which the approved and signed plan modification shall be sent.

A required 30-day public comment period was initiated on Thursday, May 12, 2011. A draft version of the plan was posted on the WIB website with instructions to contact WIB staff with public comments. All public comments received will be included with the final plan upon submission to the Executive Committee on June 15, 2011 for approval and then forwarded to the subsequent full WIB and Board of Supervisors meetings for review and approval. Upon concurrence by the Board of Supervisors and signature by the WIB Chair, a signed copy of the plan shall be forwarded to the EDD.

ATTACHMENT:

4a Draft copy of WIB Local Plan PY 2011-12.(19 pages)



Lorraine Flinn, Acting Director

Monterey County Workforce Investment Board

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

5/13/2011

Date

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

Local Workforce Investment Area (LWIA):

Name of LWIA Monterey County

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

Contact Person Loyanne Flinn, Acting WIB Executive Director

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

July 2011

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

TABLE OF CONTENTS

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

Attachments

V. Budget Plan Summaries.....	Forthcoming*
VI. Participant Plan Summaries	Forthcoming*
VII. Local Area Grant Recipient Listings	Forthcoming*
VIII. Negotiated Levels of Performance	Forthcoming*
IX. Copies of all MOUs	Forthcoming**
X. Public Comments of Disagreement	<i>TBD after public comment period closes.</i>
XI. Other Submittal(s):	Forthcoming**

- WIB policy #2011-03, Tiered Service Levels – Core, Intensive and Training Services
- WIB policy #2011-04, Individual Training Accounts
- WIB policy #2006-01, Veteran's Priority
- One-Stop Operator MOU
- WIB and One-Stop Partner MOUs
- WIB Bylaws, amended

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

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

I. LOCAL PLAN NARRATIVE

Local Plan Modification Questions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. MEMORANDUM OF UNDERSTANDING

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

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

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

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

II. ASSURANCES

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

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

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

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

PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

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

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

Local Workforce Investment Board Chair

Chief Elected Official

Signature

Erik Cushman

Name

Chair, Monterey County Workforce
Investment Board

Title

Date

Signature

Jane Parker

Name

Chair, Monterey County Board of
Supervisors

Title

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONSIDER THE MAY 18, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE THE TRANSFER OF \$750,000 IN WIA TITLE I FUNDS FROM DISLOCATED WORKER FORMULA TO ADULT FORMULA PROGRAMS FOR FISCAL YEAR 2010-11
DATE: MAY 18, 2011

RECOMMENDATION:

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

INFORMATION:

In order to maximize customer service and provide local Workforce Investment Boards (LWIB) with greater flexibility to respond to changes in the local labor markets, the Workforce Investment Act (WIA) allows the transfer of funds between WIA Title I Adult and Dislocated Worker Programs.


On September 17, 2010 the Employment Development Department (EDD) released a Directive (WSD10-5) that allows LWIBs to transfer up to 50 percent of the WIA formula adult funds and up to 50 percent dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams.

Requirements:

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

ATTACHMENTS

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


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

05/12/2011
Date

WIA TRANSFER REQUEST

1. LWIA Name MONTEREY COUNTY Transfer Request No. 01
2. Subgrant Number K178671
3. Program Year 2010
4. Direction of Transfer (check one)
Adult to Dislocated Worker
 201 → 299
 202 → 200
Dislocated Worker to Adult
 501 → 499
 502 → 500
5. Amount of Transfer \$750,000.00
6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

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

7. Date of LWIB Meeting to Discuss Transfer May 18, 2011
8. Print Name of LWIA Administrator/Designee Loyanne Flinn /Acting WIB Director
9. "I certify this transfer request was approved at the LWIB meeting date of May 18, 2011".
10. Signature of LWIA Administrator/Designee 
11. Contact Person Loyanne Flinn, Acting Executive Director
12. Telephone Number 831-759-6644
13. Date of Request May 18, 2011

LWIA: MON

Date: 18-May-11

TITLE IB PARTICIPANT PLAN SUMMARY

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

Plan the number of individuals that are in each category.

