



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board

EXECUTIVE COMMITTEE

Turning Point, 115 E. San Luis Street, Salinas, CA 93901

Wednesday, December 15, 2010 – 8:00am

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
Salinas, CA 93905
(831) 759-6644
Fax (831) 796-3512
flinnlq@co.monterey.ca.us
www.montereycountywib.org

AGENDA

Erik Cushman, *Chair*

CALL TO ORDER/INTRODUCTIONS

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 November 17, 2010, WIB Executive Committee meeting. (<i>See attached</i>) | Erik Cushman |
|--|--------------|

APPOINTMENTS & RESIGNATIONS

- | | |
|---|----------------|
| 2. Information: Review the WIB membership application of Neal Heckman. (<i>See attached</i>) | Joanne Webster |
|---|----------------|

BUSINESS MEETING

- | | |
|---|---------------|
| 3. Information: Discussion regarding the Board of Supervisor's approval of the recommendations from the Board Economic Development Committee to create an Economic Department Infrastructure for Monterey County (<i>See attached</i>) | Loyanne Flinn |
| 4. Information: Discussion and review of the OET and WIB Memorandum of Understanding (<i>See attached</i>) | Loyanne Flinn |

ANNOUNCEMENTS OF EVENTS OR SERVICES

Erik Cushman

Upcoming Executive Committee Meetings:

- January 19, 2011, 8am, Marina Public Library
- February 16, 2011, 8am, TBD

Upcoming WIB Meetings:

- February 2, 2011, 7:30am, TBD
- April 6, 2011, 7:30am, 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 & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

Monterey County
Workforce Investment
Board (WIB)

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.onestopmonterey.org



Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Director

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

WIB STAFF:

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

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

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

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

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

Employment Development Department (EDD)

Yuko Duckworth, Acting Manager
Phone: (831) 796-3632
Email:
Yuko.duckworth@edd.ca.gov
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, November 17, 2010 – 8:00am
Marina Branch Public Library, 190 Seaside Circle, Marina, CA 93933

MEMBERS PRESENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Joanne Webster	Business
Tony Aniello	Business
David Bernahl	Business
Robert Weakley	Business
Dave Potter	One-Stop Partners
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
OTHERS PRESENT	REPRESENTING
Wil Moore	Shoreline
Rosie Chavez	Turning Point
Ann Kilty	Monterey Adult School
Harry Gamotan	OET
Susie Brusa	Rancho Cielo
Miguel Banda	WIB Staff
Stephanie Shonley	WIB Staff
Yuri Anderson	WIB Staff
Marleen Esquerra	WIB Staff
Manley Bush	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:11am. He welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: Mr. Cushman asked that a discussion on the Board of Supervisors' Economic Development Committee recommendation be added to the agenda as Information Item #1b.

PUBLIC COMMENT: None.

1.Action: Approve the minutes of the September 29, 2010, WIB Executive Committee meeting.

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

Second: Mr. Weakley

Motion Passed Unanimously

1b. Information: Board of Supervisors' Economic Development Committee Recommendation

Mr. Cushman stated that on November 15, 2010 the Board of Supervisors' Economic Development Committee recommended the creation of a new county Economic Development Department and the intent to recruit an Economic Development Director who would also be the Workforce Investment Board (WIB) Director. He continued to say that this would move the six WIB staff from the Department of Social and Employment Services (DSES) to the new department. Supervisor Potter, a member of the Economic Development Committee, added that a lot research was done to make this recommendation and it will go to the full Board for approval in December. Mr. Cushman stated that under the recommendation, the Office of Employment Training will remain with DSES. WIB members expressed their excitement and stated this move supports the WIB's strategic initiatives.

2.Information: Review current WIB composition and vacancies

Ms. Webster stated that she is expecting to fill the business vacancies in the up coming months.

3.Information: Review the WIB membership application of Edward Mohacsy.

Action 01

Ms. Flinn presented the application to the committee. She noted that Mr. Mohacsy expressed interest in being part of the WIB at a Rotary event she attended. Mr. Bernahl stated that he would like board members to have influence and experience in workforce and economic development. Mr. Cushman stated that he would like further information on Maxim Healthcare. Ms. Webster stated that she is not familiar with the company. Mr. Cushman requested that the application be put on hold until further information is provided. Ms. Flinn agreed to follow-up with Mr. Mohacsy to get more information and to let him know about the upcoming changes to the WIB in the county structure.

