



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB)

### EXECUTIVE COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA  
April 18, 2012; 8:00am

#### Executive Committee Members:

*Erik Cushman, Chair*

Anthony Aniello

Cesar Lara

Diana Carrillo

Dave Potter

Joanne Webster

Mary Ann Leffel

### AGENDA

**CALL TO ORDER / INTRODUCTIONS:** Erik Cushman, Chair  
**CHANGES TO AGENDA:**

**PUBLIC COMMENT:**  
**CONSENT CALENDAR:** Erik Cushman

**C-1. ACTION:** Approval of minutes from March 9, 2012.

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

**1. ACTION:** Discussion and update on WIB member composition and attendance for Program Year (PY) 2012. Approve resignations of D. Bernahl and R. Weakley. Joanne Webster

**2. ACTION:** Discussion of Local Workforce Investment Area (LWIA) and WIB budget and expenditures for PY 2011-12. Joyce Aldrich

**3. INFORMATION:** Receive information on trends in job placement, sectors and average hourly rate. Joyce Aldrich

**4. ACTION:** Review and approve Letters of Support Policy on behalf of Workforce Investment Board Joyce Aldrich

**5. ACTION:** Approve election of Workforce investment Board Officers. Joyce Aldrich

**6. ACTION:** Consider participation in Economic Development Committee Ad-hoc working groups Jim Cook

**7. ACTION:** Approve submission of a Veterans Employment Assistance grant. Joyce Aldrich

**8. INFORMATION:** Oversight Committee Workshop Agenda Joyce Aldrich

**9. INFORMATION:** CWA Conference Feedback Joyce Aldrich/  
Jim Cook

#### **ANNOUNCEMENTS OF EVENTS:**

##### **Subcommittee Meetings:**

Youth: TBD – Shoreline, Marina  
Oversight: 5/10/2012 – Shoreline, Marina  
Executive: 5/16/2012 – Shoreline, Marina

##### **WIB Meetings:**

6/6/2012 – Shoreline, Marina

**ADJOURNMENT:** Erik Cushman

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

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
WIB Consultant

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**UNADOPTED**

**Monterey County Workforce Investment Board  
Executive Committee Minutes**

Shoreline Workforce Conference Center  
249 10<sup>th</sup> Street, Marina, CA  
March 9, 2012; 8:00am

**Members Present:** Anthony Aniello, Erik Cushman (Chair), Mary Ann Leffel and Joanne Webster

**Members Absent:** Cesar Lara and Diana Carrillo (Excused)

**Others Present:** Rosie Chavez and Rod Powell

**Staff Present:** Joyce Aldrich (WIB Consultant), Jim Cook (Director Economic Development Department) and Flor Galvan

**CALL TO ORDER/INTRODUCTIONS:** A quorum was not initially established so discussion began on information item number 2 under Business Meeting Calendar.

Mr. Cushman called the meeting to order at 8:48. A quorum was established.

**CHANGES TO THE AGENDA:** Handouts were provided to committee for Action item 1 and 3 under Business Calendar. Also, Action items 3 and 4 under Business Calendar were changed to informational items.

Ms. Aldrich asked the Chair to pull items 2 and 4 from the Consent Calendar for additional discussion amongst the committee.

**Motion:** Mr. Potter motioned to pull items 2 and 4 from the Consent Calendar.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**2. Receive Executive Committee schedule for 2012.** Ms. Aldrich advised that the Executive Committee meetings are held on the same month as the full WIB meetings as well as the off months. She asked if the committee would like to change the Executive Committee meetings to be held on the months that the full WIB meetings are not held. Currently it is a challenge to provide an agenda as the full WIB is held on the same month and items are approved at that time. Ms. Leffel and Ms. Webster feel that scheduling in advance is important to the members and to even have a “hold the date” on their calendars would help with obtaining a quorum. They would like to approve the dates as is and have it on their calendar as a placeholder. Ms. Leffel asked that WIB staff send out a new schedule with dates on alternating months of the full WIB meeting listed as “proposed” and the other months listed as “definite”. The committee agreed to make a commitment to attend the meetings so a quorum can be established.

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

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**4. Receive Staff Report: (a) WIB Bylaws, (b) Memberships, (c) Oversight Committee Workshop.**

Ms. Aldrich informed the committee that due to the absence of a quorum at the previous Executive Committee meeting she is re-informing the committee about the Oversight Committee Workshop and advised annual and special monitoring are in the process. An audit is still outstanding and DOL contacted the WIB that they will be coming to do an NEG-OJT review. We also received a call that the CALGrip audit and evaluation is coming up

## C-1 ACTION

March 26-30, 2012. They would also like to review our conflict of interest regulations and process of procurement and will do extensive monitoring. Mr. Cook advised that he would like county counsel to attend the full WIB and Executive Committee meeting to discuss conflict of interest rules and Form 700. Mr. Cushman wanted to make sure that the WIB staff maintain an accurate tracking spreadsheet and follow up email with phone calls to remind members. Ms. Leffel believes there is an organization that provides clarification if members have taken their training. Mr. Cook asked if there would be interest in setting up the WIB meeting to qualify as ethics training. Mr. Cushman asked if it's possible to begin the ethics training online and attend the WIB meeting as part of your ethics training hour. Ms. Leffel suggested that WIB members who have taken the Ethics training online can be excused from staying for the ethics portion of the WIB meeting.

**Motion:** Mr. Potter motioned to set up a WIB meeting to qualify as ethics training.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

Mr. Cook advised that he is in the process of preparing the system-wide budget for next year and would like some input from the Executive Committee. Jim would like the committee to be involved in the training on where are the monies, how much money is coming in and where the WIB are recommending expenditure. Mr. Cushman and committee agree that it would be a great idea for the committee to be involved in the budget and would like to see the information at the April Executive Committee meeting.

**PUBLIC COMMENT:** None

### **CONSENT CALENDAR:**

**1. Approval of minutes from January 18, 2012.**

**3. Approve the submission of the Office of Statewide Health Planning and Development (OSHPD) Mini-Grant application for the planning of a South County, high school, allied health and nursing career exploration fair.**

**Motion:** Mr. Potter motioned to accept Consent items 1 & 3 as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

### **BUSINESS MEETING CALENDAR:**

**1. Action: Review and approve the submission of Workforce Innovation Fund Grant Proposal in the amount of \$3-6 million over a 40-month period.** Ms. Aldrich explained that the Monterey County Workforce Investment Board is applying for the Monterey Bay Geriatric Healthcare Innovations Grant opportunity. Monterey County Workforce Investment Board will be the lead applicant on the grant due March 22, 2012. Taking it to the BOS for approval to apply on March 20, 2012. Upon anticipation of approval we expect to submit on March 21, 2012. For the purpose of developing programs focusing on Sr. Healthcare, working with OET, community colleges and industry employers to develop curriculum and a bridge program to offer training to potential unemployed and long term unemployed and incumbent workers serving the needs of our growing baby boomer population. This will allow us to train more individuals. We are looking at a Phase 1&2 plan. The W4C approved our utilizing the collaborative agreement as part of the application so we can receive the points. Phase 1 is creating health care career pathways by preparing workers to enter into advance health care industries specifically the senior healthcare sector. Develop curriculum and roll out that curriculum through One stop operators for participants up to 559 for long term unemployed, unemployed and incumbent workers. Phase 2 is to continue with product development in Santa Barbara and Ventura with community colleges and comprehensive One Stops.

Mr. Cushman asked that the motion be changed to state that the Executive Committee recommends approval to advance the grant application to the Board of Supervisors.

**Motion:** Mr. Potter motioned to approve advancement of the grant application to the board of Supervisors.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**2. Information: Update on grant fund proposal partnership with the Workforce Collaborative of California's Central Coast (W4C) supporting Ventura County as Lead applicant providing greater opportunity for Youth through a Youth Corps model focusing on older youth. Ms. Aldrich informed the Committee that** after several discussions with the W4C they have decided they would not apply under this Innovation's grant primarily because the California Workforce Investment Board and State EDD are combining to put together an application with three major WIBs: City of LA, Nortech and SETA. W4C motioned to approve Monterey County as lead applicant for a Monterey Bay Geriatric grant using the collaborative to participate in that grant opportunity. By collaborating with W4C it provides Monterey County additional points in the grant process.

**3. Action: Receive a report on plan of action for the utilization of Monterey County's Workforce Investment Act (WIA) Adult and Dislocated Worker formula fund allocations for Program Year 2011-12 towards training in the amount of \$363,843.** Ms. Aldrich explained that when funds became available the prior Director and Elliott Robinson discussed funds being utilized on OJT opportunities. Rod Powell and Barbara Verba have put together an outline as to how they will expend the monies to serve Adult and Dislocated Workers to receive OJT's but individual training and tuition assistance opportunities for the months of March-June. Jim requested that WIB/OET staff report progress at every Executive Committee meeting as to how they are doing against the outline. Mr. Cushman asked for the potential classrooms or schools and occupations and how far does \$5,000 per participant provide them. Mr. Powell stated it differs on vendors. OET is currently dialoguing with training providers to diversify their training and provide more training for fewer funds. Mr. Cushman asked if funds can be used for community college tuition. Mr. Powell explained that it could however it is considered a low expenditure for a long term benefit. He explained that ideally the participant would be in maximum year long training for a rapid return on investment. Mr. Cook suggested having WIB/OET staff work on answering the following questions; what are we working towards, why are we training people, where are we placing participants and training participants for what purpose and bringing those responses to the next Executive Committee meeting? Mr. Cushman would like total numbers instead of the number provided on the training plan. Ms. Leffel discussed OET's business services employees and felt that they need to be properly trained with best practices. Mr. Cook stated that WIB staff will bring back reports on training for what purpose, total picture and performance.

