



**Executive Committee Members:**

*Erik Cushman, Chair*

Anthony Aniello

Cesar Lara

Diana Carrillo

Mary Ann Leffel

Dr. Willard Lewallen

Dave Potter

**Monterey County Workforce Investment Board (WIB)**

**Joyce Aldrich,**  
*WIB Executive Director*

730 La Guardia Street  
Salinas, CA 93905  
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# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

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

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

**Wednesday, May 21, 2014, 8:00 am**

### AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>		ERIK CUSHMAN, <i>CHAIR</i>
<b>CHANGES TO AGENDA:</b>		
<b>PUBLIC COMMENT:</b>		
<b>SUBCOMMITTEE CHAIR REPORTS:</b>		
<ul style="list-style-type: none"> <li>▪ <b>BUSINESS COMMITTEE:</b> Tony Aniello</li> <li>▪ <b>OVERSIGHT:</b> Mary Ann Leffel</li> <li>▪ <b>YOUTH COUNCIL:</b> Diana Carrillo</li> </ul>		ERIK CUSHMAN
<b>CONSENT CALENDAR:</b>		ERIK CUSHMAN
1. <b>ACTION:</b> Approve minutes from January 15, 2014.		
2. <b>ACTION:</b> Concur with the May 8, 2014 Oversight Committee action to approve the Workforce Investment Act (WIA) Fiscal and Procurement Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14.		
3. <b>ACTION:</b> Concur with the May 8, 2014 Oversight Committee action to approve the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Adult services totaling \$175,000 and move to Workforce Investment Board for consideration prior to submitting to the Board of Supervisors for final approval at their June 24, 2014 meeting		
4. <b>ACTION:</b> Concur with May 8, 2014 Oversight Committee action to approve Revised WIB Polices #2004-03, #2005-10, #2007-04, #2005-05, #2010-01, #2011-02 and #2011-03.		
<b>APPOINTMENTS/RESIGNATIONS</b>		ERIK CUSHMAN
1. <b>ACTION:</b> Consider and approve the resignation of Rick Deraiche, representing Employment Development Department (AJCC Partner) from the Workforce Investment Board. (Handout)		
2. <b>ACTION:</b> Consider and approve the appointment of Yuko Duckworth, representing Employment Development Department (AJCC Partner) to the Workforce Investment Board and forward to full WIB for final approval before submitting to Board of Supervisors for appointment.		
<b>DISCUSSION/REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>		
1. <b>ACTION:</b> Approve the FINAL Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report, PY 2012-13 for Office of Employment Training.		JOYCE ALDRICH
2. <b>ACTION:</b> Approve the Final WIA Governor's 25% DWAA Special Project Monitoring Report, PY 2012-13 for Shoreline Workforce Development Services.		JOYCE ALDRICH



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Anthony Aniello

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Diana Carrillo

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Dave Potter

## MONTEREY COUNTY ECONOMIC DEVELOPMENT

### ERIK CUSHMAN, WIB CHAIR

3. <b>ACTION:</b> Consider the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Youth Services for PY 2014-15 in the amount of \$110,000, move to the Workforce Investment Board for consideration prior to submitting to the Board of Supervisors for final approval at their June 24, 2014 meeting (Handout)		JOYCE ALDRICH
4. <b>ACTION:</b> Consider and approve the revised WIB Adult, Dislocated Worker and Youth policies.		JOYCE ALDRICH
5. <b>ACTION:</b> Review and approve updated WIA Budget for PY 2013-14 (Handout)		JOYCE ALDRICH
6. <b>ACTION:</b> Consider approving submission of Workforce Accelerator Grant Proposal to California Workforce Investment Board. Upon notice of award proposal will be placed on Board of Supervisors Agenda for final approval to accept award.		JOYCE ALDRICH
7. Receive PY 2014-15 WIA Formula Allocations from State of California Employment Development Department (Handout)		JOYCE ALDRICH
8. Review and discuss WIB Retreat Strategies Update for PY 2014-15 (Handout)		JOYCE ALDRICH
9. Review and discuss the DRAFT WIB Agenda in preparation for June 2, 2014 meeting (Handout)		ERIK CUSHMAN
10. Receive Director's Report (Handout)		JOYCE ALDRICH

#### ANNOUNCEMENTS OF EVENTS:

##### WIB MEETING:

June 4, 2014; Marina Library

##### SUBCOMMITTEE MEETINGS:

Business Services: 6/10/2014; Marina Library

Executive: 6/18/2014; Shoreline, Marina

Youth Council: 7/08/2014; Shoreline, Marina

Oversight: 7/10/2014; Shoreline, Marina

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 Executive Director*

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**UNADOPTED**

Monterey County Workforce Investment Board  
**Executive Committee**  
Shoreline Workforce Development  
**Wednesday, January 15, 2014**

**Members Present:** Diana Carrillo, Erik Cushman (Chair), Cesar Lara and Mary Ann Leffel and Dr. Willard Lewallen

**Members Absent:** Anthony Aniello and Dave Potter

**Staff Present:** Joyce Aldrich, Marleen Esquerra and Flor Galvan

**Others Present:** Rebecca Cenicerros and Rosie Chavez

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:06 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** Ms. Aldrich reported that she would be providing handouts for business items #4 and #7. Aldrich requested that a business membership item be added to the agenda. According to the Brown Act, we can add an item to the Agenda if the local WIB was notified of the Agenda exception after the agenda had already been posted and that it constitutes immediate action. WIB staff received a membership application after the Agenda was released and the urgency to make an exception to the Agenda is to meet the local board composition requirements in accordance with the WIA and Local Plan.

**Motion:** Ms. Leffel motioned to add Paula Calvetti's membership application as action item #3 to the agenda, under appointments.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**Public Comment:** None

**Subcommittee Chair Reports:**

**Oversight:** Ms. Leffel reported on the Oversight Committee meeting held on January 9<sup>th</sup>. She stated the members are pleased with the reporting of the mid-year budget and she thanked the new fiscal manger Ms. Kristen Aldrich for her efforts. The members also discussed ways to support the upcoming Summer Youth Employment Program and funding opportunities concerning the Employment Training Panel.

**Youth Council:** Ms. Carrillo reported on the Youth Council meeting held on January 14<sup>th</sup>, where they welcomed a new member representing in-school youth. She highlighted a presentation given by the Director of Mission Trails Regional Occupation Program. She was pleased to report that all youth providers are meeting their performance goals and requirements. She stated a discussion was held concerning the Youth Request for Proposals, which is scheduled for release in February 2014.

**Consent Calendar:**

**1. Approve minutes from November 20, 2013.**

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

**Second:** Ms. Carrillo

**Abstention:** Ms. Leffel

**Motion Passed Unanimously**

**Appointments:**

**1. Action: consider and approve the appointment of Kathleen "Kathy" Eckerson representing Business, to the WIB for a three year term.**

Ms. Leffel recommended that the committee take an in-depth look at business applicants that are seeking appointment on the WIB. She stated the applicants should represent employers with employees and not sole proprietors. Ms. Leffel stated that if the WIB is going to be active in the community it needs to have HR Directors, and business owners who can utilize our services, understand what we do and provide employment opportunities and referrals to our participants. Mr.

