



MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

Monterey County Workforce Investment Board (WIB) EXECUTIVE COMMITTEE

Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, May 20, 2015, 8:00 am

**Executive Committee
Members:**

Erik Cushman, Chair

Anthony Aniello

Cesar Lara

Diana Carrillo

Mary Ann Leffel

Dr. Willard Lewallen

Dave Potter

AGENDA

CALL TO ORDER/INTRODUCTIONS:	ERIK CUSHMAN, CHAIR
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	ERIK CUSHMAN
1. ACTION: Approve minutes from January 21, 2015.	
2. ACTION: Approve minutes from February 18, 2015.	
DISCUSSION/REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	ERIK CUSHMAN
1. ACTION: Review and approve the revised WIB Policy #2003-09 "Unlikely to Return" and Affidavit, and present to the full WIB for approval.	JOYCE ALDRICH
2. ACTION: Review and consider Memorandum of Understanding between Monterey County America's Job Center of California and Transitions for Recovery and Re-Entry Program, Inc. If approved, staff will forward to County Counsel for review/approval prior to presenting to the full WIB for consideration prior to being placed on Board of Supervisors agenda for final approval.	JOYCE ALDRICH
3. ACTION: Review and consider Inter-County Memorandum of Understanding between Monterey County Health Department, Public Health Bureau and Monterey County Economic Development Department for the Youth Empowerment Solutions (YES) Program for Peaceful Communities. If approved, staff will forward to County Counsel for review/approval prior to presenting to the full WIB for consideration prior to being placed on Board of Supervisors agenda for final approval.	JOYCE ALDRICH
4. ACTION: Review and approve the proposed WIB budget for PY 2015-16 and forward to the full WIB for concurrence. <i>(handout)</i>	RUBEN TRUJILLO
5. Update on the Local Workforce Investment Area budget for PY 2014-15. <i>(handout)</i>	RUBEN TRUJILLO
6. ACTION: Consider and recommend on possible changes to the status of the WIA Title I Youth subcontract with Turning Point for PY 2015-16, as required by the new Workforce Innovation and Opportunity Act (WIOA).	JOYCE ALDRICH
7. ACTION: Consider and approve the application for the Workforce Accelerator Fund 2.0 To the California Workforce Investment Board and Employment Development Department.	
8. Update on Linking to Employment Activities Pre-Release Specialized Americas Job Centers grant in collaboration with San Luis Obispo.	JOYCE ALDRICH
9. WIB Retreat Debrief: Present outcomes from WIB Retreat for Next Steps discussion by Executive Committee .	JOYCE ALDRICH

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

Joyce Aldrich,
WIB Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644

www.montereycountywib.org



Executive Committee Members:

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10. Director's Report: <ul style="list-style-type: none"> • Update on Local Area Designation Application • Update on WIOA Regional Planning requirements • Report out on CWA Spring Conference held May 12-14, 2015 • Bylaw changes under WIA/WIOA 	JOYCE ALDRICH
11. Review and discuss the DRAFT WIB agenda for the June 3, 2015 meeting.	ERIK CUSHMAN
ANNOUNCEMENTS OF EVENTS:	
SUBCOMMITTEE MEETINGS: Oversight: 05/21/15; Marina Library Youth Council: 05/26/15; Marina Library Business Services: 06/09/15; Marina Library Executive: 06/17/15; Marina Library	WIB: June 3, 2015; Marina Library
ADJOURNMENT:	ERIK CUSHMAN
<i>To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org</i>	

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UNADOPTED

Monterey County Workforce Investment Board
Executive Committee
Shoreline Workforce Development, 249 10th Street, Marina, CA
Wednesday, January 21, 2015

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

Members Absent: Anthony Aniello

Staff Present: Joyce Aldrich, Marleen Bush and Flor Galvan

Others Present: Ruben Trujillo

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:08 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: Ms. Aldrich reported the WIB staff received a late membership application from Karen Wong, Chief Human Resources Officer of Mee Memorial Hospital. She requested to add the item to the agenda for consideration and approval.

Motion: Mr. Potter motioned to approve the modification of the agenda to include Ms. Wong's application for consideration and approval.

Second: Dr. Lewallen

Approved unanimously by those in attendance

Public Comment: None

Subcommittee Chair Reports:

Oversight Committee: Mr. Lara stated the retrieving and reporting of program enrollment information continues to be an issue for Office of Employment Training. He reported the Oversight Committee requested this issue be resolved by the March meeting.

Business Services: Mr. Cushman reported the Business Services Committee meeting was cancelled.

Youth Council: Ms. Aldrich reported the Youth Council meeting will be held on January 26, 2015.

Consent Calendar:

1. **Action: Approve the minutes from November 19, 2014.**

2. **Action: Concur with the January 8, 2015 Oversight Committee action to approve the revised WIB policy #2003-09 "Unlikely to Return".**

Motion: Mr. Potter motioned to accept the Consent Calendar action items.

Second: Mr. Lara

Approved unanimously by those in attendance

Discussion/Review of Business Calendar Action Items:

1. **Action: Consider and approve the resignation of Andrea Zeller-Nield, representing CSUMB Small Business Development Center, from the Workforce Investment Board.** Mr. Cushman reported Ms. Zeller-Nield is moving out of the county and therefore has submitted her resignation.

Motion: Mr. Lara motioned to accept the action as stated.

Second: Mr. Potter.

Approved unanimously by those in attendance

Ms. Carrillo arrived at 8:13 a.m.

1.5. Action: Consider and approve the appointment of Karen Wong representing Mee Memorial Hospital to the Workforce Investment Board. Ms. Aldrich reported that Ms. Wong is the Chief Human Resources Officer of Mee Memorial Hospital and understands the needs of healthcare and will be a great asset as a representative for South County on the WIB.

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

Second: Mr. Lara

Approved unanimously by those in attendance

2. Action: Consider and approve the transfer of \$389,003 in WIA Title I Formula Funds from Dislocated Worker to Adult Programs for Fiscal Year 2014-15 and submit the request to the State Employment Development Department. Ms. Aldrich reported the local area is severely under expended in the Dislocated Worker formula allocation. Monterey County has experienced a significant increase in individual training accounts (or classroom training) and on-the-job training opportunities under the Adult allocation and thereby needs to request approval for the transfer of funds from the Dislocated Worker allocation to Adult to continue to work and assist participants in the Adult Program.

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

Second: Mr. Lara

Approved unanimously by those in attendance

Ms. Leffel arrived at 8:33 a.m.