Mr. Cushman suggested OET report to the board and talk about responsibilities as a board member to recruit friends and associates for business services. Mr. Cushman asked WIB staff to place it on the agenda for the next Executive Committee meeting and Rod Powell can provide support and discuss what the process is and how business services works. Mr. Cushman also asked Mr. Powell to provide a testimonial from a business that has worked with OET. Ms. Webster advised Rod Powell that OET employees can speak with the different rotaries around the county as many of the members are business owners.

Ms. Aldrich advised that WIB staff would continue to work with OET to bring back a detailed report to the committee on the different types of industries focus for the ITA's and OJT's and assuring we have a customer of choice on those as well so we can obtain approval from the WIB members.

Ms. Leffel asked that all it is writing so she can read it in prior to the reporting.

Dave Potter agrees that he would like to see the reports and handouts prior to the meeting.

**4. Receive a report from WIB Staff concerning Conference, Lodging, Meals, Travel and Training for Department of Economic Opportunity/Workforce Investment Board.** Ms. Aldrich explained that due to this year's current budget the conferences and training allocations shrunk due to unexpected buyouts. However moving forward she wanted to let the committee know what the typical annual conferences may be as well as put conferences/training into this next year's budget. The National Association of Workforce Development Professionals conference will be held in Las Vegas and the WIB will be able to send committee members. Also, on April 2-6, 2012 the California Workforce Association board meeting and Annual Spring Conference will be held and Ms. Aldrich feels Mr. Cook should attend so he can receive exposure to the California Workforce Association and the board and system in whole.

Mr. Aniello motioned that all members interested in attending should send a notice to WIB staff advising them of their interest. All committee agreed.

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

**Second:** Ms. Leffel

**Motion Passed Unanimously**

As an announcement Ms. Aldrich wanted to advise the committee that a state wide letter was sent to the WIB's and different partners asking for a letter of support as funding is in jeopardy of being drastically cut at the federal level. She also feels that a one paragraph policy should be imposed so that the director does not need to come back to the Executive Committee or full WIB to get approval in sending a letter of support when no funding or money is involved. Mr. Cushman asked that the item be placed on the WIB Agenda.

**ADJOURNMENT:** Mr. Cushman motioned to adjourn the meeting at 9:18am.

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

**Second:** Ms. Webster

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** DISCUSSION AND UPDATE ON WIB MEMBER COMPOSITION AND ATTENDANCE FOR PROGRAM YEAR (PY) 2012. APPROVE RESIGNATIONS OF D. BERNAHL AND R. WEAKLEY  
**DATE:** APRIL 18, 2012

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**ACTION:**

Request approval to submit the resignation of members David Bernahl II, and Robert Weakley effective April 30, 2012, based on lack of attendance, to be forwarded to the full WIB and the Board of Supervisors. Approve outreach efforts to bring new members to the WIB from Agriculture, Tourism, Education & Research, and Healthcare sectors.

**INFORMATION:**

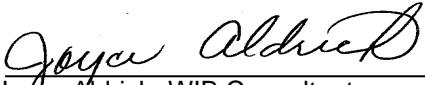
At the March 9, 2012 Executive Committee meeting we brought to your attention members of the WIB that have had more than 60% unexcused absences and should therefore resign from the WIB. At that meeting you approved a letter template to send to members with this standing. Although letters were sent and our understanding is that they were signed by the individuals that have more than 60% unexcused absences, those letters have not arrived to date at the WIB offices.

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

With the resignations of these two members, that opens four seats total in the Business member sector. These seats are designed to be filled by representative in the local area who are business owners. As discussed previously at the WIB Retreat, the key economic pillars for Monterey County are agriculture, education & research, tourism, small business development, and health care. Our recommendation is to draw from these sectors in the promotion of new WIB membership.

**ATTACHMENTS:**

WIB Member Roster and Composition

  
\_\_\_\_\_  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

\_\_\_\_\_  
04/13/2012  
Date

**As of Jan 2012, composition of board includes:**

Representation	# of Required Members	Vacancies
WIB Member Composition	Current	Minimum Required
Business	16	18
Community Based Organizations	2	2
Economic Development Agencies	2	2
Educational Entities	2	2
One-Stop Partners	6	6
Organized Labor	5	5
Total # of WIB Members	33	35
Total # of Vacancies		2 (Business)

**Local Board Membership**

Required categories of representation under WIA § 117(b) (2). [20 CFR 661.315]  
*(Included below is a checklist of required Board members for validation.)*

1. Representatives in the local area who are business owners. Business owners must make up the majority of the Board.
2. At least two representatives of local educational agencies, local school boards, post-secondary educational institutions.
3. At least two representatives of local labor organizations. **(Replaced by SB 293 requirements, see #7 and description below.)**
4. At least two representatives of community-based organizations.
5. At least two representatives of economic development agencies including private sector.
6. One or more representatives of each One-Stop partner.
7. At least 15 percent of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members

**SB 293 Changes to Local Board & Youth Council Membership**

1. The changes in the UI Code, as provided by SB 293, require LWIAs to amend existing policies and procedures, and in some cases, create new policies and procedures, pertaining to those aspects of their WIA-funded activities summarized below:
2. Local Workforce Investment Board (LWIB) composition. UI Code 14202(a)(c) and (d) add as potential or required LWIB members: business representatives who are human resources executives, a ten to fifteen percent LWIB composition representing labor organizations, and representatives of community-based organizations serving populations with barriers to employment (such as the economically disadvantaged, youth, farm workers, homeless individuals, and immigrants). [Cf. WIA 117(b)(2) and 20 CFR 661.315.]
3. LWIB executive director. UI Code 14207(b) requires the LWIB to direct the activities of the LWIB’s executive director in carrying out the LWIB’s functions. [Cf. WIA 117(d).]
4. One-Stop partners. UI Code 14231(a)(13) **adds small business development centers** as required partners in those LWIAs in which they exist. [Cf. WIA 121(b)(1)(A) and (2)(B)(v), and 20 CFR 662.200 and 662.210(c).]
5. One-Stop operators. UI Code 14206(d) requires the LWIB to review annually the operations of their One-Stop operators and terminate for cause the eligibility of such operators. [Cf. WIA 117(d)(2)(A) and (d)(4), and 20 CFR 661.305(a)(2).]
6. Youth council membership. UI Code 14209 conveys the intent of the Legislature that when appointing members to the youth council, the LWIB and local chief elected officer appoint representatives:
  - of youth who are enrolled in school
  - of out-of-school youth
  - from the private sector
  - of local educational agencies serving youth
  - of private nonprofit agencies serving youth
  - of apprenticeship training programs serving
7. The LWIB and its local chief elected officer are directed to consider this range of representation to be an important goal. [Cf. WIA 117(h)(2) and 20 CFR 661.335(b).]

**Monterey County Workforce Investment Board**

*Membership Attendance - July 1, 2011 - June 30, 2012*

ACTION ITEM #1 ATTACHMENT

Board Member Name / Start Date		WIB	Executive	Planning	Oversight	Youth	COC	DAC	Total	Notes:	
# of Meetings		4	5	0	3	4	0	0	16		
1.	Aniello, Anthony	02-13-2007	100%	100%					7/7	100%	
2.	Bernahl, David	02-21-2006	0%	0%					0/8	0%	
3.	Brickman, Wendy	04-14-2007	100%						2/2	100%	To be assigned to subcommittee.
4.	Carrillo, Diana	05-29-2001	100%	100%		100%			10/10	100%	
5.	Castillo, Maria	10-27-2009	100%			100%			4/4	100%	
6.	Chamberlain, Robert	02-14-2012							0/0	N/A	BOS appointed on 2/28/2012
7.	Cushman, Erik	01-04-2005	100%	100%					9/9	100%	
8.	Davis, Al	PIC	100%		100%				5/5	100%	
9.	Deraiche, Rick	10-26-2010	100%						3/3	100%	To be assigned to subcommittee.
10.	Dwyer, David	10-19-2010	100%						4/4	100%	To be assigned to subcommittee.
11.	Garrison, Dr. Douglas	08-28-2007	100%						3/3	100%	To be assigned to subcommittee.
12.	Grover, Scott	10-12-2004	100%						4/4	100%	To be assigned to subcommittee.
13.	Harvath, Hunter	06-15-2010	100%			100%			4/4	100%	
14.	Heckman, Neal	04-26-2011	100%						3/3	100%	To be assigned to subcommittee.
15.	Helm, Phoebe	02-10-2009	100%		100%				5/5	100%	
16.	Lara, Cesar	06-19-2007	100%	100%	100%				9/9	100%	
17.	Leffel, Mary Ann	05-29-2001	100%	100%	100%				9/9	100%	
18.	Macarthur, Steve	10-19-2010	100%						4/4	100%	To be assigned to subcommittee.
19.	Munoz, Salvador	06-19-2007	100%			50%			2/3	67%	
20.	Potter, Dave	04-14-2009	100%	100%					5/5	100%	
21.	Profeta, Judith	06-19-2007	100%		100%				4/4	100%	
22.	Robinson, Elliott	06-24-2008	100%						2/2	100%	To be assigned to subcommittee.
23.	Rubio, Ralph	07-14-2005	100%						4/4	100%	To be assigned to subcommittee.
24.	Scherpinski, Ken	09-01-2009	100%		100%				2/2	100%	Serves on BOS Econ Dev Committee.
25.	Schnader, Kimberly	02-14-2012							0/0	N/A	BOS appointed on 2/14/2012
26.	Silva, Lawrence	06-15-2010	100%		100%				3/3	100%	
27.	Sullivan, Teresa	04-14-2007	100%		100%				7/7	100%	
28.	Turlington, Brian	07-27-2010	100%		100%				6/6	100%	
29.	Verbonich, Mark	PIC	100%						4/4	100%	To be assigned to subcommittee.
30.	Weakley, Robert	01-09-2007	0%	0%					0/8	0%	
31.	Webster, Joanne	01-06-2004	100%	100%					8/8	100%	
32.	Zeller-Nield, Andrea	04-26-2011	100%						4/4	100%	To be assigned to subcommittee.