	Original	Revised	Diff	Original	Revised	Diff
Totals for PY 2010 (07/01/10 through 06/30/11)	ADULT	ADULT	Adult	DW	DW	DW
1. Registered Participants Carried in from PY 2009	131	131	-	292	292	-
2. New Registered Participants for PY 2010	921	921	-	800	500	(300)
3. Total Registered Participants for PY 2010 (Line 1 plus 2)	1,052	1,052	-	1,092	792	(300)
4. Exiters for PY 2010	920	920	-	800	500	(300)
5. Registered Participants Carried Out to PY 2011 (Line 3 minus 4)	132	132	-	292	292	-

PROGRAM SERVICES

6. Core Self Services	1,321	1,052	(269)	1,400	792	(608)
7. Core Registered Services	1,321	1,052	(269)	1,400	792	(608)
8. Intensive Services	1,321	1,052	(269)	1,400	792	(608)
9. Training Services (Subcontractors OJT)	261	261	-	75	75	-

YOUTH MEASURES

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

EXIT STATUS

12. Entered Employment	698	698	-	800	380	420
12A. Training-related (Subcontractors OJT)	243	243	-	70	70	
13. Remained with Layoff Employer						
14. Entered Military Service						
15. Entered Advanced Training						
16. Entered Postsecondary Education						
17. Entered Apprenticeship Program						
18. Returned to Secondary School						
19. Exited for Other Reasons	303	303	-	152	120	(32)

Loyanne Flinn, Acting WIB Executive Director (831) 759-6644

Contact Person, Title

Telephone Number

Date Prepared

Comments:

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: APPROVE WIB POLICY #2011-04 – INDIVIDUAL TRAINING ACCOUNTS
DATE: MAY 18, 2011

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the following WIB policy:

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

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

INFORMATION/DISCUSSION:

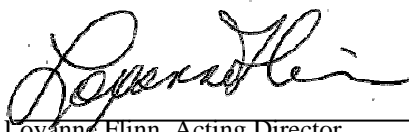
The new policy was developed to simplify how our local area administers ITAs to include the local limit of \$5,000, the maximum training time for an ITA is twelve (12) months and how exceptions are granted to exceed the amount cap of \$5,000 and or the duration cap of 12 months.

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

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

ATTACHMENT:

6a. WIB Policy #2011-04 (1 page)



Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

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

5/12/2011

Date



Monterey County Workforce Investment Board (WIB)

LOCAL POLICY BULLETIN #2011-04

DRAFT

Effective Date: June 29, 2000

Proposed Revision Date: June 2011 WIB meeting

Supersedes WIB Policies: ITA Policy 2000

Full WIB Adopted: June 2011 WIB meeting

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

SUBJECT: Individual Training Accounts (ITA)

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

REFERENCE:

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

WIA Section 195(12), General Program Requirements

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

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

WIA Final Rule Section 663.400-440, Individual Training Accounts

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

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

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

- Who have met the eligibility requirements for training services. (*Reference WIA Eligibility Technical Assistance Guide, WIB Policy 2011-03 Tiered Service Levels – Core, Intensive and Training Services and WIB Policy 2011-01 Lower Living Standard Income Level and Poverty Guidelines*);
- Who are unable to obtain grant assistance from other sources such as PELL grants or Trade Adjustment Act or require WIA assistance in addition to other sources of grant assistance;
- Who select a program of training services that is directly linked to employment opportunities in either the local area in which they reside or in areas where they are willing to locate; and
- Who select a program that maximizes informed customer choice and may only be purchased through training providers that are on the State's list of eligible training providers (ETPL) located at www.montereycountywib.org/programs/training/.