4. Information: Review the WIB PY2010-15 Strategic Plan

Ms. Flinn commented that the December 1, 2010 full WIB meeting will focus on one of the WIB's strategic priorities: regional collaborations. She added that there will be presentations on the Regional Industry Clusters of Opportunity (RICOG) project, the National Emergency Grant and other regional partner projects, Project 17 focused on Agriculture and Technology, and the Green Careers Partnership.

5.Action: Approve the WIB and WIB subcommittee January-June 2011 meeting calendar.

The committee reviewed the updated calendar.

Motion: Ms. Webster motioned to accept the action as stated.

Second: Mr. Potter

Motion Passed Unanimously

6.Action: Concur with the November 4, 2010 Planning Committee action to approve a new Requests for

Proposals (RFP) for WIA Title I adult and youth program subcontracts beginning in Program Year 2011-12.

Ms. Flinn stated that WIB staff is working new Requests for Proposals (RFP) for Youth and Adult services. We have the option to extend the current contracts for additional year beginning July 2011. We decided to look at expanding our partnerships with new RFP's. She added that they are working with community organizations on a needs assessment and prioritization of services. She continued to say that under WIA, we are required to have a One-Stop system, and we are allowed to subcontract to organizations who can add resources and expertise to better serve target populations.

Motion: Ms. Webster motioned to accept the action as stated.

Second: Mr. Potter

Motion Passed Unanimously

7.Action: Approve Monterey County LWIA participation and funding to supporting YouthBuild proposal(s).

Ms. Kilty stated that the YouthBuild grant is due December 3, 2010. She stated that currently Monterey Adult School does not have in place the housing component needed for the grant. She added that they definitely do have the target population. She continued to say that they are working with various organizations to identify the housing component and she hopes to collaborate with the WIB when Monterey Adult School is ready to apply for the grant next year.

Ms. Brusa stated that Rancho Cielo will be applying for the grant. They have a permit to built six transitional housing units. She stated that Rancho Cielo would like to collaborate with the WIB. She added that Rancho Cielo will need funds for case management and supportive services. WIB staff is prepared to submit a letter of commitment for the project.

Mr. Lara supported collaboration with the Monterey Adult School when they apply for the YouthBuild grant next year.

Motion: Mr. .Lara motioned to obligate \$240,000 in WIA funds for a YouthBuild project with Rancho Cielo.

Second: Ms. Webster

Motion Passed Unanimously

8.Action: Approve the number of attendees and associated costs for WIB member attendance at the National Workforce Boards Forum 2011

The committee reviewed the associated costs as provided in the packet.

Motion: Mr. Aniello moved to approve the attendance of 5 WIB Board members and 2 WIB staff members.

Second: Mr. Weakley

Motion Passed Unanimously

Action 01

9.Action: Approve the number of attendees and associated costs for WIB and Youth Council member attendance at the CWA Youth Conference

The committee reviewed the associated costs as provided in the packet.

Motion: Mr. Lara moved to approve the attendance of 4 Youth Council members and 3 WIB staff members.

Second: Ms. Carrillo

Motion Passed Unanimously

10. Action: Concur with the November 10, 2010 Oversight Committee action to approve the updated monitoring schedule for PY2010-11 WIA Title I Adult, Dislocated Worker and Youth programs.

The committee reviewed the monitoring schedule. In response to Mr. Cushman's question, Ms. Flinn stated that the monitoring for Unity Care was moved from January to November so that WIB staff can assist them with any concerns they might have. Mr. Cushman stated he would like the draft of OET's monitoring reports before the end of the fiscal year.

Motion: Ms. Carrillo motioned to accept the action as stated.

Second: Ms. Webster

Motion Passed Unanimously

11. Information: Negotiation of Adult and Dislocated Worker Entered Employment goals for PY2009-10 and PY2010-11

Ms. Flinn stated that EDD has published a draft of the common performance goals for local areas. Due to the high volume of adults and dislocated workers served and employed, WIB staff has worked with OET and negotiated with EDD to reduce the entered employment rates. No other goals were negotiated because Monterey County will meet them as proposed. Ms. Flinn noted that while the entered employment rates will be around 60% rather than the 75% in past years, the important point is that two or three times the number of people employed in 2009-2010. Once the final goals are published, WIB staff will present a comprehensive report. She added that 13-14 local areas negotiated lower rates. She added that OET continues to serve thousands of customers with decreasing resources.