3. Action: Consider and approve the Memorandums of Understanding and Letters of Support to Hartnell and Monterey Peninsula Colleges in support of their Career Pathways Trust Fund grant applications. Ms. Aldrich reported the colleges approached the WIB to support their second round application for the Career Pathways Trust Fund grant. She reported that Hartnell and Monterey Peninsula Colleges are submitting separate applications for the second round grant application and will be offering services with a smaller industry focus.

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

Second: Mr. Lara

Approved unanimously by those in attendance

4. Receive a quarterly summary report on the status of Workforce Investment Act programs in Monterey County for PY 2014-15. Ms. Bush reported as of December 31, 2014 Monterey County enrolled 30% of its planned Adult participants, 20% of its planned Dislocated Worker participants and 57% of its planned Youth participants. As of the second quarter period Monterey County exceeded 100% of its local Common Performance goals, with the exception of the youth entered employment and education rate at 94%.

5. Update on the Local Workforce Investment Area budget for Monterey County for PY 2014-15. Mr. Trujillo reported that Monterey County expended 37% of its Adult allocation and he anticipates this will increase due to several training contracts that have yet to be processed. The Dislocated Worker allocation expended 27%, Youth 49%; Workforce Accelerator Fund 41%; Rapid Response 42%; Rapid Response layoff aversion 23.9%; and Dislocated Worker Additional Assistance 24%. For non-WIA programs, AB109 expended 49%; Youth Employment and Leadership Development (YELD) 42%; and Silver Star 48%. The Silver Star program expended 94% of its training line-item and he requested that funds be transferred from staff salaries to training to continue assisting the existing participants. The Long Term Unemployment grant expended 0.3%; and Prop 39 37%. The members requested the training expenditure and obligation amounts be separated on the budget.

6. Discuss the Workforce Innovation Fund Grant Third-Party Evaluation Services – Request for Proposals Multi Year 2015-19. Ms. Aldrich reported that the RFP is out and will close on February 6, 2015. She also reported that the contract award letter of intent is scheduled to be released on February 18, 2015 and the contract will be awarded on March 15, 2015.

7. Update on the WIB's Strategic Initiatives for PY 2014-15. Ms. Aldrich reported the Oversight Committee members requested changes to the initiatives which have been completed. She also

reported the use of WIN and WorkKeys assessments have been placed on hold pending the State's decision on which assessment tool will be used under the new Workforce Innovation and Opportunity Act (WIOA). The Business Services plan was completed and will be updated as required. The WIB is doing a great job of bringing forward new members to fulfill the composition requirements. There could possibly be a change in the name of the America's Job Center of California (formerly One-Stop Career Center) therefore rebranding has been placed on hold.

- 8. Update on the Workforce Innovation and Opportunity Act (WIOA).** Ms. Aldrich stated the Department of Labor initially reported that draft guidelines would be released by January 18, 2015. However, the guidelines are now anticipated to be released in spring. She reported that one of the guidelines will pertain to the One-Stop system. She recently received the draft local area designation regulations from the State that will have to go before the full WIB at its meeting in February 2015 and then forwarded to the Board of Supervisors for approval. She reported that although the draft WIOA regulations will not come out until spring there are local requirements that must occur prior to receiving the draft DOL regulations. It states that local areas must be designated by March 31, 2015.
- 9. Review and discuss the DRAFT WIB Agenda in preparation for the February 4, 2015 meeting.** The Executive Committee reviewed the draft agenda and made changes and additions for the next meeting.

Announcement of Events: Ms. Aldrich announced the National Association for Workforce Boards Conference will be held in March 2015. She also announced the Day at the Capitol that will be held in March 2015. Ms. Leffel reported that the Regional Economic Forum will be held on January 29, 2015 at the Embassy Suites in Seaside. She also announced that Monterey Technology was awarded a \$40 million dollar NASA grant through PTAC. Ms. Aldrich stated the WIB Retreat is anticipated to be held in mid April 2015.

Adjournment: Mr. Cushman requested to adjourn the meeting.

Motion: Mr. Potter motioned to adjourn the meeting at 9:30 a.m.

Second: Mr. Lara

Approved unanimously by those in attendance

UNADOPTED

Monterey County Workforce Investment Board
Special Executive Committee
Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, February 18, 2015

Members Present: Erik Cushman (Chair), Anthony Aniello, Dr. Willard Lewallen, Dave Potter, Diana Carrillo and Mary Ann Leffel

Members Absent: Cesar Lara

Staff Present: Joyce Aldrich, Marleen Bush and Flor Galvan

Others Present: Gina Encallado, Joanne Webster and Sandra Henderson

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:08 a.m. and asked for introductions. A quorum was established.

Discussion/Review of Business Calendar Action Items:

1. Action: Consider and approve the Request for Proposal (RFP) Selection Committee funding recommendation for Workforce Innovation Fund Grant Third-Party Evaluation Services and forward to the Board of Supervisors for final approval on March 3, 2015.

Ms. Encallado from the County's Contracts & Purchasing Department assured the members that the RFP process was done very well and she doesn't anticipate any problems or appeals. The members that served on the RFP panel stated the funding recommendation was based on the agency's extensive multi-year evaluation experience working with youth related programs under a variety of DOL funding streams to include WIF grant funded projects, YouthBuild, and other youth offender related grants. The recommended agency highlighted their substantial experience evaluating interventions focused on youth who are similar to those served through the "Youth Ambassadors for Peace" project, including disadvantaged youth involved in gangs and crime, youth offenders, and other at-risk youth. The proposal was well laid out, easy to understand, and it aligned with the scope of work, compared to the other proposals. The proposal also articulated the agency's multiple year project experience in evaluating school districts to reduce youth involvement in gangs and violent crimes and how the agency was able to overcome obstacles working with school districts by working closely with the school and program staff. The agency also clearly articulated in their proposal how they plan to engage with youth participants to record interviews and discussions as part of the implementation study, and how youth will be paid with stipends to collect data for the evaluation. The agency also articulated how they plan to disseminate and share the evaluation data locally and nationally through social media, conferences and publications in coordination with the Monterey County EDD/WIB and with the help of youth that are involved in the evaluation project. In terms of overall experience in analysis and reporting, the agency has conducted over 100 evaluations for the Department of Labor, Department of Justice, Department of Education, Housing and Urban Development, state and local workforce investment boards, and local and national foundations. This includes 120 written reports, papers and publications. The members requested that WIB staff call professional references to solicit input about the overall satisfaction of the recommended vendor's performance with providing evaluation services.