Individual Training Accounts may not exceed the following restrictions:

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

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

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

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

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

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LYNDA DUNN, OFFICE FOR EMPLOYMENT TRAINING, DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON SUMMER YOUTH ENRICHMENT PROGRAM 2011
DATE: MAY 18, 2011

Office for Employment Training Summer Youth *Employment* Program-2011

Number of youth to be served	300
Target population	16-21 year olds; 70% In-school (210), 30% Out-of-school (90) a) high school juniors and seniors on track to graduate on time b) youth enrolled/attending alternative education pursuing HS diploma/GED on track to graduate no later than June 2012 c) 18-21 yrs. old high school drop outs (younger youth won't be able to obtain a work permit) d) high school/GED graduates not attending school/unemployed North County (Castroville/Moss Landing/Prunedale/Pajaro/Las Lomas/Aromas) 11% (33) Central (Salinas/Spreckles/Boronda) 55% (165) West County (Marina/Fort Ord/Seaside/Monterey/PG/Carmel) 16% (48)
Funding source	WIA
Release of youth applications	Tuesday, May 3, 2011
Application deadline	Friday, May 27, 2011
Anticipated program start date	Monday, June 27, 2011
Anticipated end date	Friday, August 5, 2011
Length of activity	5 weeks, 150 hours max
Work Hours	30 hours per week max (no more than 6 hours per day)
Salary	\$8.00 per hour (\$200 supportive service max ONLY for work clothes/uniforms)



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

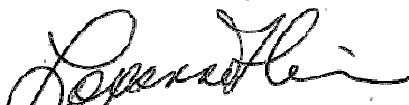
05/10/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONSTRUCTION TRADES TRAINING ROUNDTABLE (CTTR)
PRESENTATION OF THE PRE-APPRENTICESHIP TRAINING PROGRAM
DATE: MAY 18, 2011

DISCUSSION:

Mr. Steven Tuma, District Coordinator of the Carpenters Training Committee of Northern California (CTCNC) will present information on the Pre-Apprenticeship program administered by the WIB Construction Trades Training Roundtable (CTTR), Monterey Peninsula Unified School District (MPUSD), Monterey Santa Cruz Building Trades Council (MBSCBTC). Program Coordinator Tony Cardoso will provide a tour of the training facility.



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

05/12/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSS AND REVIEW OF THE WIB BYLAWS REGARDING MEETING
PROTOCOL AND ESTABLISHING A QUORUM
DATE: MAY 18, 2011

DISCUSSION:

On March 16, 2010, the Amended WIB Bylaws were approved by the WIB Executive Committee. The bylaws were forwarded to the WIB for consideration and approved on April 6, 2011.

The Executive Committee would like to discuss the newly amended bylaws pertaining to Article VIII. Meetings, Section 2. Quorum, Paragraph B, which states, " A meeting at which a quorum is initially established may not continue to transact business if the quorum is not maintain due to the withdrawal or departure of members.

WIB staff asked County Counsel to review Article VIII, Meetings, Section 2, Quorum, paragraph B statement to determine if informational items can be discussed in the absence of a quorum.

ATTACHMENTS:

9a. Extract from Roberts Rules of Order (2 pages)



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

05/12/2011
Date

INFORMATION 9a

Determination of a quorum and actions that may be taken in the absence of a quorum

Robert's Rules provides that "when the chair has called a meeting to order after finding that a quorum is present, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present."^[5] The chair has a duty to declare the absence of a quorum if he notices a quorum is no longer present, "at least before taking any vote or stating the question of any new motion—which he can no longer do except in connection with the permissible proceedings related to the absence of a quorum." Any member who notices the apparent absence of a quorum can make a [point of order](#), but he should not [interrupt another member who is speaking](#). Debate on an already-pending question can be allowed to continue after a quorum is no longer present until a member raises a point of order. Because it is difficult to determine exactly when a quorum was lost, points of order relating to the absence of a quorum are "generally not permitted to affect prior action; but upon [clear and convincing proof](#), such a point of order can be given effect retrospectively by a ruling of the presiding officer, subject to [appeal](#)."^[6]