12. Information: Extreme Entrepreneurship Tour event update

Ms. Esquerra reviewed the report as provided in the packet. She commented that the total cost for the event was \$8,600, which is less than the \$15,000 that was originally requested. She reviewed the participant survey results with the committee. She continued to say that various educational and community organizations are interested in hosting another youth entrepreneurship event in Monterey County.

13. Information: Allied Health and Nursing Career Fairs update

Ms. Webster stated that the career fairs are a partnership with Community Hospital of the Monterey Peninsula, Natividad Medical Center, Salinas Valley Memorial Healthcare System, Clinica de Salud and Mission Trails Regional Occupation Program ROP. She added that the presenters have engaged the youth to think about health care careers. She stated that the focus of the career fairs is to inform youth of careers that require vocational training. In response to Mr. Cushman's question, Ms. Webster replied that they plan to host a fair in South County early next year.

14. Information: Discussion on credentialing of Workforce Development Professionals.

Ms. Anderson reviewed the results of a survey on credentials for Workforce Development professionals including teaching credentials, undergraduate and graduate degrees and industry recognized certificates. Mr. Moore stated that under the Good Prospect grant, Shoreline will be offering training and certification for Career Development Facilitator (CDF). Ms. Flinn stated that she fully supports standards for workforce professionals and intends to have two WIB staff take the CDF training.

15. Information: Review and discuss the draft December 1, 2010 full WIB meeting agenda

The committee reviewed the agenda. Mr. Lara requested that the Board of Supervisors' Economic Development Committee recommendation be added to the agenda.

ADJOURNMENT:

Motion: Mr. Lara moved to adjourn the meeting.

Second: Ms. Webster

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 10:15am

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE WIB MEMBERSHIP APPLICATION OF NEAL HECKMAN
DATE: DECEMBER 15, 2010

DISCUSSION:

Neal Heckman, Vice President of Palace Office Interiors has submitted an application for membership to the WIB. Mr. Heckman served on the Board of Directors of the Monterey Peninsula Chamber and a member of the Salinas Valley Chamber of Commerce.

Palace Office Interiors is the largest independent dealer of art and office supplies and office furniture on the Central Coast. In Monterey County, Palace Office interiors employs 85 staff.

As the nominating body, the Executive Committee is asked to review Mr. Beckman's application and determine if it should be forwarded for consideration by the full Board at its February 2, 2011 meeting. If appointed, Mr. Heckman would represent Business for a three-year term.

ATTACHMENTS:

Neal Heckman WIB Application – 3 pages



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

12/09/2010
Date



WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

ERIK CUSHMAN, CHAIR
LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR

730 La Guardia Street
P.O. Box 2135
Salinas, CA 93902
Phone (831) 759-6644
Fax (831) 796-3512

Monterey County Workforce Investment Board (WIB) Membership Application

(For your convenience, this application has been formatted in Microsoft Word with fill-in boxes.)

Name: Neal Heckman Date Submitted: 12-9-10
Title: Vice President
Business/Organization Name: Palace Office Interiors

Representation

Please select from one of the following categories that you represent: (Federal Register Section 661.315)

- Community Based Organization
- Economic Development Agency
- Labor Organization
- Local Educational Entity
- One-Stop Partner
- Private Business

Contact Information

Business/Organization Address: 10 Ragsdale Dr., Suite 155
City: Monterey State: CA Zipcode: 93940
Phone: [REDACTED] Fax: [REDACTED]
Mobile: [REDACTED]
Email address: [REDACTED]
Website address: www.gopalace.com
Business license number: _____
City of residence: Del Rey Oaks, CA

Business Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. Number of current employees: 85
2. Number of years with current business/organization: 3 years
3. Number of years in business in Monterey County: Myself: 3 years
Company: 61 years

4. Please describe the nature of your business and your position:
I manage sales and operations of office furniture/space planning / interior design business.
5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
Monterey Peninsula Chamber, 3 years, Board Director; Salinas Valley Chamber, 3 years; Christian Church PG, 3 years, Board Chairman.
6. Please list any professional award(s) or recognition you have received within the last 5 years:
ProSource Manager Incentive Trip Award 2005
7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization: Budget, Sales, Operations of Office Interiors Division

Letter of Recommendations

- If you are a business member, please include a letter of recommendation from your Chamber of Commerce.
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the Monterey County Workforce Investment Board.