Lara agreed and recommended that all applicants come before the committee before their appointment is considered. Ms. Carrillo stated that Ms. Eckerson has extensive background serving on WIB's and feels that she might have new suggestions and best practice ideas to share.

**Motion:** Ms. Leffel motioned to postpone the action indefinitely.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**2. Action: consider and approve the appointment of Daniel McCormick, representing Business, to the WIB for a three year term.**

The members discussed the appointment of Mr. McCormick and decided that it was best to postpone the action indefinitely to give the member's time to review and discuss his application.

**Motion:** Ms. Leffel motioned to postpone the action indefinitely.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**3. Action: consider and approve the appointment of Paula Calvetti, representing Business, to the WIB for a three year term.** Mr. Cushman reported that Ms. Calvetti is the HR Director for one of the largest hospitality employers in Monterey County, which represents one of our key industry sectors.

She is connected in the community and has vast knowledge of employee retention and promotions.

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

**Second:** Mr. Lara

**Motion Passed Unanimously**

**Discussion/Review of Business Calendar Action Items:**

1. **Review the WIB membership composition.** Ms. Aldrich reported that as of January 15, 2014, there are three vacancies on the full WIB, with two representing business and one labor. She reported that she expects the labor vacancy to be filled shortly and also anticipates that with Ms. Calvetti's membership, the vacancy in business will be down to two. She thanked the members for their hard work in providing potential membership candidates for the WIB to consider.
2. **Receive a report on the Request for Proposals for WIA Title I Adult and Youth Programs subcontracts to begin in PY 2014-15.** Ms. Aldrich reported that she continues to work on the Adult and Youth RFP's. She will forward the information to the Monterey County Contracts and Purchasing Department by January 15, 2014 to begin the process. The new RFP's will place a priority on academic and vocational skills development for promotion of career pathways in hi-demand and high wage occupations and also support more of a collaborative and regional effort.
3. **Report on the State's new Performance goals for Local Workforce Investment Area (LWIA).** Ms. Aldrich reported that the WIB recently negotiated the new performance goals with the State. She stated that although the goals were increased in the Dislocated Worker average earnings and Youth literacy and numeracy gains; the service providers have been able to adjust accordingly. She anticipates that Monterey County will exceed the performance goals set for this year.
4. **Update on the WIB budget for PY 2013-14.** Ms. Aldrich reported that the handout provides a clear picture of the budget as of November 30, 2013. She reported that the participant training allocation for the adult program was minimally spent because the contracts were not awarded until October 2013. She reported the Dislocated Worker funding allocation has been expended by \$319,000. As for the Youth allocation, the funds are primarily used for the Summer Youth Employment Program and she expects this funding stream will be fully expended by the end of the year. The Business Services staff has been actively providing outreach to employers and so she expects the expenditures for the Rapid Response allocation to significantly increase. Ms. Aldrich reported that she is currently working with the State on the request for funding for Dislocated Worker Additional Assistance.
5. **Update on the WIB's Strategic Local Plan goals.** Ms. Aldrich reported on the latest Local Plan strategies and actions. Ms. Aldrich reported that many of the action items are either on target based on the dates or in progress. WIB staff continues to work on the use of WorkKeys as career readiness assessments. She anticipates that the WIB training policy will be revised to provide a more robust

and region-wide emphasis on the WorkKeys certification. To fulfill the WIB's membership composition requirements representing our major industries, Ms. Aldrich stated that members are actively providing potential membership applications for consideration to the WIB. She added that the Department of Rehabilitation would like to work closely with the staff in the America's Job Centers of California to provide services to diverse populations.

6. **Director's Report.** Ms. Aldrich reported that the National Association of Workforce Boards conference is being held on March 29 – April 1, 2014 in Washington, DC. She reported that she and Ms. Leffel will be attending. She asked if any additional members would like to attend. She also reported that she continues to work with the State on the 2<sup>nd</sup> round of Dislocated Worker Additional Assistance request for funding. She reported that the Monterey County Board of Supervisors approved the California Department of Corrections and Rehabilitation (CDCR) grant, which should commence soon.
7. **Review and Discuss the DRAFT WIB Agenda in preparation for the meeting scheduled for February 5, 2014.** Ms. Aldrich reported on the draft WIB agenda for the meeting scheduled on February 5, 2014. The agenda will contain four action items. The intent is for the business meeting will adjourn at 8:30 am, with the WIB retreat scheduled to immediately follow. She has been working with the facilitator on the WIB retreat agenda and anticipates the meeting will end at approximately 12:30pm.

**Announcements of Events:** Ms. Leffel announced the Regional Economic Forum will take place on March 6, 2014 at Embassy Suites. The forum will feature success stories in agriculture, technology and green sustainability and higher education industry sectors. She also announced that the "Ideas of March" will be held on March 15, 2014. The ribbon-cutting event for the airport will be held on January 24<sup>th</sup> at 3:00 pm. Mr. Cushman announced the Startup Weekend at CSUMB will be held on January 24-26, 2014. Dr. Lewallen announced the ribbon cutting and grand opening of Hartnell's Technical Training Building on January 30, 2014. He also announced a concert on January 24, 2014 will be held at Hartnell at 6:00 pm.

**Adjournment:** Mr. Cushman adjourned the meeting at 9:52 am.

**Motion:** Ms. Carrillo motioned to accept the adjournment

**Second:** Ms. Leffel

**Motion Passed Unanimously**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONCUR WITH THE MAY 8, 2014 OVERSIGHT COMMITTEE TO APPROVE THE WORKFORCE INVESTMENT ACT (WIA) FISCAL AND PROCUREMENT REVIEW FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW OFFICE FOR PROGRAM YEAR 2013-14

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It is recommended that the Executive Committee concur with the May 8, 2014 Oversight Committee to approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Fiscal and Procurement Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14.

**INFORMATION:**

The State of California Compliance Review Office's annual monitoring review of the WIB's fiscal management and procurement activities funded by the WIA for Program Year 2013-14 was conducted on April 14-18, 2014.

The fiscal portion of the review focused on the areas of fiscal policies and procedures, financial reporting, expenditures charged to the WIA grants, cost allocation, resource sharing of costs, indirect cost rate, and oversight of sub-recipients, sub-recipient audits, and debt collection. The procurement portion of the review included an examination of procurement policies and procedures, procurement transactions, and property management.

The State concluded that overall the Monterey County WIB is meeting all applicable WIA requirements concerning fiscal management and procurement.

There were no findings cited by the State. Therefore, the attached monitoring report was issued to the WIB as a final report on April 23, 2014.

**ATTACHMENT:**

WIA Fiscal and Procurement Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14



Edmund G. Brown Jr.  
Governor

April 23, 2014

Mr. David Spaur, Economic Development Director  
Monterey County Workforce Investment Board  
730 La Guardia Street  
Salinas, CA 93905

Dear Mr. Spaur:

**WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2013-14**

This is to inform you of the results of our review for Program Year (PY) 2013-14 of the Monterey County Workforce Investment Board's (MCWIB) financial management and procurement systems for activities funded by Workforce Investment Act (WIA). This review was conducted by Mr. David Jansson from April 14, 2014, through April 18, 2014. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIA grants, cost allocation, resource sharing of costs, indirect cost rate, oversight of your subrecipients, subrecipient audits, and debt collection. For the procurement portion of the review, we examined procurement policies and procedures, procurement transactions, and property management.