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

Second: Mr. Aniello

Approved unanimously by those in attendance

Announcement of Events: Ms. Aldrich announced the WIB Retreat will be held on April 15, 2015 at Hartnell College from 8am to 12:30pm. Ms. Leffel stated the Business Council will be hosting its 20th Anniversary Gala & Annual Economic Vitality Awards on April 4, 2015 at the Hyatt in Monterey. Hartnell College is one of the honorees.

Adjournment: Mr. Cushman requested to adjourn the meeting.

Motion: Ms. Leffel motioned to adjourn the meeting at 8:35 a.m.

Second: Mr. Aniello

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: REVIEW AND APPROVE THE REVISED WIB POLICY #2003-09 "UNLIKELY TO RETURN" AND AFFIDAVIT, AND PRESENT TO THE FULL WIB FOR APPROVAL

DATE: MAY 20, 2015

RECOMMENDATION:

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

■ **#2003-09 – Unlikely to Return**

Update: The proposed policy revisions were made to comply with the newly revised Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website:
http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd14-4.pdf.

The policy also includes an affidavit as a means to document and maintain evidence of information obtained during the intake and eligibility process.

INFORMATION:

On January 21, 2015, WIB staff brought to the Executive Committee the update to the WIB Policy #2003-09 "Unlikely to Return" for Dislocated Worker Program justification of eligibility.

Upon implementation of the revised policy, operator staff requested further clarification and changes to the "Unlikely to Return" policy in order to qualify individuals for Dislocated Worker Program eligibility. WIB staff revised the policy due to limitations expressed by operator staff.

The requested changes are highlighted on the attached policy.

ATTACHMENT:

#2003-09 - Unlikely to Return Policy with Affidavit with proposed revisions

Monterey County Workforce Investment Board (WIB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2003-09

Effective Date: June 1, 2004

Initial Release Date: June 1, 2004; Revised: February 4, 2015 June 3, 2015

Full WIB Adopted: February 4, 2015 June 3, 2015 (Pending full WIB Approval)

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

SUBJECT: Unlikely to Return

PURPOSE: To establish the definition of “Unlikely to Return” to a previous industry or occupation to be used when determining the eligibility of Dislocated Workers.

REFERENCES: Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website: http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd14-4.pdf

DEFINITIONS: *Unlikely to Work* – may be defined in terms of family, personal, or financial circumstances that may affect the likelihood of the individual’s returning to his or her previous industry or occupation for employment. The definition does not need to be based solely on economic conditions and job availability.

POLICY AND PROCEDURES:

- A. Individual worked in a declining industry or occupation, as documented on State or locally developed labor market statistic lists of such industries or occupations. State labor market data lists are available from the Employment Development Department’s (EDD) Labor Market Information Division. Local lists must be developed by an appropriate entity, such as the local Workforce Investment Board, economic development agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.
- B. Individual worked in an industry or occupation for which there are limited job orders in the EDD CalJOBSSM or Virtual One Stop (VOS) systems at the time of eligibility determination, as certified by the local EDD Workforce Services staff or by the America’s Job Center of California staff with access to the CalJOBSSM or VOS systems. (Less than ~~5~~ **ten (10)** jobs listed within Monterey County)
- C. Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through an in-take orientation process or assessment of the client’s educational achievement levels, testing, or other suitable means.
- D. Individual has had a lack of **three (3)** job offers as documented by the local EDD Workforce Services, **Workforce Investment Act (WIA) and/or Workforce Innovation and Opportunity Act (WIOA) staff**, or Unemployment Insurance (UI) staff, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation.
- E. Individual cannot return to their previous industry or occupation because they have physical or other limitations, which would prevent reentry into the former industry or occupation, as documented by a physician or other applicable professional (e.g., psychiatrist, psychiatric social worker, chiropractor, etc.). In circumstances where support documentation is not available, an applicant self-attestation may be utilized to demonstrate unlikely to return.
- F. Individuals that may have worked seasonally can be considered unlikely to work in a previous industry or occupation as a temporary or seasonal worker, for a variety of reasons such as:
 - a. Change in family situation that requires higher income. **Includes claim of financial hardship supported by documentation. (e.g. pay stubs, bank statements, family or business financial records, tax documents, public benefits award letters);**
 - b. Disability that precludes returning to the same industry or occupation;
 - c. Natural disaster that results in lost wages;
 - d. Loss of agricultural land;
 - e. Mechanization **(replaced manual labor with machinery);** or
 - f. Any significant variance to normal seasonal employment patterns resulting in uncertain return-to-work dates.



- G. Individuals laid off on a temporary basis, with a specific return date do not meet the criteria of unlikely to return work in a previous industry or occupation.

ATTACHMENT: UNLIKELY TO RETURN – AFFIDAVIT

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

This policy is posted on the WIB website located at: www.montereycountywib.org/policies/

**MONTEREY COUNTY
Workforce Investment Board (WIB)**

UNLIKELY TO RETURN – AFFIDAVIT

I, _____ am unlikely to return to my previous industry or occupation because:

CHECK AS MANY AS APPLY:

(Note: This is not a comprehensive list of all qualifiers for “unlikely to return” Dislocated Worker Program eligibility. If applicable, select other barriers and provide a description in the comments section below.)

_____ Demand for workers in the previous occupation or industry is declining long-term.

_____ Limited job orders in the CalJOBSSM or Virtual One Stop (VOS) systems that demonstrate re-employment is unlikely. *(Less than **5 ten (10)** jobs listed within Monterey County)*

_____ Insufficient education for reentry into the former occupation or industry.

_____ Obsolete or inadequate job skills for reentry into the former occupation or industry.

_____ Lack of **three (3)** job offers as documented by the local EDD Workforce Services, **Workforce Investment Act (WIA) and/or Workforce Innovation and Opportunity Act (WIOA) staff, or Unemployment Insurance (UI) staff.**

_____ Physical or other limitations that prevent reentry into former employment.

_____ A seasonal farm worker unlikely to return to previous industry or occupation as a temporary or seasonal worker. *(Individuals laid off on a temporary basis, with a specific return date do not meet the criteria of “Unlikely to Return”.)*

_____ Other barrier(s), as described below in the additional comments below.

Printed Name

SS# (Last 4)

Client Signature

Date

ADDITIONAL COMMENTS BY ELIGIBILITY REPRESENTATIVE:

I hereby attest that the information provided above is an accurate reflection of the circumstances surrounding the job search of the customer named herein. Determination of his/her “Unlikely to Return” status was made based on personal, industry and/or occupational data as specified above and verified and documented in the participant’s case file.