References

Please answer the following questions and attach any additional pages, if necessary:

Business Reference:

Name: John D'Arrigo Title: President & CEO
Company: D'Arrigo Bros Co. of California Phone: [REDACTED]

Personal Reference:

Name: Dan Paul Phone: [REDACTED]
Relationship: Pastor

Other Reference:

Name: Jeff Payne Phone: [REDACTED]
Relationship: Friend

Monterey County WIB Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. What do you hope to contribute from your participation on the Monterey County WIB?
Collaboration with Monterey Chamber and personal knowledge of creating jobs in small business.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WIB, as applicable?
I have created and managed a \$20,000,000 budget; I was active as an adult leader at various levels in the Boy Scouts for 11 years; I am currently active in the Choices Program and in the two local Chambers.

3. Membership on the Monterey County WIB requires that each member attend a full WIB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes No

4. Membership on the Monterey County WIB requires that each member serve on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes No

5. Why do you wish to serve on the Monterey County WIB? (Describe in 100 words or less)

I believe that I can make a meaningful contribution and represent the Monterey Pen. Chamber of Commerce.

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of Monterey County and its citizens.

Signature: Neal Zeckman Date: 12-10-10

To be completed by County official only

Date received by Monterey County:

12-10-2010 Received by: *[Signature]*

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION REGARDING THE MONTEREY COUNTY BOARD OF SUPERVISOR'S APPROVAL OF THE CREATION OF AN ECONOMIC DEVELOPMENT DEPARTMENT AND INFRASTRUCTURE
DATE: DECEMBER 15, 2010

INFORMATION:


On Tuesday, December 7, 2010, the Board of Supervisors (BOS) approved the creation of a new department within the County called Economic Development Department. The new department will involve transferring the Workforce Investment Board (WIB) out of Department of Social and Employment Services into the new department. The timeframe for the creation of the department and transfer of the WIB will be determined by the BOS and County Administrative Office. Supervisor Calcagno and Supervisor Parker recommended the incoming Economic Development/WIB Director evaluate within a year whether to transfer the Office for Employment Training into the new department.

List of approved recommendations from the Board Economic Development Committee to the BOS

- Create an Economic Development Department;
- Create an economic Development/Workforce Investment Board (WIB) Director position and approve the job description/annual salary;
- Add a Management Analyst II position in the Economic Development Department;
- Approve Economic Development Department's organizational structure (See attached);
- Direct the County Administrative Officer to consolidate the Economic Development/WIB director, WIB staff, and Redevelopment and Housing office staff in a single facility;
- Direct the CAO to identify the funding source for the Economic Development Department and to allocate costs for the Economic Development/WIB Director's annual salary (costs shared between Economic Development, Redevelopment and Housing and Workforce Investment Board);
- Approve the composition and roles/responsibilities of the Board Standing Economic Development Committee; and
- Direct the CAO to take all other necessary action to establish the Economic Development Department and the Economic Development Department/WIB Director position.

ATTACHMENTS:

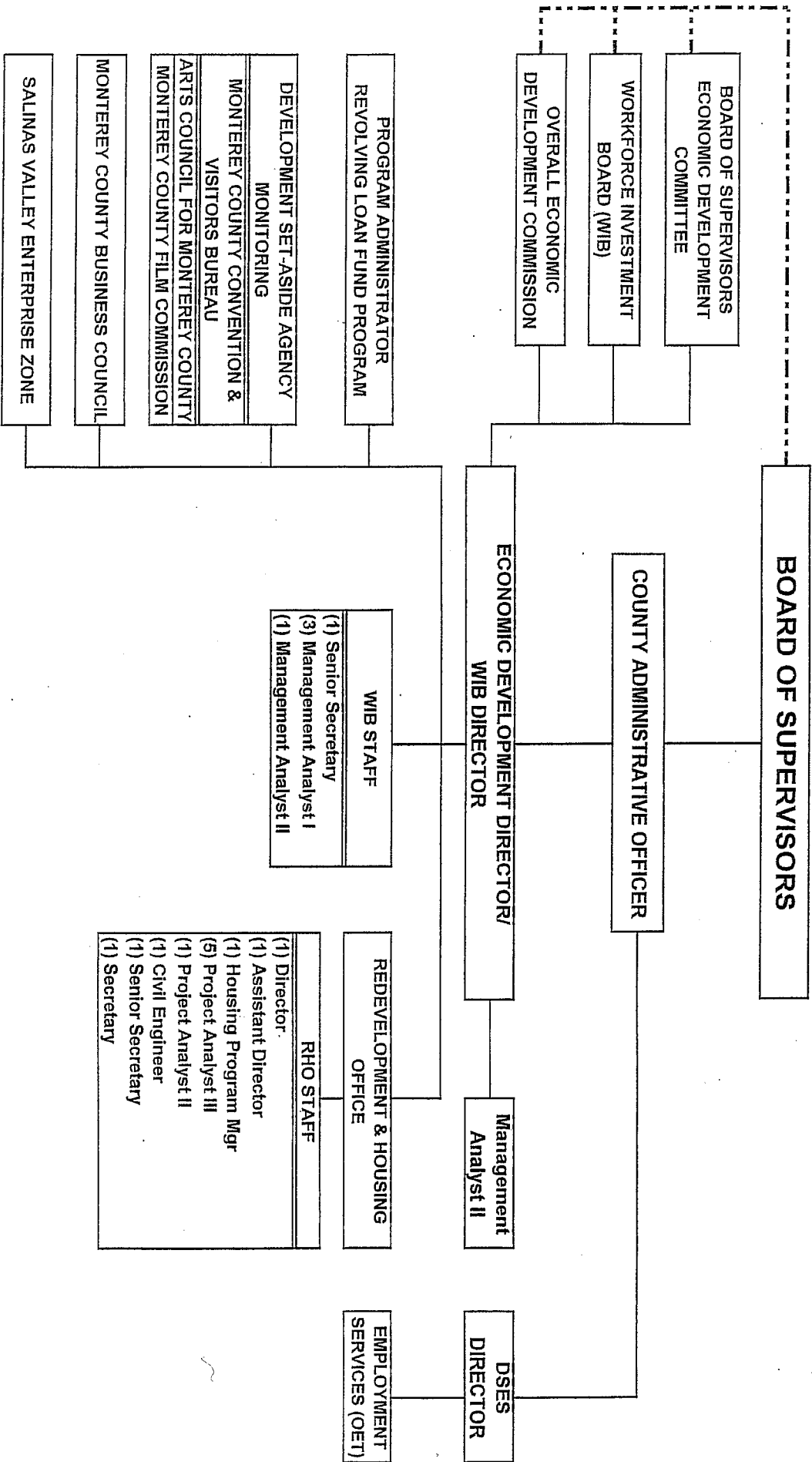
3a. Organizational Structure (1page)



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

12/10/2010
Date

DRAFT



MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND DISCUSS THE DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD AND THE ONE-STOP OPERATORS (OSO) CONSTORIUM
DATE: DECEMBER 10, 2010

DISCUSSION:

In accordance with Section 121(c) of the Workforce Investment Act of 1998 (WIA), which directs local workforce investment boards, as empowered by the Chief Local Elected Official, aka MC Board of Supervisors, to initiate a MOU development process to meet the intent of Section 121 of the WIA and the implementing regulations. WIA emphasizes full and effective partnerships between local boards and One-Stop partners, while the regulation emphasizes that it a legal obligation for the partners of the local WIB to engage in good faith negotiations to reach agreement on the MOU.

The OSO is a tripartite agreement comprised of the State of California Employment Development Department (EDD); Monterey County Department of Social and Employment Services, Office for Employment and Training (OET); and Monterey County Department of Social and Employment Services, Work Opportunity and Responsibility to Kids (CalWORKs) Employment Services (CWES).

OSO leadership have reviewed the draft MOU, provided feedback for edit, and agreed that the terms, as stated, will be a valuable tool in facilitating our work together.