Our review was conducted under the authority of Section 667.400(c) and Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2013-14.

We collected the information for this report through interviews with representatives of MCWIB, a review of applicable policies and procedures, and a review of documentation retained by MCWIB for a sample of expenditures and procurements for PY 2013-14.

**BACKGROUND**

The MCWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California<sup>SM</sup> delivery system. For PY 2013-14, MCWIB was allocated: \$1,479,571 to

Mr. David Spaur  
April 23, 2014  
Page two

serve adult participants; \$1,532,119 to serve youth participants; and \$2,014,142 to serve dislocated worker participants.

For the quarter ending December 31, 2013, MCWIB reported the following WIA expenditures: \$166,698 for adult participants; \$451,808 for youth participants; and \$635,195 for dislocated worker participants. In addition, MCWIB reported the following WIA enrollments: 113 adult participants; 285 youth participants; and 515 dislocated worker participants.

### **FISCAL REVIEW RESULTS**

We conclude that, overall, MCWIB is meeting applicable WIA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, MCWIB is meeting applicable WIA requirements concerning procurement.

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

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIB's responsibility.



Mr. David Spaur  
April 23, 2014  
Page three

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. David Jansson at (916) 654-7690 or Mr. D. Vance Cannedy at (916) 654-7005.

Sincerely,

A handwritten signature in cursive script that reads "John P. Griffin". The signature is written in black ink and is positioned above the printed name and title.

JOHN GRIFFIN, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Greg Gibson, MIC 50  
Daniel Patterson, MIC 45  
Eileen Rolhfing, MIC 50

# MEMORANDUM

**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONCUR WITH THE MAY 8, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE THE REQUEST FOR PROPOSAL (RFP) SELECTION COMMITTEE FUNDING RECOMMENDATION FOR WIA TITLE I ADULT SERVICES TOTALING \$175,000 AND MOVE TO WORKFORCE INVESTMENT BOARD FOR CONSIDERATION PRIOR TO SUBMITTING TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL ON JUNE 24, 2014

**DATE:** MAY 21, 2014

**RECOMMENDATION:**

1. It is recommended that the Executive Committee concur with the May 8, 2014 Oversight Committee action to approve the Request for Proposals (RFP) Selection Committee funding recommendation of up to \$175,000 for Workforce Investment Act (WIA) Adult Services for Program Year (PY) 2014-15 to the successful bidder as follows:

ADULT Successful Bidder	Net Contract Requested	Proposed # of Enrollments	Total Funding Recommended	Min. # of Enrollments
Goodwill Industries, DBA Shoreline Workforce Development Services	\$175,000	55	\$175,000	55

2. Approve WIB staff to enter into contract negotiations with the successful bidder for a contract year beginning July 1, 2014 and ending June 30, 2015 for the respective funding amount recommended, with the WIB's option to extend the contract annually, for a maximum of two subsequent years based on funds available and on the subcontractors' performance.

**BACKGROUND SUMMARY:**

Under the Workforce Investment Act (WIA), the Monterey County Workforce Investment Board (WIB) is required to have a delivery system known as the America's Job Center of California (formerly One Stop Career Center), which currently exists in Salinas, Seaside and King City. The WIB is also allowed to seek additional adult partner agencies, through a competitive Request for Proposal (RFP) procurement process, that have unique capacity, resources and expertise to provide WIA adult services to eligible target populations throughout Monterey County.

On December 4, 2014, the Monterey County WIB approved the development and issuance of a new Request for Proposals (RFP) #10474 for WIA Title I Adult program subcontracts, scheduled to commence July 1, 2014.

Since the release of the Adult RFP #10474, the Monterey County WIB has received its actual PY 2014-15 WIA funding allocations from the State of California. The PY 2014-15 WIA Adult allocation represents an 8.2% decrease from PY 2013-14. Although the original RFP stated that funding for subcontracts could be up to \$325,000 for adult services, there are no set guidelines for the minimum amount of funding that can be requested. The WIB can determine funding amounts based on the total amount of WIA funds available. Due to the reduction in WIA Title I formula allocations for PY 2014-15 affecting Monterey County's WIA funding streams, the allocation for WIA adult subcontract(s) have been reduced from \$325,000 to \$175,000. Additionally, with the allocation, the WIB can

now state the number of enrollments to be served under the adult subcontract(s) to be a minimum of 55.

An RFP addendum was released to all prospective bidders on April 24, 2014 notifying them of the reduced WIA funding and enrollment goal. All were asked to adjust their proposals accordingly.

**DISCUSSION:**

The Adult RFP was released to the public on March 31, 2014 with a closing date of April 29, 2014. The County's Contracts and Purchasing and WIB staff conducted a mandatory bidder's conference for the RFP on April 14, 2014 to include a question and answer process with prospective bidders. Answers to the questions were posted on the Contracts and Purchasing solicitation website throughout the open bidding process.

Two (2) adult proposals were received by the submission deadline. The Contracts and Purchasing office reviewed all proposals for compliance and concluded that all passed the proposal format and specifications requirements. The proposals were then distributed to the Selection Committee on May 1, 2014 for their reading and evaluation. On May 6, 2014 the Selection Committee convened to interview bidders, score proposals, and conduct a thorough review of the proposals, budget and comparative costs and performance. Bidder interviews were conducted in ten (10) minute intervals to give the Selection Committee an opportunity to ask follow up questions regarding each proposal.

**Ranking of Adult Proposals:**

For the purpose of the WIA Title I Adult funding, the Selection Committee unanimously approved and recommended funding Shoreline to receive up to \$175,000 to provide WIA adult services to eligible target populations throughout Monterey County. The number of new adult participants to be served is a minimum of 55.

It should be noted that both Adult proposals received high marks; it was the limited funding available that narrowed down the selection to one subcontractor.

Overall, the RFP funding recommendation was based on Shoreline's local presence and their community-wide concerted effort to reach all areas of the county. Regionally, Shoreline has positioned their locations really well with offices in Marina, Salinas and San Luis Obispo. They also co-locate staff at the Watsonville Job Center and utilize partner space at the King City Job Center. More specifically, their office in Salinas is open to the community and offers no cost employment services and resources to all job seekers and the general public. They have maintained a presence in Marina to serve participants on the Monterey Peninsula, despite budget cuts. They are also the One-Stop service provider in San Luis Obispo County. All these locations enable Shoreline to serve WIA participants throughout Monterey County and beyond.

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

This recommendation allocates WIA Title I Adult funding to Shoreline for up to \$175,000 for an adult subcontract. The contract period would be for one-year, with the WIB's option to extend the contract annually, for a maximum of two subsequent years based on funds available and on the subcontractor's performance. Should the Oversight Committee approve this recommendation, WIB staff recommends that the contract begin July 1, 2014 and end on June 30, 2015.