REVIEWED AND APPROVED:

Eligibility Representative Signature

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: REVIEW AND CONSIDER MEMORANDUM OF UNDERSTANDING BETWEEN MONTEREY COUNTY AMERICA'S JOB CENTER OF CALIFORNIA AND TRANSITIONS FOR RECOVERY AND RE-ENTRY PROGRAM, INC. IF APPROVED, STAFF WILL FORWARD TO COUNTY COUNSEL FOR REVIEW/APPROVAL PRIOR TO PRESENTING TO THE FULL WIB FOR CONSIDERATION PRIOR TO BEING PLACED ON BOARD OF SUPERVISORS AGENDA FOR FINAL APPROVAL

DATE: MAY 20, 2015

RECOMMENDATION:

It's recommended that the Executive Committee review and consider the Memorandum of Understanding (MOU) between Monterey County America's Job Center of California and Transitions for Recovery and Re-Entry Program, Inc. If approved, staff will forward to County Counsel for review/approval prior to presenting to the full WIB for consideration prior to being placed on Board of Supervisors agenda for final approval.

The WIB changed its name to Workforce Development Board (WDB) for the purpose of this MOU, in accordance with Workforce Innovation and Opportunity Act (WIOA) initial local area designation.

BACKGROUND:

The purpose of the MOU is to provide for co-location of Transitions for Recovery and Re-Entry Program, Inc. (TRRP) and County at the America's Job Center of California (Job Center) in Monterey County located at 1760 Fremont Boulevard, Suite D-2 in Seaside, California, in order to provide wrap-around re-entry support services for parolees, probationers, veterans and the hard to serve residents of Monterey County. Established in 2012, TRRP is a non-profit (501(c)3) organization made up of various governmental agencies, community based organizations, and employers, to initiate a program providing a comprehensive career pathway for individuals who are released from jail or prison, so they can obtain solid employment and the necessary life and social skills to productively function in society. The proposed MOU provides the County an opportunity to insure that TRRP is aware and accountable for its part in the operation and performance of the Job Center delivery system. This proposed MOU is an agreement developed and executed between County, with the agreement of the CLEO, and TRRP relating to the operation of the Job Center delivery system in the local area. The local WIB must initiate a MOU development process to meet the intent of WIA/WIOA and the implementing regulations. The WIA/WIOA emphasizes full and effective partnerships between local WIBs and Job Center partners, while regulation emphasizes that it is a legal obligation for the Job Center partners and local WIB to engage in good faith negotiations to reach agreement on this MOU.

DISCUSSION:

Transitions for Recovery reached out to WIB staff seeking a co-location of their services in the Seaside area. Although not a mandated partner, the TRRP is an effective partner in that they work with the same population of AB109 participants that the WIB/OET does, offering those individuals with the immediate support and direction upon initial release from incarceration. Once individuals complete the program with TRRP, the Parole Officers refer individuals to OET AB 109 program staff. In order to serve the individuals closer to their home location, co-locating two days a week at the Seaside location will offer greater success for those living on the Peninsula.

ATTACHMENT: Draft Memorandum of Understanding with Transitions for Recovery

Memorandum of Understanding for Operation of the Monterey County America's Job Center of California, Between Monterey County and the Transitions for Recovery and Re-Entry Program, Inc.

In accordance with Section 121(c) of the Workforce Investment Act (WIA), and Code of Federal Regulations (CFR), Title 20, §678.500 of the Workforce Innovation and Opportunity Act (WIOA), and with the agreement of the Chief Local Elected Official (CLEO) of the designated local workforce investment area, this Memorandum of Understanding (MOU) is entered into between Monterey County, acting through the Monterey County Workforce Development Board (County), and the Transitions for Recovery and Re-Entry Program, Inc. (TRRP). County and TRRP agree, with respect to the operation of the America's Job Center of California (Job Center) in Monterey County, as follows:

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to provide for co-location of Transitions for Recovery and Re-Entry Program, Inc. (TRRP) and County at the America's Job Center of California (Job Center) in Monterey County located at 1760 Fremont Boulevard, Suite D-2 in Seaside, California, in order to provide wrap-around re-entry support services for parolees, probationers, veterans and the hard to serve residents of Monterey County. Established in 2012, TRRP is a non-profit (501(c)3) organization made up of various governmental agencies, community based organizations, and employers, to initiate a program providing a comprehensive career pathway for individuals who are released from jail or prison, so they can obtain solid employment and the necessary life and social skills to productively function in society.

This MOU provides County an opportunity to insure that TRRP is aware and accountable for its part in the operation and performance of the Job Center delivery system.

This MOU is an agreement developed and executed between County, with the agreement of the CLEO, and TRRP relating to the operation of the Job Center delivery system in the local area. The local WDB must initiate a MOU development process to meet the intent of WIA/WIOA and the implementing regulations. The WIA/WIOA emphasizes full and effective partnerships between local WDBs and Job Center partners, while regulation emphasizes that it is a legal obligation for the Job Center partners and local WDB to engage in good faith negotiations to reach agreement on this MOU.

II. Vision of the America's Job Center of California (Job Center) Delivery System

The Monterey County WDB's Vision for the Job Center system is:

- To continually combine the best practices of the public and private sectors to create a dynamic, efficient and effective Workforce Development Board.
- To develop innovative models that acquire and leverage alternate funding sources to offer access to all services.

- To contribute to a healthy economy that's filled with jobs that are built with integrity.

Methods to attain these goals are:

- Coordination of leadership efforts
- Establishment of a value-based, results-oriented system of committed partnerships
- Institutionalization of a quality-driven, continuous improvement environment
- Implementation of a comprehensive performance measurement system
- Mobilization of resources
- Establishment of physical presence and electronic links to additional satellites and other key partners

Furthermore, the vision of the Job Center is built upon four guiding principles, which are the essence of the delivery system. They are the guiding principles in the development of MOUs and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles are as follows:

- **Integrated:** offers as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed upon outcomes, including customer satisfaction, are identified.