WIB staff received the MOU back from County Counsel on December 6, 2010. County Counsel recommended several changes that have been incorporated in the MOU. The MOU was forwarded to the DSES Director Elliott Robinson for his review and comment on December 9, 2010.

The MOU must be vetted through the WIB Executive Committee and Full Board before going forward to the Board of Supervisors for final approval.

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

There are no fiscal impacts resulting from this MOU.

ATTACHMENTS:

04a - Draft MOU between the MCWIB and the OSO (5 pages)



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

12/10/2010
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD;
THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT;
THE MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES, OFFICE FOR EMPLOYMENT TRAINING; AND
THE MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES, WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS) EMPLOYMENT SERVICES (CWES)
TO COLLABORATIVELY OPERATE THE MONTEREY COUNTY ONE-STOP CAREER CENTER(S)**

In accordance with the Workforce Investment Act of 1998 (WIA), this Memorandum of Understanding has been developed with the agreement of the chief elected officials, Monterey County Board of Supervisors, of the designated local workforce investment area, and entered into between the Monterey County Workforce Investment Board, and the partners in the Monterey County One-Stop Operator Consortium.

I. Parties to the Agreement

This Memorandum of Understanding (MOU), is entered into by and between the Monterey County Workforce Investment Board (MCWIB), and the One-Stop Operator Consortium (OSO), as established in the current MCWIB Five-Year Plan, and approved by the Monterey County Board of Supervisors.

The OSO is a tripartite agreement between the State of California Employment Development Department (EDD); Monterey County Department of Social and Employment Services, Office for Employment and Training (OET); and Monterey County Department of Social and Employment Services, Work Opportunity and Responsibility to Kids (CalWorks) Employment Services (CWES). Each member of the OSO is additionally required to enter into an individual MOU with the MCWIB. (Reference attachments A, B, and C)

II. Purpose

The purpose of this MOU is to define the working relationship between the MCWIB and the OSO (Attachment D), in order to successfully operate the Monterey County One-Stop Career Center(s) under the provisions of the Workforce Investment Act of 1998 (WIA), with the purpose of accomplishing shared goals and mutual accountability for outcomes.

III. Monterey County Workforce Investment Board Vision for the One-Stop Delivery System

The goals of WIA and the guiding principles of the Monterey County Workforce Investment Board's vision for the One-Stop Delivery System are to:

- A. **Streamlined Services** – We will develop agreements to join together private business, community-based organizations, government agencies, educational institutions, and other entities to create a comprehensive, integrated system that maximizes services and resources while providing greater ease and access to employers and job seekers.
- B. **Empowered Individuals** – We will provide job seekers access to information about basic literacy and numeracy, education, counseling, streamline job search, case management, vocational and related intensive services through a Virtual One Stop website and phone support. The system will provide customers with sufficient information to evaluate the quality of services to make informed choices.
- C. **Universal Access** – Tier I Core Services in accordance with local WIB Policy 2008-01 will be available at all comprehensive and satellite One-Stop Career Center locations for all job seekers, with the right to work in the United States to individuals who are 18 years of age or older. Specialized services for specific populations such as persons with disabilities and older workers will be available.
- D. **Increased Accountability** – The One-Stop Career Center will follow a performance-based system, which focuses on outcomes, with special attention to quality principles that are driven by customer satisfaction. Services will be continuously evaluated to ensure goals and objectives are met in a cost-effective manner. Results will be made available to job seekers and employers, upon request.
- E. **Business Services Designed to Meet Emerging Needs** – We will identify the emerging needs of the private sector and industry clusters within our local labor market. As emerging needs are identified, we will evaluate the services available from all sources and, under the direction of the MCWIB, work with our partners to ensure these newly emerging needs are met.

- F. **Improved Youth Program** – We will develop a comprehensive, integrated youth system to enable youth, particularly those most in need, to acquire the necessary skills to successfully transition into and compete in the labor force and to further their education and training.
- G. **Job Seeker Services** – All One-Stop Career Center and satellite locations will provide Core and Intensive services as well as access to training, in accordance with local WIB Policy 2008-01. Services will be provided in English and Spanish or other languages, as requested. All One-Stop Career Centers and satellite locations will have TTDY phone line access and meet the requirements of the Americans with Disabilities Act. EDD services including California's Employment Development Department's (EDD) Job Service (CalJOBS) will be available at the comprehensive One-Stop Career Center location and on a scheduled basis at satellite locations.