On June 4, 2014, the contract amount and enrollment goal will be considered by the Monterey County WIB and forwarded for final approval to the Monterey County Board of Supervisors.

Final and ultimate funding for the entire Job Center delivery system and subcontract depends on Federal, state and local budget allocations.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONCUR WITH THE MAY 8, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE REVISED WIB POLICIES #2004-03, #2005-10, #2007-04, #2005-05, #2010-01, #2011-02 AND #2011-03

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It is recommended that the Executive Committee concur with the May 8, 2014 Oversight Committee action to approve the below revisions.

■ **Overall Policy Format – REVISIONS**

Update: The proposed policy changes include updating all previously approved WIB policies to reflect the new branding of the America's Job Center of California (formerly One-Stop Career Center). Other changes include updates to the policy layout (left margin to include the WIB logo and website address), references to Workforce Investment Act (WIA) regulations and Department of Labor guidance, current WIB staff contact information for inquires and the removal of all superseded policies on the WIB website.

■ **#2004-03 – Incident Reporting – REVISIONS**

■ **#2005-10 – Grievance Complaint Procedures – REVISIONS**

■ **#2007-04 – Audit Resolution – REVISIONS**

Update: As directed by the State Compliance Review Office, the proposed policy revisions reflect the name change of their agency from "Compliance Review Division" to "Compliance Review Office". The policies also include updates to definitions and references to new guidance received from the State.

■ **#2005-05 – Supportive Services – REVISION**

Update: The proposed policy revision reduces the established supportive services funding limit from \$2,000 to no more than \$1,000 per WIA Title I adult, dislocated worker, and youth enrolled participants. Language was added that requires service providers to implement a tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive services and to make certain participant case files maintain accurate records to ensure all supportive services are necessary, reasonable and allowable; and the case management systems are updated with the appropriate activity codes.

■ **#2010-01 – Monterey County WIA Geographic Service Goals – REVISION**

Update: The proposed policy revision updates the service target area goals for WIA eligible youth and adults. The purpose of this policy is to provide service providers with information on the four geographic regions of Monterey County in serving eligible adults, youth and dislocated workers. This policy impacts the type of data collected and performance reported to the Monterey County WIB.

■ **#2011-02 – Definition of Priority of Service and Economic Self-Sufficiency – REVISION**

Update: The proposed policy revision reflects the 2014 economic self-sufficiency standard based on The Insight Center for Community Economic Development's published Self-Sufficiency Standard for California that provides an estimated measurement and calculates the income needed by working families to meet their basic needs in California that includes county-specific

costs for housing, food, and health care, as well as costs associated with work including transportation, childcare, and taxes. Service providers will use this policy to determine if employed adults and dislocated workers are eligible for, and in need of training or retraining services to obtain or retain employment that allows for self-sufficiency.

- **#2011-03 – Tiered Service Levels - Core Intensive and Training – REVISION**

Update: The proposed policy revision reduces the supportive services provided to individuals enrolled to receive intensive services from \$200 to no more than \$50. Individuals requiring additional supportive services above the \$50 limit will need to be determined income eligible.

- **#2011-04 – Individual Training Accounts – REVISION**

Update: The proposed policy revision adds language for WIA Title I eligible youth participating in secondary school, post-secondary school, adult education programs, or any other organized program of study leading to a degree or certificate, limits the amount of training funds allowed per enrolled individual and specifies that seventy-five percent (75%) of WIA training funds must be dedicated toward high demand/high growth industries identified in the policy. The revision also includes language on the implementation of WorkKeys® assessments to determine an individual's readiness for training, prior to the start of any WIA Title I funded training activity.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONSIDER AND APPROVE THE RESIGNATION OF RICK DERAICHE, REPRESENTING THE EMPLOYMENT DEVELOPMENT DEPARTMENT FROM THE WORKFORCE INVESTMENT BOARD

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board accept the resignation of Rick Deraiche, representing the Employment Development Department from the Workforce Investment Board, to be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

**INFORMATION:**

On April 28, 2014, WIB staff received a letter from Mr. Deraiche stating his regret to be removed from the Board. He is appreciative of his participation and service on the Monterey County Workforce Investment Board.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE BOARD

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

**SUBJECT:** CONSIDER AND RECOMMEND THE APPOINTMENT OF YUKO DUCKWORTH, REPRESENTING THE EMPLOYMENT DEVELOPMENT DEPARTMENT, TO THE WIB FOR A THREE YEAR TERM TO BE FORWARDED TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board consider and recommend the appointment of Yuko Duckworth, representing the Employment Development Department, to the WIB for a three year term, to be forwarded to the Board of Supervisors for final approval.

**BACKGROUND:**

Ms. Duckworth, Employment Program Manager, Employment Development Department, has submitted an application for membership to the full WIB.

The WIB bylaws state that members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the Board of Supervisors.

**ATTACHMENTS:**

Yuko Duckworth's Membership Application


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

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR

730 La Guardia Street

Salinas, CA 93905

Phone (831) 796-6434

Fax (831) 758-3371

www.montereycountywib.org

## Monterey County Workforce Investment Board (WIB) Membership Application

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

 Name: Yuko Duckworth Date Submitted: 05/05/2014

 Title: Employment Program Manager

 Business/Organization Name: Employment Development Department

### Representation

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

- |   |  |
|---|--|
| <input type="checkbox"/> Community Based Organization | <input type="checkbox"/> Local Educational Entity    |
| <input type="checkbox"/> Economic Development Agency  | <input checked="" type="checkbox"/> One-Stop Partner |
| <input type="checkbox"/> Labor Organization           | <input type="checkbox"/> Private Business            |

### Contact Information

Business/Organization

 Address: Employment Development Department/730 La Guardia Street,

 City: Salinas State: CA Zipcode: 93905

 Phone: 831-796-3632 Fax: 831-796-3650

 Mobile: [REDACTED]

 Email address: yuko.duckworth@edd.ca.gov

 Website address: www.edd.ca.gov

 Business license number: n/a

 City of residence: Salinas

### Business Related Questions

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

 1. Number of current employees: 23

 2. Number of years with current business/organization: 15

3. Number of years in business in Monterey County: \_\_\_\_\_



4. Please describe the nature of your business and your position:

Workforce Services, Employment Program Manager

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

Salinas Valley & Monterey Peninsula Chamber member, 25 years as a member.

6. Please list any professional award(s) or recognition you have received within the last 5 years:

n/a

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

Manage all the Workforce Services Programs in Monterey/San Benito/Santa Cruz Counties.

*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: Enrique Arreola Title: WIB Director  
 Company: Community Services & Workforce Development Phone: 831-637-9293

**Personal Reference:**

Name: Dina Irino Phone: 831-663-3652  
 Relationship: Friend/neighbor

**Other Reference:**

Name: Debbie Houx Phone: 831-757-2842  
 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?  
Continue and expand the collaboration between EDD and the LWIA partners and find solutions to mutual challenges.
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 worked with Santa Cruz WIB and am on San Benito WIB currently.

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'd like to be connected and expand the network with the stakeholders, and find ways to levelage our resources to achieve mutual goals.