III. Services of the Job Center in Monterey County

County, with agreement of the CLEO for Monterey County, enters into this MOU with TRRP to assist with the operation of the Job Center in Monterey County. This MOU refers to County and TRRP jointly as "the parties". The parties agree that the following services will be provided at the Job Center in Monterey County:

1. Career Services

- WIA/WIOA – eligibility determination
- Outreach, intake (worker profiling) and orientation to the information and other services available through the Job Center delivery system.
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
- Job search and placement assistance, and where appropriate, career counseling.
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas.
- Provision of performance information and program cost information on eligible providers of training services as described in WIA and WIOA, provided by program and eligible providers, providers of adult education, providers of post-secondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied

Technology Education Act (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation program activities described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).

- Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the Job Center delivery system in the local area.
- Provision of accurate information relating to the availability of supportive services and referral as appropriate.
- Provision of information regarding filing claims for unemployment compensation
- Assistance in established eligibility for: 1) welfare-to-work activities authorized under section 403(a)(5) of the Social Security Act, and 2) programs of financial aid assistance for training and education programs that are not funded under this Act and are available in the local area.
- Follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under WIA/WIOA who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

2. Training Services

- Access to training services (including serving as the point of access to individual training accounts). Training services may include occupational skills training, on-the-job training, workplace training combined with related instruction, training programs operated by the private sector, skill upgrading and retraining; entrepreneurial training, job readiness training, adult education and literacy activities, and customized training.

3. Access to Job Center partner programs and activities.

4. Access to Wagner-Peyser services including job search, placement, recruitment, and other labor exchange services.

5. The following services may also be provided:

- Access to customized screening and referral of qualified participants in training services to employment
- Customized employment related services to employers on a fee-for-service basis
- Supportive services
- Needs related payments

IV. Term of the MOU

This MOU shall remain in effect until terminated by the repeal of the WIA or WIOA, otherwise by action of law, or in accordance with this section.

This MOU constitutes the entire agreement between the parties hereto. This MOU may be reviewed annually and modified, altered, revised, extended or renewed by mutual consent of all parties. All changes and extensions shall be by written amendment, signed and dated by all the parties on an as-needed basis.

Any party may withdraw from this MOU by giving written notice of intent to withdraw to the other party at least 180 calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all Job Center partners.

V. Benefits

The parties to this MOU expect to derive the following benefits from their participation in the Job Center delivery system:

- Expanded customer base
- Expanded access to supportive services to reduce program dropout rates
- Increased AB 109 program enrollments
- Expanded service offering
- Reduce welfare dependency
- Cooperative programs to match funds
- Information sharing
- Opportunity to offer more comprehensive services

VI. Access to Services and Cost Sharing

Access to Services:

TRRP agrees to contribute to the delivery of the following services in the local Job Center delivery system:

Career Services	Funding Source	Job Center (JS) and/or Remote (R)
<p>Collaborate in the provision of outreach, intake and orientation to Job Center services.</p> <p><i>Outreach</i> to include efforts to increase the awareness, availability and use of service by specific target populations.</p> <p><i>Intake</i> as a process to ensure that target populations of participant categories determined by funding sources receive services for which they are eligible.</p> <p><i>Orientation</i> relative to information and available services</p>	<p>Monterey County Probation Department grant funds</p>	<p>Job Center and/or Remote</p>
<p>Collaborate in the provision of initial assessment of skill levels, aptitudes, abilities, and supportive service needs.</p>	<p>“</p>	<p>“</p>

Collaborative job search and placement assistance, and where appropriate, career counseling.	“	“
Will assist in the provision of information regarding local area performance	“	“
Will collaborate in the provision of accurate information relating to the availability of supportive services and referral as appropriate.	“	“
Follow-up services, including counseling regarding the workplace as appropriate.	N/A	N/A

Training Services	Funding Source	Job Center (JS) and/or Remote (R)
Will facilitate access to training services if available. Training services may include occupational skills training, on-the-job training, workplace training combined with related instruction, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy activities, and customized training.	Monterey County Probation Department grant funds	Job Center and/or Remote
Will consider participating in a shared case management system.	N/A	N/A

Other Services	Funding Source	Job Center (JS) and/or Remote (R)
Will provide staff to greet and direct customers in the Job Center.	Monterey County Probation Department grant funds	Job Center and/or Remote

TRRP agrees to provide a total of sixteen (16) to twenty-four (24) hours of services to customers at the Job Center pursuant to this MOU, through the collocation of one (1) to two (2) staff, two days per week, for up to eight (8) hours per day, between 8:30am to 4:00pm. The specific hours worked will be flexible, and as agreed upon by the parties, to ensure the efficient provision of services and cross training of Job Center staff. TRRP agrees to leave the premises as they were when they arrived after each day.

Cost Sharing:

Parties to this MOU recognize that this is a non-financial agreement, and agree to adhere to the following principles in sharing costs and resources related to the Job Center operation.

I. How Costs for Services and Activities Shall be Shared Among Partners

A cost allocation methodology that is reasonable and agreed upon by all partners for the overall system must be negotiated and developed in accord with WIA/WIOA as well as with applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (OMB), and other federal and State guidance as appropriate.

II. Levels of Participation of Investment

A financial contribution to the Job Center delivery system is not required; however, each partner will outline their cash contribution or resources for in-kind services on the basis of a beneficial or casual relationship between the expenses incurred and the awards to which they are allocated.

TRRP agrees to pay salary and other payroll costs of their staff that are placed at the Job Center in Monterey County. No TRRP staff shall become a County employee by reason of this MOU nor have a right to any County employee compensation or benefit.

VII. Non Financial Agreement Clause

This MOU is non-financial in nature and binds no party or partner to financial obligation(s) to any other.

VIII. Methods of Referral and Confidentiality

Methods of Referral:

The methods of referral of individuals to the Job Center delivery system by TRRP will be all of the following:

- A. Collocation and integration of staff at the Job Center located at 1760 Fremont Boulevard, Suite D-2 in Seaside, California, as well as other mutually agreed upon satellite sites within the local area.
- B. Electronic linkages, including websites.
- C. Orientation preparation prior to referral.

Confidentiality:

TRRP and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. TRRP shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this MOU, unless County specifically permits TRRP to disclose such records or information. TRRP shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. TRRP shall not use any confidential

information gained by County in the performance of this MOU except for the sole purpose of carrying out TRRP's obligations under this MOU.

TRRP must take reasonable measures to safeguard protected personally identifiable information (PII) and other information the County or pass-through entity designates as sensitive or any non-federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Electronic, open, machine readable information is preferable to paper, as long as there are appropriate and reasonable internal controls in place to safeguard against any inappropriate alteration of records.