When quorum is not met, the ability of a deliberative assembly to change the [status quo](#) are seriously constrained. *Robert's Rules* provides that "in the absence of a quorum, any business transacted is null and void," except four actions which can be legally taken: To [fix the time to which to adjourn](#), [adjourn](#), [recess](#), or take measures to obtain a quorum. Measures to obtain a quorum are treated as [privileged motions](#) that take precedence over a motion to recess, are not [in order when another has the floor](#), are not debatable, are amendable, require a [majority vote](#), and can be [reconsidered](#). An example of a measure to obtain a quorum is a [motion](#) that absent members be contacted during a recess.^[7]

These procedural actions are the only measures that can be legally taken; "the prohibition against transacting business in the absence of a quorum cannot be waived even by [unanimous consent](#), and a [notice](#) cannot be validly given." *Robert's Rules* states that:

"If there is important business that should not be delayed, the meeting should fix the time for an adjourned meeting and then adjourn. Where an important opportunity would be lost unless acted upon immediately, the members present can, at their own risk, act in the emergency with the hope that their action will be ratified by a later meeting at which a quorum is present." If a [committee of the whole](#) finds itself without a quorum, it can do nothing but rise and report to the assembly, which can proceed as already described in this paragraph. A quasi committee of the whole or a meeting in informal consideration of a question can itself take any of the four actions permitted an assembly in the absence of a quorum, but a quasi committee of the whole is thereby ended.^[5]

The quorum requirement is enforced in several ways. *Robert's Rules* states that before the [chair](#) (presiding officer) calls a meeting to order, "it is his duty to determine, although he need not announce, that a quorum is present. If a quorum is not present, the chair waits until there is one, or until, after a reasonable time, there appears to be no prospect that a quorum will assemble." In that situation, the chair "calls the meeting to order and announces the absence of a quorum, and entertains a motion to adjourn or one of the other motions allowed, as described above." Meetings that are unable to transact business or lack of a quorum are considered meetings nevertheless ("if a quorum fails to appear at a regular or special meeting, "the inability to transact business does not detract from the fact that the society's rules requiring the meeting to be held were complied with and the meeting was convened—even though it had to adjourn immediately").^[6]

References

1. ^{^ a b c} [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 20.](#)
2. [^] ["Quorum," Merriam-Webster's Online Dictionary, 11th Edition.](#)
3. [^] [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 21.](#)
4. [^] [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 336.](#)
5. ^{^ a b} [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 337.](#)
6. ^{^ a b} [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 338.](#)
7. [^] [Robert's Rules of Order Newly Revised, Tenth Edition \(2000\), p. 336-337.](#)

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION ON FREE SERVICE FOR LOCAL WORKFORCE INVESTMENT AREAS (LWIA) ON AGENCY NEEDS ASSESSMENT OFFERED THROUGH WORKFORCE 2.0 AND FUNDED THROUGH EMPLOYER TRAINING NETWORK
DATE: MAY 18, 2011

DISCUSSION:

WIB staff attended the California Workforce Association (CWA) conference on April 20-22, 2011 in San Diego, CA. One of the workshops being offered at the conference was called Government 2.0. The agency offered a free assessment program to local workforce investment areas (LWIAs) called Agency Needs Assessment (ANA) by Workforce 2.0. The ANA is being offered through Workforce 2.0 who is an approved Employer Training Network (ETN) consultant. The ETN is a multifaceted, full service program created by the Employment Development Department to assist in the development and implementation of effective Workforce Investment Act projects and programs. The Workforce 2.0 team will come onsite and provide customized, professional assistance in any area that will improve the delivery of services. ETN will fund the ANA project.

ATTACHMENTS:

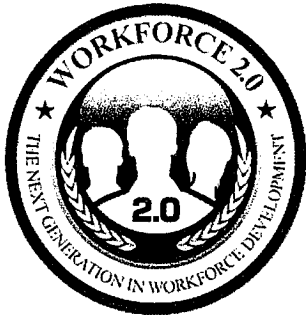
10a. Agency Needs Assessment Information (1 page)



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

05/10/2011
Date

Workforce 2.0 - We help Workforce Development agencies perform at their optimal capabilities.