*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: *Yvonne Duckworth* Date: 05/05/2014

To be completed by County official only

Date received by Monterey County:

5/5/2014 Received by: *Yvonne Duckworth*

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) GOVERNOR'S 25% DISLOCATED WORKER ADDITIONAL ASSISTANCE (DWAA) SPECIAL PROJECT MONITORING REPORT FOR PROGRAM YEAR 2012-13 FOR THE OFFICE FOR EMPLOYMENT TRAINING

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It's recommended that the Executive Committee approve the final Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report for Program Year 2012-13 for the Office for Employment Training (OET).

**BACKGROUND:**

In August 2012, OET entered into an agreement with the Monterey County WIB to receive \$514,019 to serve 105 Dislocated Workers. The goal of all services is to provide job search support, assessment of skills and abilities, classroom training, on-the-job training (OJT) and employment training to displaced impacted by layoffs, primarily in the banking and manufacturing industries specifically from Capital One and Chiquita Fresh Express.

**DISCUSSION:**

This is to report the results of the WIB compliance monitoring review of the activities performed by OET for Program Year 2012-13. The review covered the period of August 1, 2012 to June 30, 2013.

At the time of the review, OET's actual expenditures were \$470,810 (91%) of their total budget plan of \$514,019. OET successfully enrolled 184 participants, exceeding its total enrollment goal of 105 by 175%. Of those enrolled, OET successfully placed 82 participants into training, exceeding its total training goal of 45 by 182%.

WIB staff concludes that overall OET is in compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 agreement between OET and the Monterey County WIB.

This report contains no findings or concerns; therefore, the WIB issued the report as final.

**ATTACHMENT:**

FINAL DWAA Program Monitoring Report, Program Year 2012-13 - OET

# MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

## Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



730 La Guardia Street  
Salinas, CA 93905  
Phone (831) 796-6434  
Fax (831) 796-3321  
[www.montereycountywib.org](http://www.montereycountywib.org)

December 20, 2013

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

**RE:** FINAL Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report, Program Year 2012-13

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

**Monitor:** Monterey County Workforce Investment Board (WIB) analyst Ms. Marleen Esquerra.

**Monitoring Date:** November 20, 2013, located at 730 La Guardia Street, Salinas.

**Background:** In June 2012, the Monterey County WIB received 25 Percent Governor's Dislocated Worker Additional Assistance funding to expand re-employment services and training to serve an increase in displaced workers seeking services from the Monterey County Americas Job Center of California (AJCC), formerly One-Stop delivery system. The increased customer flow is driven by multiple layoffs, primarily in the banking and manufacturing industries specifically from Capital One and Chiquita Fresh Express. The Office for Employment Training (OET) is a division of the Monterey County Economic Development Department. OET is the primary WIA Dislocated Worker program provider in Monterey County and provides employment and training services through the AJCC. In August 2012, OET entered into an agreement with the Monterey County WIB to receive \$514,019 to serve 105 Dislocated Workers. The goal of all services is to provide job search support, assessment of skills and abilities, classroom training, on-the-job training (OJT) and employment training resources, supportive services, case management and follow-up retention services.

**Objective:** The purpose of this review is to evaluate OET's compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 memorandum of understanding (agreement) between OET and the Monterey County WIB. Information collected for this report was provided through interviews with OET staff as well as the results of a participant case file review.

**Review Period:** The review covered the period of August 1, 2012 to June 30, 2013.

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

Table 1: For the period ending June 30, 2013, OET's actual expenditures are \$470,810 (91%) of their total budget with staff salaries and benefits expenditures over budget at 112% and services and supplies over budget at 105%, due to higher than anticipated staff intensive case management and training services to accommodate the large volume of enrollments of 184 over 105, 175% over its total planned enrollment goal.

**i. Expenditures – Table 1:**

<b>LOCAL WORKFORCE INVESTMENT AREA BUDGET</b>			
<b>PY 2012-13 As of June 30, 2013</b>	<b>Planned Budget</b>	<b>Actual Expenditures</b>	<b>% of Total Expended</b>
<b>Dislocated Worker Additional Assistance</b>			
Program Salaries & Benefits	\$196,745	\$220,432	112%
Services & Supplies	\$78,516	\$82,187	105%
Supportive Services	\$17,100	\$4,309	25%
Training Services	\$225,000	\$163,882	73%
<b>Total</b>	<b>\$514,019</b>	<b>\$470,810</b>	<b>91%</b>

Table 2: For the period ending June 30, 2013, OET enrolled 184 of 105, exceeding its total enrollment goal by 175%. OET enrolled 82 of 45 participants into training, exceeding its total training goal by 182%. At the time of the review, only 15 participants exited the program with 2 placed into unsubsidized employment. As required, all applicable training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual’s readiness for WorkKeys® testing.

**ii. Enrollments – Table 2:**

<b>PY 2012-13 As of June 30, 2013</b>	<b>Plan vs. Actual</b>		
<b>Enrollments</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Carry-Ins	0	0	n/a
New Enrollments	105	184	175%
<b>Total</b>	<b>105</b>	<b>184</b>	<b>175%</b>
<b>Activities</b>			
<b>Activities</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Core Services (Registered)	105	184	175%
Intensive Services	105	171	163%
Training Enrollments	45	82	182%
<b>Performance Goals</b>			
<b>Performance Goals</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Total Exits from the Program	105	15	14%
Entered Employment Rate – Placed in unsubsidized employment	70	2	3%

**II. FIELD REVIEW:**

A file sampling of 10 Dislocated Worker participant case files were reviewed. No issues were identified.

**Financial Accounting Internal Controls**

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

**III. CONCLUSION:**

We conclude that overall OET is in compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 memorandum of understanding (agreement) between OET and the Monterey County WIB. An exit interview was conducted on December 20, 2013 with OET Program Manager Mr. Rod Powell.

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

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of OET's DWAA Special Project and fiscal operations. It is OET's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain OET's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796-6412.

Sincerely,



**Marleen Esquerra**

WIB Management Analyst

Monterey County Workforce Investment Board

cc: Joyce Aldrich, WIB Executive Director

# MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

## Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



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Fax (831) 796-3321  
[www.montereycountywib.org](http://www.montereycountywib.org)

December 20, 2013

Wil Moore, Employment Services Manager, Monterey County  
Shoreline Workforce Development Services  
1325 North Main Street,  
Salinas, CA 93906

**RE:** FINAL Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report, Program Year 2012-13

**Service Provider:** Shoreline Workforce Development Services

**Monitor:** Monterey County Workforce Investment Board (WIB) analyst Ms. Marleen Esquerra.

**Monitoring Date:** November 21, 2013, located at 1325 North Main Street, Salinas.

**Background:** In June 2012, the Monterey County WIB received 25 Percent Governor's Dislocated Worker Additional Assistance funding to expand re-employment services and training to serve an increase in displaced workers seeking services from the Monterey County Americas Job Center of California (AJCC), formerly One-Stop delivery system. The increased customer flow is driven by multiple layoffs, primarily in the banking and manufacturing industries specifically from Capital One and Chiquita Fresh Express. Shoreline operates a Neighborhood Career Center in Salinas and Marina serving the community with WIA universal, core, intensive and training services. Shoreline has been a WIB subcontractor since 2002 and provides employment and training services in partnership with the Office for Employment Training. In June 2012, Shoreline entered into an agreement with the Monterey County WIB to receive \$359,993 to serve 80 Dislocated Workers. The goal of all services it to provide job search support, assessment of skills and abilities, classroom training, on-the-job training (OJT) and employment training resources, supportive services, case management and follow-up retention services.