**Youth Council Members Only**

YC Member Name / Start Date		WIB	Executive	Planning	Oversight	Youth	COC	DAC	Total	Notes:	
# of Meetings						4			4		
1.	Bangs, Randy	06-19-2007				100%			4/4	100%	
2.	Brennand, Vivian	10-17-2006				100%			4/4	100%	
3.	Brown, Pamela	06-21-2005				100%			2/2	100%	
4.	Carter, Patricia	02-10-2009				50%			1/2	50%	
5.	Gonzalez, Mark	06-21-2005				100%			2/2	100%	
6.	Kilty, Ann	07-27-2010				100%			4/4	100%	
7.	Pierce, Ginger	04-26-2011				100%			4/4	100%	
8.	Rosa, Tina	07-27-2010				100%			2/2	100%	

As stated in the MCWIB Bylaws, a member shall be deemed to have abandoned, relinquished and otherwise resigned from his/her position on the LWIB upon the review of absences by the LWIB staff which determine that the member has had three (3) consecutive and unexcused absences from regularly scheduled meetings of the LWIB Board or its committees, or sixty (60%) of such meetings in any calendar year.



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** DISCUSSION OF LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
 AND WIB BUDGET AND EXPENDITURES FOR PY 2011-12  
**DATE:** APRIL 18, 2012

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**INFORMATION:**

Attached is the current LWIA 2011-12 Fiscal Year Budget as of February 29, 2012 for discussion. Immediate areas of concern include:

1. Adult Program salaries and benefits section for the Budget Summary as of February 29<sup>th</sup>, the Adult program has exceeded expenditures by 71% in the program salaries and benefits line item;
2. Dislocated Worker category, services and supplies category is over the projected expenditure mark by 7%; and
3. Youth program participant costs and Administrative costs have exceeded the planned budget line item.

Additionally, WIB Administrative staff will provide projections for fiscal year 2012-13 based on current information. With State Formula allocations released on 4-5-12, those projections (with the exception of Rapid Response/Business Services allocation) are more accurately reflected in the projected FY12-13 budget (handout).

<b>Formula Allocations for FY2011-12:</b>	<b>vs.</b>	<b>FY 2012-13</b>	<b>Difference</b>
Youth		\$1,726,085	(\$27,380)
Adult		\$1,684,911	\$1,752
Dislocated Worker		\$1,950,439	(\$167,172)
<b>Totals</b>		<b>\$5,361,435</b>	<b>(-\$192,800)</b>

**ATTACHMENTS:**

Reference attached budget  
 WSIN11-48 Formula Allocations for FY2012-13

  
 Joyce Aldrich, WIB Consultant  
 Monterey County Workforce Investment Board

04/13/2012  
 Date

**MONTEREY COUNTY - LWIA**  
**2011-12 FISCAL YEAR BUDGET**  
*As of February 29, 2012*

4/5/2012

<b>PLANNED EXPENDITURES</b>	
PROGRAM SALARIES & BENEFITS	
SERVICES AND SUPPLIES	
PARTICIPANTS COSTS	
WIB COSTS CHARGED TO SALARIES	
WIB COSTS CHARGED TO OPS	
SUB-CONTRACTED SERVICES (WIB)	
ADMIN COSTS SALARIES	
ADMIN COSTS OPS	
<b>TOTALS</b>	

<b>ADULT - WIA</b>		<b>\$ 2,021,123</b>		
<small>Includes \$337,964 carry-in from previous year.</small>				
	BUDGET	YTD EXP	%	BAL
	466,194	798,526	171%	(332,332)
	192,827	181,813	94%	11,014
	303,168	63,933	21%	239,235
WIB COSTS CHARGED TO SALARIES	184,498	0	0%	184,498
WIB COSTS CHARGED TO OPS	42,314	0	0%	42,314
SUB-CONTRACTED SERVICES (WIB)	630,000	355,135	56%	274,865
ADMIN COSTS SALARIES	148,899	94,450	63%	54,450
ADMIN COSTS OPS	53,223	66,425	125%	(13,202)
<b>TOTALS</b>	<b>2,021,123</b>	<b>1,560,282</b>	<b>77%</b>	<b>460,842</b>

<b>DISLOCATED WORKER - WIA</b>		<b>\$ 2,161,232</b>		
<small>Includes \$43,621 carry-in from previous year.</small>				
	BUDGET	YTD EXP	%	BAL
	1,195,145	923,863	77%	271,282
	232,354	248,735	107%	(16,381)
	324,184	12,532	4%	311,652
WIB COSTS CHARGED TO SALARIES	157,341	0	0%	157,341
WIB COSTS CHARGED TO OPS	36,085	0	0%	36,085
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0
ADMIN COSTS SALARIES	178,150	128,191	72%	49,959
ADMIN COSTS OPS	37,973	53,287	140%	(15,314)
<b>TOTALS</b>	<b>2,161,232</b>	<b>1,366,608</b>	<b>63%</b>	<b>794,625</b>

<b>PLANNED EXPENDITURES</b>	
PROGRAM SALARIES & BENEFITS	
SERVICES AND SUPPLIES	
PARTICIPANTS COSTS	
WIB COSTS CHARGED TO SALARIES	
WIB COSTS CHARGED TO OPS	
SUB-CONTRACTED SERVICES (WIB)	
ADMIN COSTS SALARIES	
ADMIN COSTS OPS	
<b>TOTALS</b>	

<b>NON-PARTICIPANT - WIA</b>		<b>\$ 703,884</b>		
<small>Includes \$335,825 carry-in from previous year.</small>				
	BUDGET	YTD EXP	%	BAL
	332,946	119,632	36%	213,315
	41,881	33,873	81%	8,008
	61,750	14,429	23%	47,321
WIB COSTS CHARGED TO SALARIES	34,334	0	0%	34,334
WIB COSTS CHARGED TO OPS	7,874	0	0%	7,874
SUB-CONTRACTED SERVICES (WIB)	154,711	140,522	91%	14,189
ADMIN COSTS SALARIES	59,751	22,930	38%	36,821
ADMIN COSTS OPS	10,637	4,960	47%	5,677
<b>TOTALS</b>	<b>703,884</b>	<b>336,345</b>	<b>48%</b>	<b>367,539</b>

<b>YOUTH - WIA</b>		<b>\$ 2,098,407</b>		
<small>Includes \$335,825 carry-in from previous year.</small>				
	BUDGET	YTD EXP	%	BAL
	729,269	547,707	75%	181,562
	219,306	151,201	69%	68,105
	321,599	328,829	102%	(7,230)
WIB COSTS CHARGED TO SALARIES	238,357	0	0%	238,357
WIB COSTS CHARGED TO OPS	52,436	0	0%	52,436
SUB-CONTRACTED SERVICES (WIB)	327,600	95,759	29%	231,841
ADMIN COSTS SALARIES	143,534	109,860	77%	33,674
ADMIN COSTS OPS	66,306	82,009	124%	(15,703)
<b>TOTALS</b>	<b>2,098,407</b>	<b>1,315,366</b>	<b>63%</b>	<b>783,041</b>

*Non-Participant programs include Rapid Response, NEG 1512 and New Start*

*Youth Program Salaries & Benefits include youth OET permanent and temporary staff. Participant Costs include youth work experience wages, incentives, stipends, supportive services & contracted training.*

## MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)

February-12

## TOTAL REVENUE

REVENUE FOR FISCAL YEAR		FY 11-12 PLAN	Grant Terms	% OF BUDGET
ADULT DISADVANTAGED FORMULA FUNDS		\$ 1,683,159	7/1/11-6/30/13	
ADULT CARRY-IN FROM PRIOR YEAR		\$ 337,964	2010-2011	
<b>TOTAL ADULT FUNDS</b>		<b>\$ 2,021,123</b>		<b>29%</b>
DISLOCATED WORKER FORMULA FUNDS		\$ 2,117,611	7/1/11-6/30/13	
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR		\$ 43,621	2010-2011	
<b>TOTAL DISLOCATED WORKER FUNDS</b>		<b>\$ 2,161,232</b>		<b>31%</b>
RAPID RESPONSE FORMULA FUNDS	393	\$ 176,535	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	540 K282485	\$ 58,090	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	541 K282485	\$ 174,271	7/1/11-6/30/12	
NEG 1512 SEP		\$ -		
NEG 1512 SEP CARRY-IN		\$ 240,512		
NEW START		\$ 54,476		
<b>TOTAL NON-PARTICIPANT FUNDS</b>		<b>\$ 703,884</b>		<b>10%</b>
YOUTH FORMULA FUNDS		\$ 1,753,465	4/1/11-6/30/13	
YOUTH FORMULA CARRY-IN		\$ 335,825	2010-2011	
INCENTIVE		\$ 9,117	7/1/10-6/30/12	
<b>TOTAL YOUTH FUNDS</b>		<b>\$ 2,098,407</b>		<b>30%</b>
<b>TOTAL WIA REVENUE</b>		<b>\$ 6,984,646</b>		<b>100%</b>

REVENUE FOR FISCAL YEAR		FY 11-12 PLAN	Grant Terms	% OF BUDGET
AB109 PROBATION		\$ 235,333		
WORKFORCE SOLUTIONS		\$ 234,313		
NEW GRANT/MULTI-SECTOR		\$ 444,385		
<b>TOTAL NON-WIA GRANTS</b>		<b>\$ 914,031</b>		<b>100%</b>
<b>TOTAL NON-WIA REVENUE</b>		<b>\$ 914,031</b>		<b>100%</b>