IX. Indemnity Clause

Parties to this MOU agree to defend, indemnify, and hold harmless each Job Center partner, including its officers, agents, and employees against all claims made or from suits filed against them for any personal injury or property damaged alleged to be caused by any act, error or omission of the indemnifying Job Center partner, including their officers, employees, agents and volunteers.

The Monterey County WDB agrees to defend, indemnify, and hold harmless each Job Center partner, including its officers, agents, and employees against all claims made or from suits filed against them for any personal injury or property damage alleged to be caused by any act, error or omission of the Monterey County WDB, including their officers, employee, agents, and volunteers.

Parties to this MOU agree to defend, indemnify, and hold harmless the Monterey County WDB, including its officers, agents, and employees against all claims made or from suites filed against them for any personal injury or property damage alleged to be caused by any act, error or omission of the indemnifying Partner, including their officers, employees, agents and volunteers.

X. Insurance Requirements

Under Section X. Insurance Requirements, this MOU refers to TRRP as "CONTRACTOR".

A. Evidence of Coverage:

Prior to commencement of this MOU, the CONTRACTOR shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition the CONTRACTOR upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's, Contracts/Purchasing Department, unless otherwise directed. The CONTRACTOR shall not receive a "Notice to Proceed" with the work under this MOU until it has obtained all insurance required and such, insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the CONTRACTOR.

B. Qualifying Insurers:

All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

C. Insurance Coverage Requirements:

Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect, throughout the term of this MOU, a policy or policies of insurance with the following minimum limits of liability:

1. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
2. Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this MOU, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
3. Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this MOU, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.
4. Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this MOU, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this MOU.

D. Other Insurance Requirements.

All insurance required by this MOU shall be with a company acceptable to the Monterey County WDB and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this MOU, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required

herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this MOU.

- E. Each liability policy shall provide that the Monterey County WDB shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insured's with respect to claims arising from each subcontractor, if any, performing work under this MOU, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.
- F. Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insured's with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insured's shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.
- G. Prior to the execution this MOU by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by the MOU. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this MOU, which shall continue in full force and effect.
- H. CONTRACTOR shall, at all times during the term of this MOU, maintain in force the insurance coverage required under this MOU and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this MOU, which entitles County, at its sole discretion, to terminate this MOU immediately.

XI. Disputes

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Monterey County WDB who shall place the dispute upon the agenda of a regular or

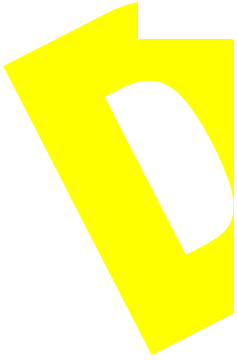
special meeting of the WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with the state's WIA/WIOA grievance procedures. The parties agree to be bound by the final determination resulting from that procedure.

XII. Required Certifications

(a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

(b) Certification of cost allocation plan or indirect (F&A) cost rate proposal. Each cost allocation plan or indirect (F&A) cost rate proposal must comply with the following:



(1) A proposal to establish a cost allocation plan or an indirect (F&A) cost rate, whether submitted to a Federal cognizant agency for indirect costs or maintained on file by the non-Federal entity, must be certified by the non-Federal entity using the Certificate of Cost Allocation Plan or Certificate of Indirect Costs as set forth in Appendices III through VII, and Appendix IX. The certificate must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the non-Federal entity that submits the proposal.

(2) Unless the non-Federal entity has elected the option under §200.414 Indirect (F&A) costs, paragraph (f), the Federal Government may either disallow all indirect (F&A) costs or unilaterally establish such a plan or rate when the non-Federal entity fails to submit a certified proposal for establishing such a plan or rate in accordance with the requirements. Such a plan or rate may be based upon audited historical data or such other data that have been furnished to the cognizant agency for indirect costs and for which it can be demonstrated that all unallowable costs have been excluded. When a cost allocation plan or indirect cost rate is unilaterally established by the Federal Government because the non-Federal entity failed to submit a certified proposal, the plan or rate established will be set to ensure that potentially unallowable costs will not be reimbursed.

- (c) Certifications by non-profit organizations as appropriate that they did not meet the definition of a major nonprofit organization as defined in §200.414 Indirect (F&A) costs, paragraph (a).
- (d) See also §200.450 Lobbying for another required certification.

DRAFT

XIII. Authority and Signatures

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

APPROVED AS TO FORM:

Dated: _____, 2015 COUNTY OF MONTEREY,
COUNTY COUNSEL'S OFFICE

By: _____
Rebecca Cenicerros, County Counsel

Dated: _____, 2015 COUNTY OF MONTEREY,
WORKFORCE DEVELOPMENT BOARD

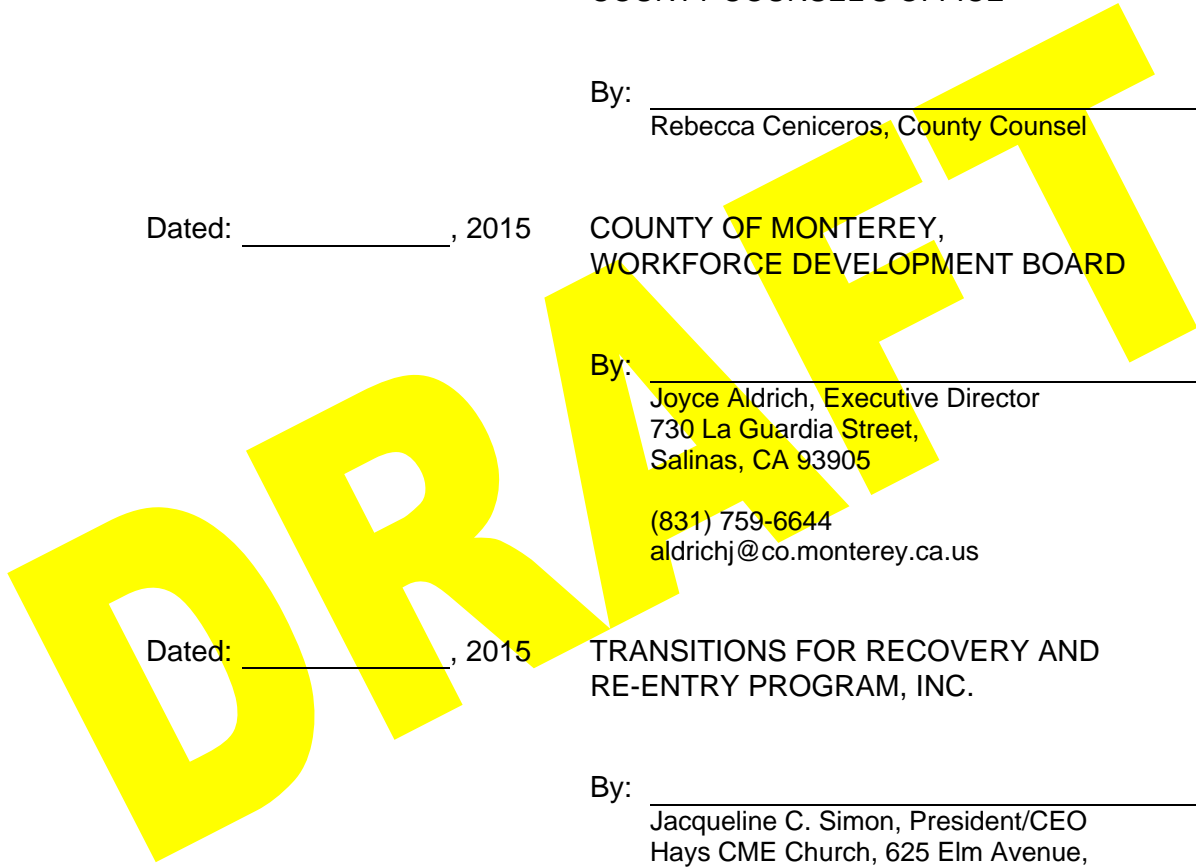
By: _____
Joyce Aldrich, Executive Director
730 La Guardia Street,
Salinas, CA 93905