**Objective:** The purpose of this review is to evaluate Shoreline's compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 memorandum of understanding (agreement) between Shoreline and the Monterey County WIB. Information collected for this report was provided through interviews with Shoreline staff as well as the results of a participant case file review.

**Review Period:** The review covered the period of August 1, 2012 to June 30, 2013.

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

Table 1: For the period ending June 30, 2013, Shoreline's actual expenditures are \$315,619 (88%) of their total budget with training expenditures slightly over budget at 100.23%, due to an increase in training enrollments over its planned goal of 35.

**i. Expenditures – Table 1:**

<b>LOCAL WORKFORCE INVESTMENT AREA BUDGET</b>			
<b>PY 2012-13 As of June 30, 2013</b>	<b>Planned Budget</b>	<b>Actual Expenditures</b>	<b>% of Total Expended</b>
<b>Dislocated Worker Additional Assistance</b>			
Program Salaries & Benefits	\$163,520	\$126,019	77%
Services & Supplies	\$8,573	\$5,441	63%
Supportive Services	\$12,900	\$8,760	68%
Training Services	\$175,000	\$175,399	100.23%
<b>Total</b>	<b>\$359,993</b>	<b>\$315,619</b>	<b>88%</b>

Table 2: For the period ending June 30, 2013, Shoreline enrolled 78 of 80, 98% of its total enrollment goal. Shoreline enrolled 42 of 35 participants into training, exceeding its total training goal by 120%. At the time of the review, only 4 participants exited the program with 2 placed into unsubsidized employment. As required, all applicable training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing.

**ii. Enrollments – Table 2:**

<b>PY 2012-13 As of June 30, 2013</b>	<b>Plan vs. Actual</b>		
<b>Enrollments</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Carry-Ins	0	0	n/a
New Enrollments	80	78	98%
<b>Total</b>	<b>80</b>	<b>78</b>	<b>98%</b>
<b>Activities</b>			
<b>Activities</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Core Services (Registered)	80	78	98%
Intensive Services	80	51	64%
Training Enrollments	35	42	120%
<b>Performance Goals</b>			
<b>Performance Goals</b>	<b>Plan</b>	<b>Actual</b>	<b>%</b>
Total Exits from the Program	80	4	5%
Entered Employment Rate – Placed in unsubsidized employment	55	2	4%

**II. FIELD REVIEW:**

A file sampling of 5 Dislocated Worker participant case files were reviewed. No issues were identified.

**Financial Accounting Internal Controls**

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

**III. CONCLUSION:**

We conclude that Shoreline is in compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 memorandum of understanding (agreement) between Shoreline and the Monterey County WIB. However, a condition was identified that may become a compliance issue if not addressed. Specifically, there were instances where claims for reimbursement were submitted late for processing of payments.

An exit interview was conducted on November 21, 2013 with Shoreline's Employment Services Manager Mr. Wil Moore, and Shoreline staff Ms. Estella Girardey and Ms. Vanessa Estrada.

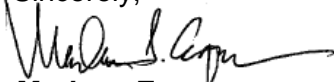


This report contains no findings; therefore, we are issuing this report as the final report.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Shoreline's DWAA Special Project and fiscal operations. It is Shoreline's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Shoreline's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796-6412.

Sincerely,



**Marleen Esquerra**

WIB Management Analyst

Monterey County Workforce Investment Board

cc: Joyce Aldrich, WIB Executive Director

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) GOVERNOR'S 25% DISLOCATED WORKER ADDITIONAL ASSISTANCE (DWAA) SPECIAL PROJECT MONITORING REPORT FOR PROGRAM YEAR 2012-13 FOR SHORELINE WORKFORCE DEVELOPMENT SERVICES

**DATE:** MAY 21, 2014

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**RECOMMENDATION:**

It's recommended that the Executive Committee approve the final Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report, Program Year 2012-13 for Shoreline Workforce Development Services (Shoreline).

**BACKGROUND:**

In June 2012, Shoreline entered into an agreement with the Monterey County WIB to receive \$359,993 to serve 80 Dislocated Workers. The goal of all services is to provide job search support, assessment of skills and abilities, classroom training, on-the-job training (OJT) and employment training resources, supportive services, case management and follow-up retention services. The services are to be provided to displaced workers impacted by layoffs, primarily in the banking and manufacturing industries specifically from Capital One and Chiquita Fresh Express.

**DISCUSSION:**

This is to report the results of the WIB compliance monitoring review of the activities performed by Shoreline for Program Year 2012-13. The review covered the period of August 1, 2012 to June 30, 2013.

At the time of the review, Shoreline's actual expenditures were \$315,619 (88%) of their total budget plan of \$359,993. Shoreline successfully enrolled 78 of 80 participants, representing 98% of its total enrollment goal. Of those enrolled, Shoreline successfully placed 42 participants into training, exceeding its total training goal of 35 by 120%.

WIB staff concludes that overall Shoreline is in compliance with the provisions of WIA, local policies, and the provisions of the DWAA Special Project for PY 2012-13 agreement between Shoreline and the Monterey County WIB.

This report contains no findings or concerns; therefore, the WIB issued the report as final.

**ATTACHMENT:**

FINAL DWAA Program Monitoring Report, Program Year 2012-13 - Shoreline

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONSIDER THE REQUEST FOR PROPOSAL (RFP) SELECTION COMMITTEE FUNDING RECOMMENDATION FOR WIA TITLE I YOUTH SERVICES FOR PY 2014-15 IN THE AMOUNT OF \$110,000, MOVE TO THE WORKFORCE INVESTMENT BOARD FOR CONSIDERATION PRIOR TO SUBMITTING TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL AT THEIR JUNE 24, 2014 MEETING

**DATE:** MAY 21, 2014

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**ACTION:**

Consider the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Youth Services for PY 2014-15 in the amount of \$110,000, move to the Workforce Investment Board for consideration prior to submitting to the Board of Supervisors for final approval at their June 24, 2014 meeting

**INFORMATION:**

WIB staff plan to present the RFP Selection Committee's funding recommendations and enrollment goals for WIA Title I Youth subcontracted services for Program Year 2014-15.

The recommendation is the result of an extensive Selection Committee review of the proposals received, bidder interviews, and cost analysis of the budget proposals received.