Workforce development agencies are under increasing pressure to perform ever more efficiently and effectively.

There is pressure of budget uncertainty as well as being tasked to deliver greater services to the community. The result is an increased focus on process improvements -

accomplishing more with fewer resources, streamlining processes, training staff, leveraging technology and improving productivity.

Workforce 2.0 and its parent company, LaunchPad Careers, Inc., have been a leading providers of workforce development solutions in Southern California since 2005. Our primary value contribution is our ability to help Workforce Development agencies perform at their optimal capabilities. Through our partners in Workforce Development, Workforce 2.0 directly and through process improvements with our Workforce Development partners have contributed to the placement of hundreds of talented professionals. We work alongside our clients in optimizing their organization's operations to reach its mission and strategy, aligning its business purpose and improving operations and performance through a range of capabilities and leading-edge approaches including:

- **Organizational Development**
- **Process Improvements**
- **Staff Training**
- **Job Readiness Training**
- **Business Services**
- **Metrics & Reporting**
- **Strategic Planning**
- **Job Development**
- **Information Systems**

Workforce 2.0's diverse team of experts has over 75 years of combined experience in Organizational Development, Business Services, Job Development & Placement, Recruiting and Staffing, Job Readiness, Career Coaching and Information Systems, and over 15 years of experience working with nonprofits and government entities on community development initiatives.

As the job market, workplace, and talent continue to evolve to meet the challenges of a rapidly changing workforce, we remain steadfast in our commitment to deliver an unparalleled quality and value of service to our clients.

75 YEARS COMBINED EXPERIENCE



The Employment Training Network (ETN) is a multi-faceted, full-service program created by the Employment Development Department (EDD) to assist in the development and implementation of effective Workforce Investment Act (WIA) projects and programs.

The goal of the ETN is to provide immediate short-term technical assistance to agencies receiving WIA funding (at little or no cost), including Local Workforce Investment Areas (LWIA) administrative entity staff, One-Stop operators, community-based organizations, and the local Workforce Investment Boards (LWIB). Workforce 2.0 is an approved ETN consultant and can come on-site and provide customized, professional assistance in any area that will improve the delivery of services. If you would like more information about topics covered in this white paper, or would like to schedule a free consultation, please feel free to contact us at:

WORKFORCE 2.0 CONTACT:
Abraham Jankans, Chief Executive Officer
Phone: (949) 500-0711
Email: aj@workforce20.com
Website: <http://www.workforce20.com>

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: GRANTS AND SPECIAL PROJECTS UPDATE
DATE: MAY 18, 2011

DISCUSSION:

Current grants and special projects include: CA New Start, Veterans Employment Assistance Program, Disability Services Advocate, Dislocated Worker Additional Assistance, National Emergency Grant, Department of Labor H-1B Technical Skills Training Grants, Trade Adjustment Assistance Community College and Career Training Grants, Youth Career Technical Education and Green Jobs grants.

California New Start Initiative. \$2.6 million is available to Local Area interested in providing dedicated services to ex-offenders. These funds will be available for approximately 12 months and have to be encumbered in subgrants by June 30, 2011. *CA New Start – Prison-to-Employment* program is a collaborative project that utilizes the resources and service delivery mechanisms of the California Department of Corrections and Rehabilitation (CDCR), Labor and Workforce Development Agency (LWDA), California Workforce Investment Board (CWIB), Employment Development Department (EDD), and Local Workforce Investment Boards (LWIB). In addition, the program attempts to enhance the employability of parolees and their access to employment opportunities in their home communities. The Office for Employment Training currently offers the Kick Start program and will be completing a request for funds to support this program: \$136,600 for two half-time WIB Reps with admin and operating expenses.