IV. **Monterey County Workforce Investment Board (MCWIB) Responsibilities**

The MCWIB, with the approval of the BOS, is responsible for and has the authority to:

- Develop and enter into Memorandum of Understanding (MOU) agreements with One-Stop partners
- Designate or certify One-Stop operators
- Conduct oversight with respect to the One-Stop Delivery System

Additionally, the MCWIB serves in the following roles to direct the local One-Stop Delivery System:

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

While designating the OSO to operate its One-Stop Career Centers, the MCWIB retains responsibility for the following as related to the operation of the local One-Stop Delivery System:

- A. Developing and revising workforce development policy and for the entire Monterey County One-Stop Delivery System. This role is separate and distinct from the role of the OSO to develop One-Stop Career Center(s) operational policies and procedures.
- B. Developing the annual MCWIB Local Plan and funding proposals for the utilization of WIA allocations. Annual plans and budget modifications shall be approved in accordance with processes established by the MCWIB. The budget may be revised as funding amounts change.
- C. Negotiating with the State on reasonable performance standards on behalf of the Monterey County Workforce Investment System.
- D. Designating the One-Stop Center Operator(s) and oversight of the One-Stop delivery system in Monterey County. This includes, but is not limited to, monitoring the provision of service by the OSO in the Monterey County One-Stop Career Center(s), and working with State and Federal monitors and auditors. The goal of monitoring is to ensure that the local workforce investment system provides the highest quality services to Monterey County employers, workers, job-seekers and partners.
- E. Developing performance evaluation tools to assess the quality of services provided in its One-Stop Career Center(s) by OSO partners.
- F. Designate staff to operate a One-Stop Career Center(s) quality assurance program, coordinating with the OSO to design and implement resulting work plans to continuously improve operations and client experience.
- G. Seek the approval of the Monterey County Board of Supervisors to designate new and/or additional OSO partners.

- H. The MCWIB reserves the right to engage community-based organizations in the implementation and expansion of the One-Stop delivery system.
- I. Implement community outreach activities of the One-Stop delivery system, coordinating with the OSO on promotion and community outreach activities for its One-Stop Career Centers.

V. One-Stop Operators (OSO) Responsibilities

The OSO is the designated One-Stop Career Center Operator of the Monterey County One-Stop Career Center(s) and satellite locations. As such, the OSO shall be responsible for the day-to-day operations, including.

- A. Operationalizing the policies, procedures, performance goals, service levels, strategic plans and modifications put forth by the MCWIB.
- B. Design and implementation of services emanating from the One-Stop Career Center(s) that are demand driven and focus on the needs of businesses and major industry clusters that provide comprehensive economic and workforce development activities in Monterey County.
- C. Ensuring businesses are provided value-added services including, but not limited to: referral of qualified jobseekers; job-seeker and employee skills assessments; lay-off aversion and Rapid Response services; employee bonding; and information on available tax credits or hiring incentives.
- D. Ensuring job-seekers are matched with employment, training and other related services through partners, providers, businesses, and activities sponsored through the One-Stop Career Center(s).
- E. Design and implementation of systems to compile and report on data required to successfully operate the One-Stop Career Center(s).
- F. Designating an OSO representative to serve on the MCWIB Community Outreach Advisory Group.
- G. Ensuring they, their employees and representatives, shall at all times comply with all applicable State, Federal and local laws, regulations, and policies in the performance of this MOU.

VI. Joint Responsibilities of the Monterey County Workforce Investment Board and the One-Stop Operator Consortium

All parties agree to:

- A. Meet monthly, and/or as needed, for the purpose of discussing the status of the One-Stop Career Center(s) operations. Meetings will serve to jointly coordinate services (Reference attachment E) and outline policies and procedures that result in the ongoing development of the One-Stop Career Center(s), implementation of the MCWIB Local Plan, and support the achievement of State and local performance measures.
- B. Immediately communicate with one another regarding differences that may impede the successful flow of workforce development services in the county.
- C. Share responsibility for ensuring, and systematically, assessing satisfaction of all customer groups.
- D. Assume responsibility for requesting items to be placed on the MCWIB meeting agenda in a timely manner.
- E. Preserving the confidentiality of customer and client information obtained or used in performance of the One-Stop Career Center(s).
- F. Notify each other of any issue or activity impacting the operation of the One-Stop Career Center(s) that has or is likely to occur.
- G. A collaborative promotional strategy that informs employers, job seekers, individuals, economic development representatives, and the community-at-large of the services available through the Monterey County One-Stop Career Center(s).