The Selection Committee determined the final scoring and funding recommendations. The results were provided to the Youth Council for their meeting on May 13, 2014, for consideration and approval. However, the Youth Council lacked a Quorum so the item could not be vetted. Therefore, the item is being brought to the Executive Committee for consideration and approval to move to the full WIB Board on June 2, 2014 and the Board of Supervisors at their June 24, 2014 meeting.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONSIDER AND APPROVE THE REVISED WIB ADULT, DISLOCATED WORKER AND YOUTH POLICIES

**DATE:** MAY 21, 2014

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## **RECOMMENDATION:**

It is recommended that the Executive Committee consider and approve the revised #2005-08-Industry Clusters and #2011-05-On-the-Job Training Policies for the WIB Adult, Dislocated Worker and Youth policies as updated from the Oversight Committee meeting. Should the Executive Committee approve the revisions requested by the Oversight Committee, WIB staff will forward the revised policies with any subsequent revisions to the Monterey County Workforce Investment Board at its meeting on June 4, 2014 for consideration and final approval.

### ■ **#2005-08 – Industry Clusters – REVISION**

Update: The proposed policy revision includes updates to the local areas priority industry clusters based on a labor force analysis conducted in May 2013 by Applied Development Economics (ADE) for Monterey County. The analysis identified Monterey County's priority industry sectors to be: Agriculture, Tourism & Hospitality, Education & Research, and Health & Social Assistance. Language was added that requires Service Providers to dedicate seventy-five (75%) of their training funds toward these priority industry sectors.

**Update: The Oversight Committee requested that consideration be made that Construction be added as one of the Priority Industry Sectors**

### ■ **#2011-05 – On-the-Job Training (OJT) – REVISION**

Update: The proposed policy revision reduces the on-the-job training (OJT) trainee wages from \$10.50 to \$10 per hour and includes language on the implementation of WorkKeys® assessments to determine an individual's readiness for training, prior to the start of any WIA Title I funded training activity.

**Update: The Oversight Committee requested adding under, E. Monitoring: "WIB staff will review bi-yearly with Service Providers and adjust annually if needed."**

## **INFORMATION/DISCUSSION:**

These policies apply to all Monterey County Providers of Workforce Investment Act (WIA) Title I Services.

The proposed revisions to the WIB policies were reviewed for compliance by Monterey County's WIA Regional Advisor from the State EDD. All recommended changes were incorporated into the attached draft policies for review, discussion and consideration at the Oversight Committee meeting.

In addition, the following list of WIB policies shall be considered for revision at a future Committee meeting, pending FINAL directives and guidance from the State of California Employment Development Department:

- WIA Title I Eligibility:
  - #2010-02 – WIB Definition of Adult and Dislocated Worker Eligibility Documentation and Verification (#2010-02 Attachment)
  - #2008-04 – Youth Eligibility Documentation and Verification (#2008-04 Attachment)
  - #2003-15 – Local WIB Definition of Local Dependency Policy
  - #2003-12 – Local WIB Definition of Time Limitations for Application Process
  - #2003-09 – Unlikely to Return Policy
  - #2003-08 – Sufficient to Demonstrate Attachment to the Workforce Policy
  - #2003-07 – Substantial Layoff Policy
  - #2003-06 – Difficulty Obtaining or Upgrading Employment for Displaced Homemakers Policy
  - #2003-05 – General Economic Conditions Policy
  - #2003-04 – General Announcement of Plant Closing Policy
  - #2003-03 – Local WIB definition of Deficient in Basic Literacy Skills Policy
- WIA Training Expenditure Requirements (SB 734)
- Contracts with Higher Education or Eligible Training Providers



## Monterey County Workforce Investment Board (WIB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2005-08

Effective Date: December 7, 2005

Full WIB Adopted: December 7, 2005

Proposed Revision Date: June 4, 2014 (Pending full WIB Approval)

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**TO:** All County of Monterey County Providers of Workforce Investment Act (WIA) Title I Service

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**SUBJECT:** Industry Clusters

**POLICY PURPOSE:** The Monterey County Workforce Investment Board has revised its local Industry Clusters policy to include the targeted industries/occupations for which WIA Title I training may be provided within the local area. The goal is to ensure that WIA training is only provided for the high demand/high growth industries identified in this policy. Program operators in receipt of WIA Title I training funds must have a plan to implement a cluster-driven focus for specific industries and occupations as identified within this policy bulletin.

**BACKGROUND:** In May 2013, Applied Development Economics (ADE) completed a labor force analysis of Monterey County for the Workforce Investment Board's (WIB) Local Plan for Program Years 2013-17. It identified the overall job growth for each industry sector and selected high demand occupations.

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**POLICY:** Based on the ADE labor force analysis, the Monterey County WIB has established its high demand and high growth industries to be:

1. Agriculture;
2. Tourism & Hospitality;
3. Education & Research; and
4. Health & Social Assistance

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This labor force analysis is described in more detail in Section 2: Economic and Workforce Information Analysis of the Monterey County WIB's Local Plan 2013-17 located online at: [www.montereycountywib.org/policies/reports/](http://www.montereycountywib.org/policies/reports/).

Field Code Changed

Workforce Investment Act (WIA) Title I funding allocations to Monterey County have diminished over the past several years resulting in limited availability of funds for training. This situation speaks to a critical need to target scarce training resources to the priority industry sectors stated in this policy to maximize the WIA Title I funds for occupations within those sectors that have major occupational growth opportunities.

The training requirements listed below apply to all Monterey County WIA Title I Service Providers

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- The WIB has approved five (5) industry-specific clusters for Monterey County. They are Agriculture, Tourism, Education, Building/Design, and Health;
- The associated occupations of the selected priority industry clusters must meet an average entry level wage of at least \$10 per hour, involve less than one year of training, and have sufficient occupational growth, and;
- Seventy-five At least fifty percent (75%50%) of On-the-Job (OJT) and Individual Training Account (ITA) funds must be dedicated toward training in the targeted occupations following four (4) priority industry sectors: Agriculture, Tourism & Hospitality, Education & Research, and Health & Social Assistance;
- Monterey County WIA funded service providers must request, in writing, and receive permission from the Monterey County WIB staff to initiate OJT and ITA contracts outside the priority industry sectors stated in this policy.

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### Background

**Workforce Investment allocations to Monterey County have diminished in the past several years resulting in limited availability of Title I funds for training within Monterey County. This situation speaks to a critical need to target scarce OJT and ITA resources to industry-**



**specific clusters maximizing these funds for occupations within those clusters having high growth, high pay, and career ladders.**

The WIB has approved a focus for Title I OJT and ITA training in the agriculture, tourism, education, building/design, and healthcare clusters.

The Employment Development Department (EDD) local labor market analyst has provided a list of sixty (60) occupations and occupational groups within these clusters. These occupations were selected by EDD based on specific criteria: 1.) That the entry-level wage be at least \$10/hr; 2.) That the occupation could be trained for in less than one year; and 3.) That sufficient openings exist (40 over 5 years) either due to growth or separations.

This policy establishes a 50% minimum of WIA Title I training funds dedicated to support the recommended clusters in the following occupations listed on the attachment of this policy.