Veterans Employment Assistance Program: Shoreline Workforce Development Services of Santa Cruz, Monterey & San Luis Obispo Counties applied for \$500,000 with \$615,775 committed in match. Monterey County WIB supported SWDA's plan to utilize up to \$50,000 of the funds it receives from the National Emergency Grant – On the Job Training (NEG-OJT) contract as in-kind match for this project. The project is designed to expedite the reintegration of veterans into the labor force by providing job training and preparation (including job readiness, short term health care skills training, and on the job training), case management, referrals to mental health counseling and substance abuse treatment as needed, and job placement, retention, career advancement and lifelong learning.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
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Shoreline will provide health professions sector training and placement opportunities. A major focus of this project will be On the Job Training (OJT) in health professions. The project term is proposed to be May 2011- December 2013. The project goals are: 102 Veterans to be served with 100% placement in education or training with an 80% goal (82) of training completion, 66 being placed in unsubsidized employment and 54 to retain employment after 6 months.

Disability Services Advocate: Government programs can often be complex and confusing. In these cases, customers with disabilities may need a bit more help in navigating through programs and services in order to access the one(s) that may benefit them the most. Since 2004, the Monterey County Office for Employment Training (OET) has continually provided this special help to individuals with disabilities through a Disability Program Navigator.

Unfortunately, the title of Disability Program Navigator (DPN) causes confusion. Customers, staff, and partners occasionally make the assumption that the title implies OET has a Disability Program. In order to eliminate confusion, as well as increase customer access and satisfaction, OET has retitled the position of DPN. The position is now referred to as Disability Services Advocate. The job duties and job description remain the same.

If you, or a customer you know, has need of help in accessing services, please contact:

*David R Fowler, Disability Services Advocate
Monterey County Office for Employment Training
One Stop Career Center of Monterey County
Salinas Airport Business Park </ >
730 La Guardia Street – Salinas, CA 93905
800.870.4750 ext. 3348 or 831.796.3348
fowlerdr@co.monterey.ca.us*

Dislocated Worker Additional Assistance: Monterey County submitted a proposal for funding to the Employment Development Department. The purpose of the project is to expand re-employment services and training to serve the increased number of displaced workers affected by multiple layoffs, primarily in the healthcare and government industry sectors, while not diminishing the services available to dislocated workers seeking services through the Monterey County One-Stop Career Center system. The proposed project will prioritize on-the-job training and supportive services in addition to intensive and career counseling services to eligible applicants. The request is for \$975,000 to serve 180 dislocated workers over a 12-month period.

National Emergency Grant (NEG) California Multi-Sector Workforce Partnership:

Monterey County partnered with 21 geographically contiguous local workforce investment areas encompassing 56% of the state's population, 53% of its labor force, and 43% of its land mass on a proposal addressing 123 mass dislocations in 19 industries totaling 5,887 workers. The request is for \$45 million. Monterey County's participation is for \$1,072,000 to serve 141 dislocated workers.

H-1B Technical Skills Training Grants: The Department of Labor Employment and Training Administration is seeking applications. Applications for grant awards will be accepted immediately upon publication of this notice in the Federal Register with two closing dates of June 2, 2011 and November 17, 2011. The grant program is designed to provide

education, training, and job placement assistance in the occupations and industries for which employers are using H-1B visas to hire foreign workers, and the related activities necessary to support such training. H-1B technical skills training grants are financed by a user fee paid by employers to bring foreign workers into the United States under the H-1B nonimmigrant visa program. The Department will make awards to two types of training grants: those that provide On-the-Job Training (OJT) to all participants and those that use other training strategies.