VII. Term, Modification(s), and Termination of the Memorandum of Understanding

This MOU:

- A. Is effective from the date of signature through June 30, 2012, wherein after it may be renewed on an annual basis, based on the performance of the OSO as determined by the MCWIB. The term shall extend from July 1 through June 30 of each fiscal year.
- B. May be modified at any time by written agreement of the parties. This MOU is to be reviewed and updated as needed. Modifications of attachments to this MOU can be made by the parties with concurrence of all parties only.
- C. Written notice of the intent to terminate participation in this MOU must be submitted by the terminating party to the other parties 180 calendar days in advance of the renewal date.

VIII. Resolution of Disputes

Disputes between the MCWIB and the OSO shall be resolved as follows:

- A. Any party of this MOU may request a meeting of all parties to discuss and resolve disputes.
- B. The parties shall first attempt to resolve all disputes informally.
- C. Should informal resolution efforts not succeed, the dispute shall be referred to the MCWIB Chair, who shall place the dispute upon the agenda of a regular or special meeting of the MCWIB, or the agenda of an appropriate MCWIB subcommittee.

Disputes between members of the OSO shall be resolved as follows:

- A. Any party of the OSO may request a meeting of all parties to discuss and resolve disputes.
- B. The parties shall first attempt to resolve all disputes informally.
- C. Staff representing the MCWIB, may be called in to help mediate any disputes between OSO representatives.

IX. Remedies

In the event informal resolution of disputes not succeed, the MCWIB may find the OSO or any member of the OSO individually, to be in default of the implementation of this MOU. And, pursuant to WIA §121(d), the MCWIB is authorized to terminate, for cause of eligibility, a previously designated or certified One-Stop operator.

X. Severability

If any one portion of this agreement is found to be unenforceable, all other portions of the agreement shall remain in full effect.

XI. Non-Financial Agreement

This MOU is non-financial in nature and binds no party to financial obligation(s) to any other. Financial or fiduciary arrangements relating to the operation of the One-Stop Career Center(s) will be outlined in separate financial agreements between the MCWIB and related partner agencies as required. Financial agreements for the operation of the One-Stop Career Center(s) may be attached to this MOU as a reference.

XII. Non-Exclusivity

The MCWIB and the Monterey County Board of Supervisors reserve the sole right to designate new/or additional One-Stop Career Center(s) partners upon a determination that such action is in the best interest of the MCWIB.

XIII. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing below.

Monterey County Workforce Investment Board (MCWIB)

Signature

Date

Eric Cushman, Publisher of the Monterey County Weekly and MCWIB Chair

668 Williams Avenue
Seaside, CA 93955
(831) 394-5656
erik@mcweekly.com

State of California, Employment Development Department

Signature

Date

Yuko Duckworth, Acting Manager

730 La Guardia Street
Salinas, CA 93905
(831) 796-3632
Fax (831) 758-3650
Yuko.duckworth@edd.ca.gov

Monterey County Department of Social and Employment Services, Office for Employment Training (OET)

Signature

Date

Lynda Dunn, Deputy Director

730 La Guardia Street
Salinas, CA 93905
(831) 796-3330
Fax (831) 796-3321
dunnl@co.monterey.ca.us

Monterey County Department of Social and Employment Services, Work Opportunity and Responsibility to Kids (CalWorks) Employment Services (CWES)

Signature

Date

Barbara Verba, Deputy Director

1000 South Main Street, Suite 208
Salinas, CA 93901
(831) 796-1520
Fax (831) 755-8408
verbab@co.monterey.ca.us

County of Monterey Board of Supervisors (BOS)

Signature

Date

Simón Salinas, Monterey County 3rd District Supervisor, Chair of the BOS

168 West Alisal Street, 3rd Floor
Salinas, CA 93901
(831) 755-5033
Fax (831)796-3022
District3@co.monterey.ca.us