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

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



## Monterey County Workforce Investment Board (WIB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2011-05

Effective Date: December 7, 2011

Revision Date: August 1, 2012

Full WIB Adopted: August 1, 2012

Proposed Revision Date: June 4, 2014 (*Pending full WIB Approval*)

**TO:** All Monterey County Providers of Workforce Investment Act (WIA) Title I Services All Monterey County System Providers

**SUBJECT:** On-the-Job Training (OJT) Policy

**PURPOSE:** The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts.

**REFERENCE:** WIA 101(31), WIA Final Rule, 20 CFR; Part 652, 663.700 through 663.720.

**POLICY:**

### I. Overview of OJT

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

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

### II. Length of Training

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

### III. Training Reimbursement

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

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

### IV. Outreach Strategies

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





## V. Employer Pre-Screening for OJT

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, a pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee.

Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under title I of WIA, the OJT would be inconsistent with a collective bargaining agreement, the program obtains written concurrence from the appropriate labor organization and employer before the OJT activity begins;
- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
  - ✓ \$10.0050 per hour
  - ✓ Other employees in the same occupation with similar experience;
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees; and
- The employer will comply with the non-discrimination and equal opportunity provisions of WIA and its regulations.

Applicants have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment.

- WorkKeys® (Applied Math, Locating Information, and Reading for Information) assessments are administered to participants prior to the start of any WIA Title I funded training activity. Service Providers must implement a plan to schedule and proctor participants who do not complete the WorkKeys® assessments prior to training, before the conclusion of the training. Authorized WorkKeys® assessments and Worldwide Interactive Network (WIN) remedial training may be provided by appointment through partners of the Central Coast Career Readiness Consortium by contacting the Monterey County Business Council at (831) 883-9443 or the America's Job Center of California in Monterey County Salinas One Stop Career Center at (831) 796-3600. Service Providers are encouraged to work with the Central Coast Career Readiness Consortium to access their WorkKeys® assessment and WIN training sites to potentially allow for greater convenience for participants.
- To coordinate and refer clients to the America's Job Center or the Monterey County Business Council to access the WIN self-paced remediation training for participants that do not meet their desired score to match a profile occupation. Service Providers must work with their participants to monitor their progress on WIN to ensure their success and provide assistance when needed.
- To confidentially discuss the WorkKeys® test results with the participant only to determine if they have reached their desired score.
- To enter the WorkKeys® assessment scores into the Virtual One Stop (VOS) case management system once they are received. VOS will be used to match WorkKeys® assessment skill levels with Occupational Information Network (O\*NET) job profiles to help individuals identify appropriate occupations and support transferable skills.
- To provide the WorkKeys® assessment performance updates to the WIB's Oversight Committee and other subcommittees of the WIB, as requested on a bi-monthly basis.



## VI. OJT Trainee Requirements

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

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

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

## VII. Required Documents

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

### A. OJT Contract Minimum Requirements

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

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

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

### B. Training Plans

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

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;



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

**C. Invoicing**

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

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

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

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

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

**E. Monitoring**

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

**VIII. Additional Resources**

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

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

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

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

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** REVIEW AND APPROVE UPDATED LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2013-14

**DATE:** MAY 21, 2014

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**ACTION:**

Executive Committee to review and potentially approve updated Local Workforce Investment Area Budget for PY 2013-14.

**INFORMATION:**

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

**ATTACHMENT:**

Reference budget handout at meeting.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** CONSIDER APPROVING SUBMISSION OF WORKFORCE ACCELERATOR GRANT PROPOSAL TO CALIFORNIA WORKFORCE INVESTMENT BOARD. UPON NOTICE OF AWARD PROPOSAL WILL BE PLACED ON BOARD OF SUPERVISORS AGENDA FOR FINAL APPROVAL TO ACCEPT AWARD

**DATE:** MAY 21, 2014

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**ACTION:**

Consider approving submission of the Workforce Accelerator Grant Proposal to California Workforce Investment Board. Upon notice of award from the State CWIB, proposal will be placed on Board of Supervisors Agenda for final approval to accept award.

**INFORMATION:**

The California WIB announced the availability of up to \$1,500,000 (in total) funding availability in Workforce Accelerator funds (\$50-\$150,000 per application) to seek solutions to specific challenges that inhibit career opportunity and employment success for the targeted populations and that improve access to the workforce development pipeline – education, training, support services, placement, retention, etc. Successful applicants will design, develop or prototype different tools, methods and strategies than workforce stakeholders are presently using. The intent is to use existing resources in new, more efficient, effective ways. As such, each applicant will be required to create a team of partners that offers unique skills and contributions to the project. Each project must identify a challenge or gap that if successfully addressed would significantly move the needle on employment for one or more of the target groups.

Targeted groups include the following:

- Long-Term Unemployed
- Returning Veterans
- Individuals with Disabilities
- Low-Income Workers
- Disconnected Youth
- Ex-offenders

Due date for RFA's:	June 2, 2014
Initial Award Announcement:	June 13, 2014 (or later)
Program start date:	July 1, 2014 (or later)
Match:	Yes – Dollar-for-dollar

WIB staff propose to apply for the category under Disconnected Youth as part of a pilot project proposed to the Department of Social Services for their Tanf Youth to work toward breaking the generational cycle of public assistance support through a comprehensive youth employment and leadership development (YELD) program that offers alternatives to youth whose families receive public assistance through the Department of Social Services. The program will guide youth towards securing sustainable livelihoods, creating productive citizens, and strengthening ties between youth and the community. *YELD will* provide opportunities for vulnerable and disconnected youth (ages 16-21) to gain meaningful paid and/or unpaid work experience and

## BUSINESS #6

build relationships with the community as *Youth Ambassadors*. These youth are not only at risk of becoming generational recipients of public assistance but also are at risk of gang involvement and violence and/or present the greatest challenges in terms of misconduct, truancy, and poor school performance. The WIB/OET proposes to serve up to 40 youth through the YELD program for Fiscal Year 2014-15.

The goal of the program will be to prepare youth for gainful and rewarding employment in a competitive workforce. Youth will gain hands-on work and leadership experience through meaningful community engagement projects, obtain a high school diploma or be on another credential path, and begin on a career pathway. *Youth Ambassadors* become authentic partners in the *Campaign for Our Future* community efforts, participating in community engagement, action research, and cross-age peer mentoring relationships. A multi-phase effort of training and project based work experience, *Ambassadors* identify and choose a related “social problem” around which to conduct research, plan, and carry out community engagement projects. This includes making connections with public decision makers to activate follow up action. Further, participants will have opportunities to provide cross-age peer mentoring, tutoring, and leadership development with younger youth.

The Tanf Youth pilot project would allow for the dollar-to-dollar match required as part of the application.

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

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

**SUBJECT:** RECEIVE PY 2014-15 WIA FORMULA ALLOCATIONS FROM STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT

**DATE:** MAY 21, 2014

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**INFORMATION:**

Receive and file the PY 2014-15 WIA Formula Allocations from the State of California Employment Development Department.

**Attachment:**

PY 2014-15 WIA Formula Allocations  
PY 2013-14 WIA Formula Allocations as comparison

# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD  
**SUBJECT:** REVIEW AND DISCUSS WIB RETREAT STRATEGIES UPDATE FOR PY 2014-15  
**DATE:** MAY 21, 2014

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**INFORMATION:**

WIB staff plan to present the WIB Retreat Strategies Update at the Executive Committee Meeting.