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
ADULT PROGRAM FUNDS

February-12

PLANNED REVENUE	FY 11-10 PLAN	
ADULT DISADVANTAGED FORMULA FUNDS	\$	1,683,159
ADULT CARRY-IN FROM PRIOR YEARS	\$	337,964
<b>TOTAL ADULT FUNDS</b>	<b>\$</b>	<b>2,021,123</b>

				July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>ADULT DISADVANTAGED FORMULA FUNDS &amp; CARRY -IN</b>				<b>2,021,123</b>												
<b>PLANNED EXPENDITURES</b>	<b>FY 11-12</b>	<b>YTD ACTUAL</b>	<b>%</b>	<b>BALANCE</b>												
PROGRAM SALARIES & BENEFITS	466,194	798,526	171%	(332,332)	116,308	73,980	118,398	91,975	96,184	87,732	113,594	100,355				798,526
SERVICES AND SUPPLIES	192,827	181,813	94%	11,014	12,520	7,491	39,795	11,876	23,487	22,282	85,384	(21,022)				181,813
PARTICIPANTS COSTS	303,168	63,933	21%	239,235	2,895	2,738	19,947	11,772	1,100	20,042	(44,830)	50,269				63,933
WIB EXPENDITURES CHARGED TO GRANT SALARIES	184,498	0	0%	184,498												-
WIB EXPENDITURES CHARGES TO GRANT OPERATING	42,314	0	0%	42,314												-
SUB-CONTRACTED SERVICES (WIB)	630,000	355,135	56%	274,865	9,277	(1,445)	54,334	132,616	-	25,989	74,485	59,879				355,135
ADMINISTRATIVE COSTS/ SALARIES	148,899	94,450	63%	54,450	11,806	11,806	11,806	11,806	11,806	11,806	11,806	11,806				94,450
ADMINISTRATIVE COSTS/ OPERATING	53,223	66,425	125%	(13,202)	8,303	8,303	8,303	8,303	8,303	8,303	8,303	8,303				66,425
<b>TOTALS</b>	<b>2,021,123</b>	<b>1,560,282</b>	<b>77%</b>	<b>460,842</b>	<b>161,109</b>	<b>102,873</b>	<b>252,583</b>	<b>268,348</b>	<b>140,880</b>	<b>176,154</b>	<b>248,742</b>	<b>209,590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,560,282</b>

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
DISLOCATED WORKER FUNDS

February-12

PLANNED REVENUE	FY 11-12 PLAN	
DISLOCATED WORKER FORMULA FUNDS	\$	2,117,611
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR	\$	43,621
<b>TOTAL DISLOCATED WORKER FUNDS</b>	<b>\$</b>	<b>2,161,232</b>

DISLOCATED WORKER FORMULA FUNDS & CARRY-IN	2,161,232
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	1,195,145	923,863	77%	271,282
SERVICES AND SUPPLIES	232,354	248,735	107%	(16,381)
PARTICIPANTS COSTS	324,184	12,532	4%	311,652
WIB EXPENDITURES CHARGED TO GRANT/SALARIES	157,341	0	0%	157,341
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	36,085	0	0%	36,085
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0
ADMINISTRATIVE COSTS/ SALARIES	178,150	128,191	72%	49,959
ADMINISTRATIVE COSTS/ OPERATING	37,973	53,287	140%	(15,314)
<b>TOTALS</b>	<b>2,161,232</b>	<b>1,366,608</b>	<b>63%</b>	<b>794,625</b>

	July	August	September	October	November	December	January	February	March	April	May	June	YTD
PROGRAM SALARIES & BENEFITS	153,081	92,509	132,317	94,018	98,845	107,751	126,722	118,619					923,863
SERVICES AND SUPPLIES	15,592	8,983	44,236	11,586	27,873	25,307	95,570	19,589					248,735
PARTICIPANTS COSTS	2,866	-	18,090	(14,401)	30,949	21,061	(48,111)	2,078					12,532
WIB EXPENDITURES CHARGED TO GRANT/SALARIES													-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING													-
SUB-CONTRACTED SERVICES (WIB)													-
ADMINISTRATIVE COSTS/ SALARIES	16,024	16,024	16,024	16,024	16,024	16,024	16,024	16,024					128,191
ADMINISTRATIVE COSTS/ OPERATING	6,661	6,661	6,661	6,661	6,661	6,661	6,661	6,661					53,287
<b>TOTALS</b>	<b>194,224</b>	<b>124,176</b>	<b>217,328</b>	<b>113,887</b>	<b>180,351</b>	<b>176,804</b>	<b>196,867</b>	<b>162,970</b>	-	-	-	-	<b>1,366,608</b>

PLANNED REVENUE	FY 11-12 PLAN
RAPID RESPONSE FORMULA FUNDS	\$ 176,535
RAPID RESPONSE FORMULA FUNDS	\$ 58,090
RAPID RESPONSE FORMULA FUNDS	\$ 174,271
NEG 1512 SEP	\$ -
NEG 1512 SEP CARRY-IN	\$ 240,512
NEW START	\$ 54,476
<b>TOTAL NON-PARTICIPANT FUNDS</b>	<b>\$ 703,884</b>

					July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>RAPID RESPONSE FORMULA FUNDS</b>					<b>176,535</b>												
<b>PLANNED EXPENDITURES</b>	<b>FY 11-12</b>	<b>YTD ACTUAL</b>	<b>%</b>	<b>BALANCE</b>													
PROGRAM SALARIES & BENEFITS	127,471	49,011	38%	78,460	11,944	8,011	12,860	3,628	3,991	2,320	4,652	1,605				49,011	
SERVICES AND SUPPLIES	20,438	15,069	74%	5,369	1,438	860	7,090	1,702	771	1,474	1,418	315				15,069	
PARTICIPANTS COSTS	0	0	0%	0	-	-	-	-	-	-	-	-				-	
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	8,925	0	0%	8,925													
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	2,047	0	0%														
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0	-	-	-	-	-	-	-	-				-	
ADMINISTRATIVE SALARIES COSTS	16,460	6,571	40%	9,889	821	821	821	821	821	821	821	821				6,571	
ADMINISTRATIVE OPERATING COSTS	1,194	1,194	100%	(0)	149	149	149	149	149	149	149	149				1,194	
<b>TOTALS</b>	<b>176,535</b>	<b>71,845</b>	<b>41%</b>	<b>102,643</b>	<b>14,353</b>	<b>9,842</b>	<b>20,921</b>	<b>6,301</b>	<b>5,733</b>	<b>4,764</b>	<b>7,040</b>	<b>2,890</b>	-	-	-	-	<b>71,845</b>

					July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>RAPID RESPONSE FORMULA FUNDS</b>					<b>58,090</b>												
<b>PLANNED EXPENDITURES</b>	<b>FY 11-12</b>	<b>YTD ACTUAL</b>	<b>%</b>	<b>BALANCE</b>													
PROGRAM SALARIES & BENEFITS	45,343	0	0%	45,343	-	-	-	-	-	-	-	-				-	
SERVICES AND SUPPLIES	6,938	0	0%	6,938	-	-	-	-	-	-	-	-				-	
PARTICIPANTS COSTS	0	0	0%	0	-	-	-	-	-	-	-	-				-	
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-													
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!														
SUB-CONTRACTED SERVICES (WIB)		0	0%	0	-	-	-	-	-	-	-	-				-	
ADMINISTRATIVE SALARIES COSTS	5,416	2,162	40%	3,254	270	270	270	270	270	270	270	270				2,162	
ADMINISTRATIVE OPERATING COSTS	393	393	100%	(0)	49	49	49	49	49	49	49	49				393	
<b>TOTALS</b>	<b>58,090</b>	<b>2,555</b>	<b>4%</b>	<b>55,535</b>	<b>319</b>	<b>319</b>	<b>319</b>	<b>319</b>	<b>319</b>	<b>319</b>	<b>319</b>	<b>319</b>	-	-	-	-	<b>2,555</b>

					July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>RAPID RESPONSE FORMULA FUNDS</b>					<b>174,271</b>												
<b>PLANNED EXPENDITURES</b>	<b>FY 11-12</b>	<b>YTD ACTUAL</b>	<b>%</b>	<b>BALANCE</b>													
PROGRAM SALARIES & BENEFITS	141,844	0	0%	141,844	-	-	-	-	-	-	-	-				-	
SERVICES AND SUPPLIES	15,000	0	0%	15,000	-	-	-	-	-	-	-	-				-	
PARTICIPANTS COSTS	0	0	0%	0	-	-	-	-	-	-	-	-				-	
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-													
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!														
SUB-CONTRACTED SERVICES (WIB)		0	0%	0	-	-	-	-	-	-	-	-				-	
ADMINISTRATIVE SALARIES COSTS	16,248	6,486	40%	9,762	811	811	811	811	811	811	811	811				6,486	

ACTION ITEM #2 ATTACHMENT

ADMINISTRATIVE OPERATING COSTS	1,178	1,178	100%	0
<b>TOTALS</b>	<b>174,271</b>	<b>7,665</b>	<b>4%</b>	<b>166,606</b>

147	147	147	147	147	147	147	147	147	1,178
958	958	958	958	958	958	958	958	958	7,665