Trade Adjustment Assistance Community College and Career Training Grants Program: Hartnell College partnered with 23 industry employers, The Monterey County Workforce Investment Board, the Monterey County Business Council, and Project 17 Agriculture Technology Cluster to submit an application for this Department of Labor solicitation. Hartnell College's Agriculture Steering Committee and the Agriculture Industrial Technology Committee, with heavy industry representation, is working to develop the precision agriculture program, and have agreed to provide over \$100,000, or \$34,000/year, for scholarships and paid internships as part of our agriculture education fundraising efforts. They will serve on the advisory committee, serve as guest speakers and assist with recruitment within their companies both for part-time faculty and for students. They will participate in high school recruitment visits with Hartnell faculty and will help to plan and implement Industry Technology Day. Most importantly, they will provide available job placements for program graduates. In addition to the agriculture industry, the Monterey County Workforce Investment Board and the One-Stop Career Center system support this project as evidenced by their financial commitment and the serious interest of their board members at a recent WIB meeting. The Monterey County Office for Employment Training will provide the following employment and training outreach, recruitment, assessment, support and job placement activities for 50 WIA enrolled trainees per year. Outreach and recruitment will include a forum and email and other social media communication to present information to One-Stop Career Center customers and staff regarding training opportunities in sustainable agriculture. In depth assessment will be provided to determine aptitude and interest as well as potential for success. A career development plan will be completed to guide trainees and determine support needed before, during and after training. Support will be provided through local WIA leveraged funds for up to \$500 in tuition and support services per trainee for a total of \$75,000 or \$25,000/year of the grant. One-Stop staff will also assist trainees in job search, interview and resume preparation, and career counseling. Additionally, follow-up services will be provided for a year after job placement. The grant includes funding for a part time case manager.

Youth Career Technical Education SFP 2010/11: On May 6, 2011, the Employment Development Department, in coordination with the California Workforce Investment Board, on behalf of the Labor and Workforce Development Agency, announced the availability of up to \$3 million of Workforce Investment Act, Governor's Discretionary 15 Percent funds to help move youth and young adults into Career Technical Education whereby establishing a link between education in the classroom and skill training in the workplace. Funds will be subject to federal funding availability. Proposals will be accepted from one of the following agencies: 1) Local Workforce Investment Boards or 2) Community College Districts or local Community Colleges, or 3) secondary schools. Individuals are not eligible to apply. See additional eligibility restrictions and requirements in the Solicitation for Proposals (SFP). Proposal applications must

be received NO later than Tuesday, June 7, 2011 by 3 p.m. For more information please refer to the SFP.

Green Jobs SFP 2010/11: On April 29, 2011, the Employment Development Department, in coordination with the California Workforce Investment Board, on behalf of the Labor and Workforce Development Agency, announced the availability of up to \$6 million of Workforce Investment Act, Governor's Discretionary 15 Percent funds through a Solicitation for Proposals (SFP) to promote the use of industry sector strategies as the framework for addressing the need for skilled workers in the green industry. Funds will be subject to federal funding availability. Proposals will be accepted from one of three lead agencies: 1) Local Workforce Investment Boards (LWIB), 2) Community College Districts or local Community Colleges (Community College) or 3) Labor Organizations. The lead applicant will be required to demonstrate a partnership with the other two agencies and a targeted industry leader. Individuals are not eligible to apply. See additional eligibility restrictions and requirements in the SFP. Proposal applications must be received NO later than Wednesday, June 1, 2011 before 3 p.m. For more information please refer to the SFP.

Attachment:

11a. Letter of commitment to Shoreline Workforce Development Services VEAP proposal (1 page)



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board Meeting

Wednesday, June 1, 2011 - 7:30 am

AGENDA

Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

WIB Members:

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

Monterey County
Workforce Investment
Board (WIB)