(831) 759-6644
aldrichj@co.monterey.ca.us

Dated: _____, 2015 TRANSITIONS FOR RECOVERY AND
RE-ENTRY PROGRAM, INC.

By: _____
Jacqueline C. Simon, President/CEO
Hays CME Church, 625 Elm Avenue,
Seaside, CA 93955

(831) 240-6829
jcs.ventures.inc@gmail.com



MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: REVIEW AND CONSIDER INTER-COUNTY MEMORANDUM OF UNDERSTANDING BETWEEN MONTEREY COUNTY HEALTH DEPARTMENT, PUBLIC HEALTH BUREAU AND MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT FOR THE YOUTH EMPOWERMENT SOLUTIONS (YES) PROGRAM FOR PEACEFUL COMMUNITIES. IF APPROVED, STAFF WILL FORWARD TO COUNTY COUNSEL FOR REVIEW/APPROVAL PRIOR TO PRESENTING TO THE FULL WIB FOR CONSIDERATION PRIOR TO BEING PLACED ON THE BOARD OF SUPERVISORS AGENDA FOR FINAL APPROVAL

DATE: MAY 20, 2015

RECOMMENDATION:

It is recommended that the Executive Committee review and consider the Inter-County Memorandum of Understanding between Monterey County Health Department, Public Health Bureau and Monterey County Economic Development Department for the Youth Empowerment Solutions (YES) Program for Peaceful Communities. If approved, staff will forward to County Counsel for review/approval prior to presenting to the full WIB for consideration prior to being placed on the Board of Supervisors agenda for final approval.

The WIB changed its name to Workforce Development Board (WDB) for the purpose of this MOU, in accordance with Workforce Innovation and Opportunity Act (WIOA) initial local area designation.

BACKGROUND:

The WDB/OET operates the Workforce Investment Act (WIA) funded summer youth employment program in Monterey County. WDB/OET developed a unique partnership with the Probation Department and other community-based organizations to support the Silver Star Program, a long-time collaborative effort, with a primary purpose to provide prevention services and summer employment opportunities to at-risk youth. The program's mission is to utilize a multi-agency collaborative of prevention and early intervention services to prevent and reduce gang association, membership and activities among youth ages 16 to 21 in Monterey County. The WDB/OET is the only entity that implements a summer youth employment program and partners with the Probation Department to provide job preparation and job placement, work experience, and gang outreach and intervention support under the Silver Star Program.

MCHD's STRYVE Program is funded by the Centers for Disease Control and Prevention (CDC) to prevent youth violence. YES is an evidence based program that builds youth leaders and empowers them to make positive change in their community. This agreement is committing \$10,423 of \$3114 is to hire a leader to conduct the YES program and \$6,000 is stipends for no more than 20 eligible youth who complete a community project through the program. The balance is for materials needed to conduct the YES Program.

Planned outcomes for this program are career and vocational experience, intellectual development, personal/social development, service and work value development, and reduced community violence.

DISCUSSION:

The WIB/OET will hire a summer intern with qualifications to work with the YES Program youth conducting the sessions and maintaining the 20 participant files. The youth will be recruited from the Silver Star Program. Youth will complete a community service project as part of their summer employment experience and receive a stipend. Upon completion of the Summer YES program, a final report will be presented to the County Board of Supervisors, as a model for the County's Gang Violence Prevention Initiative.

ATTACHMENT: Draft Interdepartmental MOU

YOUTH EMPOWERMENT SOLUTIONS (YES) PROGRAM FOR PEACEFUL COMMUNITIES

STRYVE - Youth Violence Prevention Program

Implementation of YES Program for Silver Star Youth

INTER-DEPARTMENTAL MEMORANDUM OF UNDERSTANDING

June __, 2015 through August 31, 2015

Between

**MONTEREY COUNTY HEALTH DEPARTMENT
Public Health Bureau**

and

**MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT
Monterey County Workforce Development Board (WDB)
Office for Employment Training (OET)**

AGREEMENT

I. DECLARATION

This agreement is entered into by and between the **MONTEREY COUNTY HEALTH DEPARTMENT Public Health Bureau (hereinafter referred to as MCHD)**, and **MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT (hereinafter referred to as MCEDD)**, **Workforce Development Board (hereinafter referred to as WDB)**, **Office for Employment Training (hereinafter referred to as OET)**.

The purpose of this agreement is to establish the roles and responsibilities of each of the affected parties with respect to the implementation of the Youth Empowerment Solutions (YES) Program for Peaceful Communities.