**NEG 1512/SHORELINE FORMULA FUNDS 240,512**

**PLANNED EXPENDITURES FY 11-12 YTD ACTUAL % BALANCE**

PROGRAM SALARIES & BENEFITS	(25,409)	32,291	-127%	(57,700)
SERVICES AND SUPPLIES	(5,827)	8,104	-139%	(13,931)
PARTICIPANTS COSTS	61,750	14,429	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	25,409	0	0%	25,409
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	5,827	0	0%	
SUB-CONTRACTED SERVICES (WIB)	154,711	140,522	0%	0
ADMINISTRATIVE SALARIES COSTS	16,179	2,262	14%	13,917
ADMINISTRATIVE OPERATING COSTS	7,872	2,195	28%	5,677
<b>TOTALS</b>	<b>240,512</b>	<b>199,804</b>	<b>83%</b>	<b>(26,629)</b>

July	August	September	October	November	December	January	February	March	April	May	June	YTD
-	-	-	10,061	6,870	6,338	5,727	3,296					32,291
-	-	-	1,080	1,890	495	4,115	524					8,104
-	-	-	6,732	4,341	2,055	(342)	1,644					14,429
13,805	14,837	37,225	41,508	3,289	864	15,574	13,420					140,522
283	283	283	283	283	283	283	283					2,262
274	274	274	274	274	274	274	274					2,195
14,362	15,394	37,782	59,938	16,947	10,309	25,630	19,441	-	-	-	-	199,804

**NEW START FORMULA FUNDS 54,476**

**PLANNED EXPENDITURES FY 11-12 YTD ACTUAL % BALANCE**

PROGRAM SALARIES & BENEFITS	43,697	38,329	88%	5,368
SERVICES AND SUPPLIES	5,332	10,700	201%	(5,368)
PARTICIPANTS COSTS		0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	-
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	5,447	5,448	100%	(1)
ADMINISTRATIVE OPERATING COSTS		0	#DIV/0!	-
<b>TOTALS</b>	<b>54,476</b>	<b>54,476</b>	<b>100%</b>	<b>(0)</b>

July	August	September	October	November	December	January	February	March	April	May	June	YTD
-	-	-	8,492	12,237	5,245	12,918	(563)					38,329
416	-	-	1,691	2,056	2,525	2,711	1,301					10,700
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
681	681	681	681	681	681	681	681					5,448
1,097	681	681	10,864	14,973	8,452	16,310	1,419	-	-	-	-	54,476

PLANNED REVENUE	FY 11-12 PLAN
YOUTH FORMULA FUNDS	1,753,465
YOUTH FORMULA CARRY-IN	335,825
INCENTIVE	9,117
<b>TOTAL YOUTH FUNDS</b>	<b>2,098,407</b>

					July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>YOUTH FORMULA FUNDS</b>					<b>2,089,290</b>												
PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE													
PROGRAM SALARIES & BENEFITS*	729,269	547,707	75%	181,562	151,562	60,791	73,469	60,608	55,411	52,209	56,498	37,159					547,707
SERVICES AND SUPPLIES	219,306	151,201	69%	68,105	16,813	6,749	25,976	32,593	(10,473)	9,737	54,437	15,369					151,201
PARTICIPANTS COSTS*	313,393	328,829	105%	(15,436)	162,157	91,508	64,475	(9,409)	24,984	14,618	(26,666)	7,162					328,829
				-													
WIB EXPENDITURES SALARIES CHARGED TO GRANT	238,357	0	0%	238,357													-
WIB EXPENDITURES OPERATING CHARGED TO GRANT	52,436	0	0%	52,436													-
				-													
SUB-CONTRACTED SERVICES (WIB)	327,600	95,759	29%	231,841	1,703	4,416	25,208	17,251	2,681	5,014	24,011	15,476					95,759
				-													
ADMINISTRATIVE COSTS SALARIES	142,623	108,949	76%	33,674	13,619	13,619	13,619	13,619	13,619	13,619	13,619	13,619					108,949
ADMINISTRATIVE COSTS OPERATING	66,306	82,009	124%	(15,703)	10,251	10,251	10,251	10,251	10,251	10,251	10,251	10,251					82,009
<b>TOTALS</b>	<b>2,089,290</b>	<b>1,314,455</b>	<b>63%</b>	<b>774,835</b>	<b>356,105</b>	<b>187,334</b>	<b>212,998</b>	<b>124,912</b>	<b>96,472</b>	<b>105,448</b>	<b>132,150</b>	<b>99,036</b>	-	-	-	-	<b>1,314,455</b>

\*PROGRAM SALARIES & BENEFITS includes youth OET permanent and temporary staff.  
 \*PARTICIPANTS COSTS includes youth work experience wages, incentives, stipends, supportive services, & contracted training.

					July	August	September	October	November	December	January	February	March	April	May	June	YTD
<b>INCENTIVE FORMULA FUNDS</b>					<b>9,117</b>												
PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE													
PROGRAM SALARIES & BENEFITS			0 #DIV/0!	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SERVICES AND SUPPLIES			0 #DIV/0!	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS COSTS	8,206	0	0%	0	-	-	-	-	-	-	-	-	-	-	-	-	-
				-													
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES			0 #DIV/0!	-													-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING			0 #DIV/0!	-													-
				-													
SUB-CONTRACTED SERVICES (WIB)		0	0%	0	-	-	-	-	-	-	-	-	-	-	-	-	-
				-													
ADMINISTRATIVE SALARIES COSTS	911	911	100%	-	114	114	114	114	114	114	114	114					911
ADMINISTRATIVE OPERATING COSTS			0 #DIV/0!	-													-
<b>TOTALS</b>	<b>9,117</b>	<b>911</b>	<b>10%</b>	<b>-</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	-	-	-	-	<b>911</b>



MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
NON-WIA GRANTS

February-12

PLANNED REVENUE	FY 11-12 PLAN
AB109 PROBATION	235,333
WORKFORCE SOLUTIONS	234,313
NEW GRANT/MULTI-SECTOR	444,385
<b>TOTAL NON-WIA GRANTS</b>	<b>914,031</b>

**AB109 PROBATION FORMULA FUNDS 235,333**

PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	42,467	14,372	34%	28,095
SERVICES AND SUPPLIES		3,645	#DIV/0!	(3,645)
PARTICIPANTS COSTS		0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	-
SUB-CONTRACTED SERVICES (WIB)	169,333	0	0%	0
ADMINISTRATIVE SALARIES COSTS	22,823	639	3%	22,184
ADMINISTRATIVE OPERATING COSTS	710	710	100%	-
<b>TOTALS</b>	<b>235,333</b>	<b>19,366</b>	<b>8%</b>	<b>46,634</b>

July	August	September	October	November	December	January	February	March	April	May	June	YTD
-	-	-	-	4,380	4,235	3,692	2,065					14,372
-	-	-	-	1,350	1,877	97	321					3,645
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	160	160	160	160					639
-	-	-	-	178	178	178	178					710
-	-	-	-	6,067	6,449	4,127	2,723	-	-	-	-	19,366

**WORKFORCE SOLUTIONS FORMULA FUNDS 234,313**

PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	32,364	0	0%	32,364
SERVICES AND SUPPLIES	28,118	0	0%	28,118
PARTICIPANTS COSTS	150,400	0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	-
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	23,431	0	0%	23,431
ADMINISTRATIVE OPERATING COSTS		0	#DIV/0!	-
<b>TOTALS</b>	<b>234,313</b>	<b>-</b>	<b>0%</b>	<b>83,913</b>

July	August	September	October	November	December	January	February	March	April	May	June	YTD
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-
-	-	-	-	-	-	-	-					-

**NEW GRANT/MULTI SECTOR FORMULA FUNDS 444,385**

PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	95,040	67,799	71%	27,241
SERVICES AND SUPPLIES	37	12,048	32387%	(12,011)
PARTICIPANTS COSTS	296,257	556	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	5,192	0	0%	5,192
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	3,421	0	0%	-
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	42,829	4,589	11%	38,240
ADMINISTRATIVE OPERATING COSTS	1,609	1,609	100%	-
<b>TOTALS</b>	<b>444,385</b>	<b>86,601</b>	<b>19%</b>	<b>58,662</b>

July	August	September	October	November	December	January	February	March	April	May	June	YTD
-	-	-	5,998	10,392	11,602	29,111	10,697					67,799
-	-	-	1,194	1,383	2,798	4,795	1,879					12,048
-	-	-	-	-	-	-	556					556
-	-	-	-	-	-	-	-					-
574	574	574	574	574	574	574	574					4,589
201	201	201	201	201	201	201	201					1,609
775	775	775	7,967	12,549	15,174	34,681	13,905	-	-	-	-	86,601

NON-PARTICIPANT FUNDS

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** RECEIVE INFORMATION ON TRENDS IN JOB PLACEMENT, SECTORS AND AVERAGE HOURLY RATE  
**DATE:** APRIL 18, 2012

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**INFORMATION:**

Your committee asked that Office of Employment & Training come back with trends in job placement, sectors and average hourly rate for the past two years and future plans for new outreach to companies.

Although the information requested by OET is not currently available, Jim requested Applied Development Economics provide an analysis of the current occupational categories with short term prospects of job openings in our jurisdiction.

Based on the attached information from Applied Development Economics, we can see that the top eight classifications for living-wage job opportunities and growth are in the following areas:

- Registered Nurses
- Medical Secretaries
- Licensed Practical and Licensed Vocational Nurses
- Automotive Service Technicians and Mechanics
- Preschool Teachers
- Computer Support Specialists
- Fitness Trainers
- Massage Therapists

With the number of openings in our area now, and replacement needs, there are a number of career path opportunities we could be focusing on when looking at the OJT placements with the \$363,843 additional allocation brought before you last meeting.