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

CALL TO ORDER/INTRODUCTIONS	Erik Cushman, <i>Chair</i>
CHANGES TO THE AGENDA	
PUBLIC COMMENT – For items not listed on the agenda. Limited to 3 min.	
7:30am BUSINESS MEETING	
1. Action: Approve the minutes of the April 6, 2011 Workforce Investment Board meeting.	Erik Cushman
APPOINTMENTS & RESIGNATIONS	Erik Cushman
2. Action: Accept the resignation of Mark Bastis, representing Business.	
BUSINESS MEETING	
Director’s Report: Summary of workforce development issues and considerations.	Loyanne Flinn
CONSENT CALENDAR	Erik Cushman
C-1: Action: Concur with the April 20, 2011 Executive Committee action to approve the Final Monitoring Report for Shoreline’s PY2010-11 On-the-Job Training (OJT) program.	
C-2: Action: Concur with the April 20, 2011 Executive Committee action to approve the WIB Draft Annual Plan for Program Year 2011-12	
C-3: Action: Concur with April 20, 2011 Executive Committee action to approve the Final Monitoring Report for Turning Point’s PY 2010-11 OJT program.	
C-4: Action: Concur with the April 20, 2011 Executive Committee action to approve payments in the amount of \$5,712.50 for outreach and recruitment services presented by the Building Trades Council.	
C-5: Action: Concur with the May 18, 2011 Executive Committee action to approve the March 29, 2011 Request for Proposal (RFP) Evaluation Team funding recommendations for WIA Title I Adult services, totaling \$630,000 and WIA Title I Youth Services totaling \$337,000.	
C-6: Action: Concur with the May 18, 2011 Executive Committee action to approve WIB Policy 2011-04 - Individual Training Accounts	
C-7: Action: Concur with the May 18, 2011 Executive Committee action to approve the Transfer of WIA Title I Formula Funds from Dislocated Worker to Adult programs in the amount of \$750,000	
STRATEGIC PLAN UPDATES	Erik Cushman
3. Information: Update Summer Youth Employment Program 2011	Elliot Robinson/ Stephanie Shonley
4. Information: Update on Local, State, and national promotional efforts	Marleen Esquerra/ Gloria Torrez
5. Information: Update on Education & Workforce Partnerships	Erik Cushman
6. Information: Update on Small Business Organizations	Wil Moore/Chris Berthiaume/ Loyanne Flinn
7. Information: Discussion and review of the WIB Strategic Plan.	Loyanne Flinn
OTHER BOARD MATTERS	
Board Member Comments and Referrals: The Chair shall receive requests for information from board members for items not appearing on the agenda.	
8. Information: Construction Trades Training Roundtable (CTTR) Presentation of the Pre-apprenticeship Training Program	Steve Tuma
9. Information: Update on the Department of Labor’s WIA Funding.	Flinn Loyanne
10. Information: Discussion on Local Workforce Investment Area (LWIA) Agency Needs Assessment (ANA) offered through Workforce 2.0 and funded through Employment Development Department Employer Training Network	Manley Bush
11. Information: Discussion and update on key issues for Economic Development Department and the Workforce Investment Board’s transition to the Economic Development Department.	Erik Cushman/Loyanne Flinn
12. Information: Chair reports from Subcommittees and Advisory Tables	
Upcoming Subcommittee Meetings:	Upcoming WIB Meetings:
<ul style="list-style-type: none"> ■ Executive: 6/15/11 & 7/20/11 ■ Planning: 7/7/11 & 5/5/11 	<ul style="list-style-type: none"> ■ August 3, 2011-TBD ■ October 5, 2011-TBD



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David Bernahl, II,
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WIB Members:

Mark Bastis
Wendy Brickman
Diana Carrillo
Maria Castillo
Al Davis
Rick Deraiche
David Dwyer
Dr. Douglas Garrison
Rich Gillis
Scott Grover
Hunter Harvath
Phoebe Helm
Cesar Lara
Mary Ann Leffel
Maggie Melone-Echiburu
Salvador Munoz
Lupe Palacio
Dave Potter
Judith Profeta
Elliott Robinson
Ralph Rubio
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- Oversight: 6/9/11 & 7/14/11
 - Youth Council: 6/14/11 & 9/1/11
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ADJOURN

Erik Cushman

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

Attachment: 12a WIB Strategic Planning sheet (2 pages)

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

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

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

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

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