**ATTACHMENT:**

Applied Development Economics Employment Training Targets



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

04/13/2012

---

Date



## MEMO

**TO:** Jim Cook  
Joyce Aldrich  
**FROM:** Doug Svensson, AICP  
**DATE:** April 10, 2012  
**RE:** Employment Training Targets

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As we have discussed, it is important for the Monterey County Office of Employment Training (OET) to focus available resources on occupational categories with reasonable short term prospects of job openings. This is complicated by the uncertainty surrounding the pace of recovery in Monterey County from the recession. However, the California Employment Development Department (EDD) has prepared projections of demand for detailed occupations for Monterey County that were published in 2010 and are benchmarked to employment data series as of March 2009. At that time, it was well understood that the County, along with the rest of the nation, was well into a major recession, although the short term prospects for recovery could not be known.

The EDD projections cover the period 2008 to 2018, reflecting a ten year window which should encompass some period of job recovery in Monterey County. EDD presents these projections in terms of one year annual averages as well, although those would be less reliable in the short term. The projections are based on analysis of the economic structure of the County, in terms of occupational staffing patterns by industry type. Therefore, they reflect the likely direction of job growth given the basic industries that currently dominate the County economy. In addition to projecting potential net job growth, the occupational projections also reflect job openings due to separation of current employees through retirement and other attrition. In this sense, they are a reasonable expression of where the major concentrations of job openings are likely to occur in the short term.

In addition to the number of job openings, the projections indicate likely wage levels and the level of training required as determined by the Bureau of Labor Statistics (BLS). Training levels range from short term on the job training up to doctoral and professional degrees, with all levels of college and vocational training in between. For example, Table 1 shows the occupations with demand for at least ten workers per year that require either vocational training or an Associate Degree. These jobs may be a good starting point for immediate OET training dollars. The complete list of occupations follows in Table 2.



**TABLE 1  
2008-2018 OCCUPATIONAL EMPLOYMENT PROJECTIONS  
VOCATIONAL AND ASSOCIATE DEGREE TRAINING LEVELS  
MONTEREY COUNTY**

SOC Code	Occupational Title	Average Annual Job Openings			2010-1st Quarter Wages		Education and Training Levels [7]
		New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly [5]	Median Annual [5]	
29-2061	Licensed Practical and Licensed Voc. Nurses	14	20	34	\$29.29	\$60,916	7
43-6013	Medical Secretaries	22	12	34	\$16.76	\$34,867	7
49-3023	Automotive Service Technicians and Mechanics	4	14	18	\$18.92	\$39,349	7
25-2011	Preschool Teachers, Except Special Education	4	10	14	\$16.88	\$35,119	7
39-9031	Fitness Trainers and Aerobics Instructors	7	5	12	\$16.58	\$34,474	7
31-9011	Massage Therapists	3	8	11	\$18.26	\$37,977	7
29-1111	Registered Nurses	78	46	124	\$42.53	\$88,459	6
15-1041	Computer Support Specialists	1	11	12	\$24.22	\$50,398	6
15-1099	Computer Specialists, All Other	3	9	12	\$41.96	\$87,285	6

March 2009 Benchmark; Table includes the self-employed, unpaid family workers, private household workers, and farm employment. N/A - Information is not available. Occupations with employment below 50 in 2008 are excluded. Occupation subtotals may not add to the totals due to rounding and the suppression of data.

- [1] Numerical Employment Change is the net difference between the base and projected year employment and reflects job growth or decline. The base and projected year employment are independently rounded to 10. Therefore, numerical change may not equal new jobs.
- [2] New Jobs are only openings due to growth and do not include job declines. If an occupation's employment change is negative, there is no job growth and new jobs are set to zero. New Jobs may not equal Numerical Change.
- [3] Replacement Needs estimate of the number of job openings created when workers retire or permanently leave an occupation and need to be replaced.
- [4] Total Jobs are the sum of new jobs and replacement needs.
- [5] Median Hourly and Annual Wages are the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are from 2010-1st quarter and do not include self-employed or unpaid family workers.
- [6] In occupations where workers do not work full-time all year-round, it is not possible to calculate an hourly wage.
- [7] Occupational training and education classifications were developed by the Bureau of Labor Statistics (BLS).

[For more information on the classifications, please see the BLS Training Definitions.](#)

- 1 - First Professional Degree - LLD/MD
- 2 - Doctoral Degree
- 3 - Master's Degree
- 4 - Bachelor's Degree or Higher and Some Work Experience
- 5 - Bachelor's Degree
- 6 - Associate Degree
- 7 - Post-Secondary Vocational Education
- 8 - Work Experience in a Related Occupation
- 9 - Long-Term On-the-Job Training
- 10 - Moderate-Term On-the-Job Training
- 11 - Short-Term On-the-Job Training



**TABLE 2  
2008-2018 OCCUPATIONAL EMPLOYMENT PROJECTIONS  
SALINAS METROPOLITAN STATISTICAL AREA  
(MONTEREY COUNTY)**

SOC Code	Occupational Title	Average Annual Job Openings			2010-1st Quarter Wages		Education and Training Levels [7]
		New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly [5]	Median Annual [5]	
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	429	825	1,254	\$9.05	\$18,820	11
35-3031	Waiters and Waitresses	27	179	206	\$8.97	\$18,666	11
41-2011	Cashiers	16	178	194	\$9.80	\$20,381	11
41-2031	Retail Salespersons	15	142	157	\$10.49	\$21,809	11
39-9021	Personal and Home Care Aides	111	35	146	\$12.44	\$25,889	11
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	11	71	82	\$9.30	\$19,339	11
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	32	46	78	\$9.24	\$19,235	11
43-9061	Office Clerks, General	24	44	68	\$15.38	\$31,983	11
35-2021	Food Preparation Workers	6	57	63	\$9.50	\$19,764	11
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	0	60	60	\$11.30	\$23,505	11
35-9021	Dishwashers	12	42	54	\$9.29	\$19,303	11
37-2012	Maids and Housekeeping Cleaners	12	39	51	\$10.07	\$20,942	11
39-9011	Child Care Workers	18	31	49	\$9.63	\$20,037	11
43-5081	Stock Clerks and Order Fillers	10	37	47	\$11.19	\$23,282	11
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	4	39	43	\$9.03	\$18,779	11
37-3011	Landscaping and Groundskeeping Workers	19	24	43	\$13.78	\$28,654	11
43-4081	Hotel, Motel, and Resort Desk Clerks	14	28	42	\$11.07	\$23,019	11
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	6	31	37	\$9.22	\$19,186	11
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	0	37	37	\$13.52	\$28,125	11
35-2011	Cooks, Fast Food	10	26	36	\$9.15	\$19,037	11
53-7051	Industrial Truck and Tractor Operators	5	31	36	\$13.84	\$28,774	11
25-9041	Teacher Assistants	9	26	35	N/A	\$27,514	11
43-4171	Receptionists and Information Clerks	7	26	33	\$12.72	\$26,463	11
53-7064	Packers and Packagers, Hand	1	32	33	\$9.79	\$20,359	11



SOC Code	Occupational Title	Average Annual Job Openings			2010-1st Quarter Wages		Education and Training Levels [7]
		New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly [5]	Median Annual [5]	
31-1012	Nursing Aides, Orderlies, and Attendants	23	9	32	\$15.21	\$31,641	11
53-3033	Truck Drivers, Light or Delivery Services	8	23	31	\$13.23	\$27,516	11
31-1011	Home Health Aides	22	4	26	\$10.88	\$22,628	11
33-9032	Security Guards	6	19	25	\$11.14	\$23,175	11
35-3011	Bartenders	5	19	24	\$9.41	\$19,575	11
39-3091	Amusement and Recreation Attendants	4	18	22	\$9.90	\$20,593	11
43-3071	Tellers	0	21	21	\$13.01	\$27,047	11
43-5071	Shipping, Receiving, and Traffic Clerks	0	17	17	\$13.29	\$27,637	11
41-2021	Counter and Rental Clerks	0	15	15	\$10.59	\$22,030	11
53-7061	Cleaners of Vehicles and Equipment	1	14	15	\$10.56	\$21,965	11
43-4199	Information and Record Clerks, All Other	0	13	13	\$19.40	\$40,348	11
53-7081	Refuse and Recyclable Material Collectors	4	8	12	\$19.01	\$39,539	11
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	1	10	11	\$10.56	\$21,964	11
39-2021	Nonfarm Animal Caretakers	2	9	11	\$11.11	\$23,099	11
25-4031	Library Technicians	2	8	10	\$17.04	\$35,452	11
43-5052	Postal Service Mail Carriers	0	10	10	\$25.07	\$52,126	11
53-3041	Taxi Drivers and Chauffeurs	4	6	10	\$9.75	\$20,274	11
45-2091	Agricultural Equipment Operators	20	50	70	\$13.38	\$27,826	10
53-3032	Truck Drivers, Heavy and Tractor-Trailer	21	34	55	\$17.21	\$35,779	10
33-3012	Correctional Officers and Jailers	16	35	51	N/A	N/A	10
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	9	34	43	\$28.83	\$59,968	10
43-3031	Bookkeeping, Accounting, and Auditing Clerks	11	31	42	\$18.40	\$38,276	10
31-9092	Medical Assistants	29	11	40	\$18.07	\$37,589	10
43-4051	Customer Service Representatives	10	28	38	\$17.80	\$37,037	10
43-6011	Executive Secretaries and Administrative Assistants	9	23	32	\$21.71	\$45,161	10
31-9091	Dental Assistants	14	10	24	\$18.39	\$38,243	10
41-2022	Parts Salespersons	4	14	18	\$11.83	\$24,611	10
29-2052	Pharmacy Technicians	9	8	17	\$18.84	\$39,184	10
43-6014	Secretaries, Except Legal, Medical, and Executive	0	15	15	\$16.68	\$34,700	10
35-2012	Cooks, Institution and Cafeteria	6	8	14	\$15.15	\$31,500	10
39-6021	Tour Guides and Escorts	1	12	13	\$9.31	\$19,361	10



SOC Code	Occupational Title	Average Annual Job Openings			2010-1st Quarter Wages		Education and Training Levels [7]
		New Jobs [2]	Replacement Needs [3]	Total Jobs [4]	Median Hourly [5]	Median Annual [5]	
41-3099	Sales Representatives, Services, All Other	1	11	12	\$24.49	\$50,925	10
47-2061	Construction Laborers	5	7	12	\$18.07	\$37,591	10
47-2141	Painters, Construction and Maintenance	0	12	12	\$23.34	\$48,551	10
43-3021	Billing and Posting Clerks and Machine Operators	4	7	11	\$17.12	\$35,604	10
35-2014	Cooks, Restaurant	14	35	49	\$12.36	\$25,707	9
49-9042	Maintenance and Repair Workers, General	10	20	30	\$18.81	\$39,128	9
33-3051	Police and Sheriff's Patrol Officers	8	21	29	\$37.16	\$77,289	9
47-2031	Carpenters	4	21	25	\$27.68	\$57,574	9
33-2011	Fire Fighters	5	19	24	\$27.66	\$57,541	9
11-9012	Farmers and Ranchers	11	10	21	N/A	N/A	9
47-2111	Electricians	0	10	10	\$27.67	\$57,568	9
45-1011	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers	30	39	69	\$19.05	\$39,636	8
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	4	44	48	\$18.45	\$38,385	8
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	10	36	46	\$24.29	\$50,528	8
45-2041	Graders and Sorters, Agricultural Products	6	27	33	\$8.96	\$18,626	8
11-9051	Food Service Managers	4	14	18	\$25.76	\$53,587	8
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	8	9	17	\$14.92	\$31,017	8
33-1011	First-Line Supervisors/Managers of Correctional Officers	3	11	14	N/A	N/A	8
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	2	10	12	\$34.15	\$71,033	8
11-9199	Managers, All Other	0	11	11	\$44.14	\$91,806	8
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	2	9	11	\$34.80	\$72,385	8
29-2061	Licensed Practical and Licensed Vocational Nurses	14	20	34	\$29.29	\$60,916	7
43-6013	Medical Secretaries	22	12	34	\$16.76	\$34,867	7
49-3023	Automotive Service Technicians and Mechanics	4	14	18	\$18.92	\$39,349	7



SOC Code	Occupational Title	Average Annual Job Openings			2010-1st Quarter Wages		Education and Training Levels [7]
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39-9031	Fitness Trainers and Aerobics Instructors	7	5	12	\$16.58	\$34,474	7
31-9011	Massage Therapists	3	8	11	\$18.26	\$37,977	7
29-1111	Registered Nurses	78	46	124	\$42.53	\$88,459	6
15-1041	Computer Support Specialists	1	11	12	\$24.22	\$50,398	6
15-1099	Computer Specialists, All Other	3	9	12	\$41.96	\$87,285	6
25-2021	Elementary School Teachers, Except Special Education	53	83	136	[6]	\$56,567	5
25-3099	Teachers and Instructors, All Other	29	44	73	N/A	\$64,113	5
25-2031	Secondary School Teachers, Except Special and Vocational Education	9	36	45	[6]	\$58,878	5
13-1199	Business Operations Specialists, All Other	10	32	42	\$30.37	\$63,179	5
13-2011	Accountants and Auditors	9	16	25	\$31.38	\$65,255	5
25-2012	Kindergarten Teachers, Except Special Education	7	10	17	[6]	\$66,098	5
25-2022	Middle School Teachers, Except Special and Vocational Education	7	10	17	[6]	\$51,601	5
25-9099	Education, Training, and Library Workers, All Other	5	9	14	\$21.52	\$44,754	5
15-1031	Computer Software Engineers, Applications	8	3	11	\$53.41	\$111,095	5
41-3031	Securities, Commodities, and Financial Services Sales Agents	0	11	11	\$35.95	\$74,781	5
39-9032	Recreation Workers	2	8	10	\$10.20	\$21,209	5
11-1021	General and Operations Managers	0	61	61	\$48.06	\$99,964	4
11-9011	Farm, Ranch, and Other Agricultural Managers	12	12	24	\$44.31	\$92,166	4
11-9111	Medical and Health Services Managers	13	10	23	\$40.76	\$84,788	4
13-1111	Management Analysts	9	13	22	\$42.06	\$87,482	4
11-9032	Education Administrators, Elementary and Secondary School	4	16	20	N/A	\$89,387	4
11-2022	Sales Managers	6	12	18	\$34.82	\$72,416	4
11-1011	Chief Executives	0	13	13	N/A	N/A	4
29-1069	Physicians and Surgeons, All Other	5	5	10	N/A	N/A	1

See Table 1 for Notes



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** REVIEW AND APPROVE LETTERS OF SUPPORT POLICY ON BEHALF OF  
WORKFORCE INVESTMENT BOARD  
**DATE:** APRIL 18, 2012

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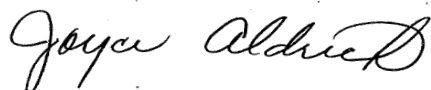
**INFORMATION:**

As your Committee is aware, many times during the program and fiscal year requests for Letters of Support arrive on the WIB Administrative staff desk requesting a very short turn around time in order to meet the deadline of grantee's grant submission.

At the last Executive Committee meeting the discussion came up that in order to expedite the requests when there are no dollar (\$) commitments attached to such letters of support/commitment, we would bring back to this Committee a Policy allowing your WIB Executive Director the flexibility to support other entities grant proposals without requiring a special meeting of the Executive Committee to approve same.

Attached is the Draft Policy for review, discussion, approval.

Thank you.



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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04/13/2012  
Date

**MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT****Monterey County Workforce Investment Board**

ERIK CUSHMAN, CHAIR



168 West Alisal Street, 3<sup>rd</sup> Floor  
 Salinas, CA 93901  
 Phone (831) 796-6434

**LETTERS OF SUPPORT & COMMITMENT POLICY****EXECUTIVE SUMMARY****Purpose:**

This document establishes the Monterey County Workforce Investment Board's policy on Letter's of Support and Commitment.

**Policy:**

Letters of support should be provided to community agencies who request such support, at the discretion of the Executive Director in consultation with the WIB Chairperson, or in the absence of the chair, the Vice Chairperson, for any projects or proposals consistent with the furtherance of the strategic goals of the Workforce Investment Board. Such letters of support will be provided as long as the project or proposal does not directly compete with, or provide services or activities that are contrary to, the efforts of the local Workforce Investment Board.

Letters of commitment that require a monetary commitment will be brought to the Executive Committee for review/approval prior to signature.

Letters of support will be signed by the Executive Director of the WIB after consulting with the Chair of the WIB, and in cases where the support needs more than one signature, will be brought to the Chair of the WIB for additional signature. All letters of support and commitment will be brought to the Executive Committee at next regularly scheduled meeting.

WIB Review/Approval:	Executive Committee	(date)
	Full WIB Board	(date)
	Amendments	(date)

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

**FROM:** JOYCE ALDRICH, WIB CONSULTANT

**SUBJECT:** APPROVE ELECTION OF WORKFORCE INVESTMENT BOARD OFFICERS

**DATE:** APRIL 18, 2012

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**ACTION:**

Approve Chair and Vice Chairs' Job Description and Nomination Form to be emailed to all WIB members. Approve Election of Officers at next regularly scheduled WIB meeting of June 6, 2012.

**INFORMATION:**

In accordance with the WIB By-laws, the Election of Officers shall be done every two years. At the WIB meeting, nominations will be taken from the floor during the Election of Officers to fill positions for the WIB Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair for a term to commence July 1, 2012 through June 30, 2014.

WIB By-laws Article VI-Officers and their election:  
Article VII, Section 2: Election of officers:

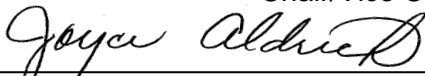
- The MCWIB shall elect officers in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term shall commence on the first subsequent meeting.
- An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy s/he is selected to fill.

**Term of Officers:**

- A. The term of each officer shall be two (2) years.
- B. There shall be no consecutive term limits for officers.
- C. An officer shall serve his or her term until a successor is elected or until death, resignation or removal from office for cause.
- D. An officer vacancy shall be filled by vote at a subsequent full MCWIB meeting.
- E. An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy she/he is selected to fill.

Attached is an updated duties description for the Chair and Vice Chairs of the MCWIB along with a Nomination Form for persons nominated from fellow WIB members.

**ATTACHMENTS:** Chair/Vice Chair Duties  
Chair/Vice Chair Nomination Form

  
\_\_\_\_\_  
Joyce Aldrich; WIB Consultant  
Monterey County Workforce Investment Board

4/13/2012  
\_\_\_\_\_  
Date

**WORKFORCE INVESTMENT BOARD  
of Monterey County**

**Chairperson and Vice Chairpersons  
Description of Duties**

PRIMARY PURPOSE OF JOB DESCRIPTION

Provide community-wide leadership in identification of workforce development needs, thoughtful resource planning in response to these needs, and evaluation of system effectiveness as measured through the sustainability and growth of a healthy, vibrant local economy and community prosperity.

OFFICERS

The presiding officers of the WIB shall be called Chair, Vice Chairperson and 2nd Vice Chairperson, and shall have two year terms of office beginning July 1<sup>st</sup> and ending on June 30th, two years later.

CHAIRPERSON RESPONSIBILITIES

- Provide Leadership
- Board Meeting Oversight
- Executive Committee Oversight
- Committee Oversight
- ED Relations and Development
- Successor Preparation
- Training and Expertise

PRIMARY DUTIES

The Chairperson shall preside over all WIB Board of Member and Executive Committee meetings. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of the Chairperson and Vice Chairperson, the Second Vice Chair shall perform all duties of the MCWIB Chair; and assign and delegate such responsibilities from time to time.

The Chairperson and the WIB Director/Designee shall have the responsibility of preparing the agenda for WIB meetings and the management or business of the WIB. All meetings of the WIB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (CA Government Code §54950, *et seq.*), as amended.

THE WIB CHAIR SHALL:

1. Represent the MCWIB to the Board of Supervisors (BOS) and the general public;
2. 2. Preside over all regular and special meetings of the MCWIB;
3. Serve as Chair of the Executive Committee of the MCWIB;
4. Prepare the agenda for MCWIB meeting in consultant with the WIB Director/Designee;
5. Appoint all committee Chairs and committee members, in consultant with the WIB Executive Director/Designee;
6. In cooperation with the BOS, determine the number and composition of the Youth Council;
7. Determine the sections of the annual WIA Local Plan that are to be developed by the Youth Council because those sections relate to eligible youth, and determine the duties of the Youth Council in addition to those described in the WIA; and
8. Assign and delegate such responsibilities from time to time.

REGULAR MEETINGS

The WIB shall meet six (6) times annually on a calendar basis, unless a majority of the Board of Directors decides to meet at a greater or lesser frequency due to other demands during the calendar year. Regular meetings of the WIB Board Members shall be held at such time and place as shall be designated from time to time by resolution of the WIB Board Members. At such meetings, the Members shall transact such business as may properly be brought before the meeting. An agenda for a regular meeting must be posted 72 hours in advance in a location freely accessible to members of the public, and shall state the meeting time and place and contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

SPECIAL MEETINGS

Special meetings of the WIB may be called by the WIB Chairperson or by five or more WIB Members. Written notice of each such meeting shall be sent to, and received by, each Member at least twenty-four (24) hours before the time at which the meeting is to be held. Every such notice shall state the time and place of the meeting and all business to be transacted or discussed at such meeting.

COMMITTEES

The WIB Chair, with the approval of the WIB, shall create committees of the WIB. The WIB Chair shall appoint committee chairpersons from the WIB membership.

Committee members, with the exception of the Youth Council, shall be appointed by the WIB Chair and include WIB members exclusively, or they may be supplemented by non-WIB members deemed appropriate by the WIB Chair with the approval of the WIB.

## **ACTION ITEM#5 ATTACHMENT**

The WIB Chair, with the consent of the WIB, shall also be able to create and appoint task forces or ad hoc committees, which shall serve on a short term basis, as needed, to further the attainment of the organization's mission. Non-WIB members may be appointed to task forces and/or ad hoc committees as determined appropriate by the WIB Chair.

***WORKFORCE INVESTMENT BOARD  
OF MONTEREY COUNTY***

*168 W. Alisal • 3<sup>rd</sup> Floor • Salinas • California 93901*

***Chair/Vice Chair  
Nomination Form***

Person Nominated: \_\_\_\_\_ Title: \_\_\_\_\_

Position Nominated For: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

Organization submitting nomination: \_\_\_\_\_  
(i.e.: Chamber of Commerce, Manufacturing Association, etc)

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reason for recommendation: \_\_\_\_\_

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** CONSIDER PARTICIPATION IN ECONOMIC DEVELOPMENT  
COMMITTEE AD-HOC WORKING GROUPS  
**DATE:** APRIL 18, 2012

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**RECOMMENDATION:**

It is recommended that the Executive Committee discuss and consider participation in Economic Development Committee Ad-hoc working groups.



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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04/13/2012  
Date



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** VERERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP)  
SOLICITATION FOR PROPOSALS  
**DATE:** APRIL 18, 2012

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**INFORMATION:**

Staff is currently working with local partners to pull together the Veterans Employment Related Assistance Program grant proposal that is designed to align workforce training with economic development. The focus of this grant is to work with OET/Shoreline; MPC and CSUMB to design a program for returning eligible Veterans and their eligible spouses to provide a career path to certification in positions that will lead to high-growth/high-wage jobs. The CSUMB Public Service Academy, primarily focusing on Homeland Security, represents a promising new opportunity in Monterey County.

The grant submission is due April 18, 2012.

**ATTACHMENT:**

Grant Summary



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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04/13/2012  
Date

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

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

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

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** DISCUSSION ON THE SCHEDULED OVERSIGHT COMMITTEE WORKSHOP AGENDA  
**DATE:** APRIL 18, 2012

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**INFORMATION:**

WIB staff has developed an Oversight Committee Workshop Agenda that will take place after the next regularly scheduled meeting on May 10, 2012. The workshop is geared toward building a fundamental understanding of the overall current employment system, WIB Strategic Initiatives and the Oversight Committee's roles and responsibilities.

**ATTACHMENTS:**

Oversight Committee Workshop Agenda



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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04/13/2012  
Date



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
 JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB) OVERSIGHT COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA

**May 10, 2012; 9:00 am**  
*(Immediately following Oversight Committee Meeting)*

### WORKSHOP AGENDA

**Oversight Committee Members:**

*Mary Ann Leffel, Chair*

- Al Davis
- Dr. Phoebe Helm
- Cesar Lara
- Judith Profeta
- Larry Silva
- Teresa Sullivan
- Brian Turlington

9:00am	<b>Welcome and Introductions</b>	Mary Ann Leffel
9:20 am	<b>Oversight Committee 101</b> <i>(Roles &amp; Responsibilities)</i> <ul style="list-style-type: none"> <li>▪ <b>Oversight/Monitoring</b></li> <li>▪ <b>Oversight of performance accountability</b></li> <li>▪ <b>Budget/Finance</b></li> <li>▪ <b>Strategic Planning</b></li> </ul>	Joyce Aldrich
9:40 am	<b>WIB Strategic Initiatives</b> <ul style="list-style-type: none"> <li>▪ <b>Labor Market Intelligence</b></li> <li>▪ <b>Business Support</b></li> <li>▪ <b>Career Paths of Economic Opportunity</b></li> <li>▪ <b>Performance</b></li> </ul>	Jim Cook
9:45 am	<b>Overview of Current Employment System</b> <ul style="list-style-type: none"> <li>▪ <b>Operators and Training Providers</b></li> <li>▪ <b>Total budget vs. estimated actual expenditures</b></li> <li>▪ <b>Performance – Target vs. Actual</b></li> </ul>	Joyce Aldrich/ Marleen Esquerra
10:20am	<b>Challenges to the System</b> <i>(Obstacles to getting there?)</i> <ul style="list-style-type: none"> <li>▪ <b>Training, AB734</b> (25% requirement)</li> <li>▪ <b>Funding Reductions</b></li> </ul> <p><b>Operational Efficiency</b> <i>(How can we get there?)</i></p> <ul style="list-style-type: none"> <li>▪ <b>Performance/Reporting, Measurement and System Enhancement</b></li> </ul> <p><b>Opportunities</b> <i>(Where should we go?)</i></p> <ul style="list-style-type: none"> <li>▪ <b>Enhance System Effectiveness to meet Participant and Business needs</b></li> <li>▪ <b>Planning and Policy Tools</b></li> </ul>	Group Discussion

Monterey County  
 Workforce Investment  
 Board (WIB)

Joyce Aldrich,  
 WIB Consultant

168 West Alisal Street  
 3<sup>rd</sup> Floor  
 Salinas, CA 93901  
 (831) 759-6644  
[www.montereycountywib.org](http://www.montereycountywib.org)

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** CWA CONFERENCE FEEDBACK  
**DATE:** APRIL 18, 2012

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**INFORMATION:**

Jim and I attended the CWA Quarterly Meeting and Conference in San Diego earlier this month and learned a great deal about the new MIS System that will roll out beginning in July (for the JTA system) and locally for our VOS system on September 24, 2012. This new system – called the CWSN Transition - has a lot of advantages, but also a few disadvantages. The advantages is that all of the employer information will be in one location rather than now with there being the local VOS Employer system, and the statewide Cal Jobs system. Both will be rolled into one after transition.

Reports from the system will be more meaningful once designed locally. The opportunity for tracking all participants in the system will be more effective. Although we have had this opportunity it isn't being utilized and the system components are outdated. With the new system there will be an opportunity for Service Tracking and Attendance Tracking Modules.

One of the challenges (for us locally) is that the new system does not have a 'built-in' Workkeys module. We will have to purchase that separately, and in order to have the Workkeys module, we will also have to purchase a Custom Home Page Portal. Currently the State is in talks with Geo Solutions to determine whether a 'package' can be developed at a lower rate than initially provided by Geo Solutions.

In addition to CWSN, I attended a workshop on the Future of One Stops: What Should We Change? Panelists included members from the Federal and State Level including Tim Rainey, ED for California Workforce Investment Board, Robert Knight, Director Workforce Policy & Government Relations, Richard W. Moore, Cal State Northridge, and Ed Strong, Corporation for a Skilled Workforce.

The primary theme of this discussion was that when major implementation of the one-stop career centers began, the economy was entering a boom phase. Today the guiding principles of universal access, customer choice, service integration and accountability remain relevant **but the one-stop business model needs to adapt to changing realities**. Technology has changed learning, work and labor exchange. Labor shortages, skill shortages and the need for job creation suggest new roles, as does the imperative of life-long learning. Our policies as we move forward should focus on rewarding performance, innovation, sound management and a highly competent professional staff. The key take away from this discussion was that the Comprehensive One Stop Model needs to change to reflect the needs of the current customers. We need to look at more neighborhood one stops versus a big box location.



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Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

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04/13/2012  
Date