II. BACKGROUND

The WDB/OET operates the Workforce Investment Act (WIA) funded summer youth employment program in Monterey County. WDB/OET developed a unique partnership with the Probation Department and other community-based organizations to support the Silver Star Program, a long-time collaborative effort, with a primary purpose to provide prevention services and summer employment opportunities to at-risk youth. The program's mission is to utilize a multi-agency collaborative of prevention and early intervention services to prevent and reduce gang association, membership and activities among youth ages 16 to 21 in Monterey County. The WDB/OET is the only entity that implements a summer youth employment program and partners with the Probation Department to provide job preparation and job placement, work experience, and gang outreach and intervention support under the Silver Star Program.

MCHD's STRYVE Program is funded by the Centers for Disease Control and Prevention (CDC) to prevent youth violence. YES is an evidence based program that builds youth leaders and empowers them to make positive change in their community. This agreement is committing \$10,423 of \$3114 is to hire a leader to conduct the YES program and \$6,000 is stipends for no more than 20 eligible youth who complete a community project through the program. The balance is for materials needed to conduct the YES Program.

Planned outcomes for this program are career and vocational experience, intellectual development, personal/social development, service and work value development, and reduced community violence.

III. PRINCIPLES OF AGREEMENT

The general areas of responsibility between the parties of this agreement and a description of services provided are detailed in Exhibit A. As a result of this agreement, the parties agree to coordinate and share available resources as part of the YES Program. Customers are defined as those youth, ages 16-21, which are referred from the Silver Star Program.

IV. GENERAL PROVISIONS

A. DISPLACEMENT

DISPLACEMENT PROVISIONS SHALL NOT result in any of the following:

- (a) Displacement or partial displacement of current employees, etc.,
- (b) The filing of positions, which would otherwise be promotional opportunities for current employees,
- (c) The filing of a position, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
- (d) The filing of established unfilled public agency positions, unless the positions are unfunded in a public agency budget,
- (e) The filing of a position created by termination, layoff, or reduction in workforce, etc.,
- (f) A strike, lockout or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers,
- (g) The filing of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific work site, or funded positions are vacant or regular employees laid off,
- (h) The termination of a contract for services, prior to expiration date, that results in displacement full or partial of workers performing contracted services,
- (i) The denial to a participant or employee of protection afforded other workers on the work site by state and federal laws governing workplace health, safety, and representation. WELFARE & INSTITUTIONS CODE SECTION 11324.6

B. INDEMNIFICATION

As the parties to this agreement are Monterey County departments, there are no indemnification or insurance requirements.

C. TERM

This agreement shall commence effective **June __, 2015** and remain in full force and effect through **August 31, 2015**, unless sooner terminated as provided herein. Either party may terminate this agreement in giving thirty (30) days' written notice to the other party. This agreement is contingent upon available funding, and may be renewed or renegotiated upon mutual written consent of all parties.

D. FISCAL / REPORTING

1. MCHD serves as the fiscal agent for this agreement.
2. WDB/OET provides services, wage reimbursement and program management to the target populations as outlined in Exhibit A of this agreement.
 - (a) WDB/OET shall issue paid stipends to youth participants upon completion of their community project work.
 - (b) WDB/OET shall invoice MCHD monthly using the Funds Transfer Request in Exhibit C by the 10th of the month for services rendered in the previous month.
3. MCHD Contract Administrator shall review and forward the approved invoice to their Department's Fiscal Branch for adherence to the agreement outlined in Exhibit A and appropriateness of costs detailed in Exhibit B, based on government accounting standards.
4. MCHD shall reimburse WDB/OET a maximum of \$10,423 as outlined in the budget detailed in Exhibit B.

E. CONTRACT ADMINISTRATORS

MCHD hereby designates the STYRYVE Coordinator as its Contract Administrator for this MOU. All matters concerning this MOU which are within the responsibility of MCHD shall be under the direction of, or shall be submitted to the MCHD Contract Administrator.

WDB/OET hereby designates [REDACTED] as its Contract Administrator for this MOU. All matters concerning this MOU which are within the responsibility of WDB/OET shall be under the direction of, or shall be submitted to the WDB/OET Contract Administrator.

F. NOTICE

Notice to the parties in connection with this agreement shall be given personally or by regular mail, addressed as follows:

Linda McGlone, M.P.H.
Coordinator, STRYVE Youth Violence
Prevention Program
Monterey County Health Department
1270 Natividad Road
Salinas CA 93906
Phone (831) 755-4619
mcglonelm@co.monterey.ca.us

Joyce Aldrich
WDB Agency Executive Director
Monterey County Economic Development Department
730 La Guardia Street, 2nd Floor
Salinas, CA 93905
Phone (831) 759-6644
Fax (831) 796-3324
aldrichj@co.monterey.ca.us

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first herein above written.

BY _____ Date _____
Name, Director
Monterey County Health Department

BY _____ Date _____
Dave Spaur, Director
Economic Development Department

EXHIBIT A

SCOPE OF WORK DUTIES AND RESPONSIBILITIES

In accordance with the principles of this agreement, the duties and responsibilities of the parties are outlined as follows:

A. MCHD agrees to:

1. MCHD agrees to train the WDB/OET leader in the implementation of the YES Program, provide technical assistance on implementation and contribute to a report on the integration of YES into the County's jobs program.
2. Schedule and/or attend meetings with WDB/OET as needed to discuss areas that affect any party in this agreement.

B. WDB/OET agrees to:

1. WDB/OET agrees to hire a leader to implement the Youth Empowerment Solutions (YES) Program.
2. The leader will prepare for and conduct each YES session and maintain participants' case files on their progress.
3. The leader will recruit no more than 20 youth from the Silver Star Resource Center, who qualifies for the WDB/OET program.
4. These youth will participate in the 24 sessions long YES Program, including 16 hours to complete a community project, as led by the YES leader.
5. Youth will receive a stipend for their work on the community project, which is the culmination of the YES Program.
6. A final report will be prepared, describing the integration of YES into the County's youth employment program and shared with the County Board of Supervisors, as a model for the County Gang Violence Prevention Initiative.
7. Upon completion of the YES Program, community project and report to the Board of Supervisors, the WDB/OET will provide MCHD with attendance sheets, pictures of the community project and a copy of the PowerPoint presented to the Board.
8. Schedule and/or attend meetings with MCHD as needed to discuss areas that affect any party in this agreement.

EXHIBIT B

BUDGET

Itemized Budget and Justification: The total contract is \$10,418 for FY 2015-16, as detailed below.

Description	Payment
Implement YES Program Hire leader to recruit 15 to 20 qualified youth participants and provide YES program. Program is 24 sessions long, with 1.5 hours to prep for each session, 1.5 hours to conduct each session and 1.5 hours work on participant case files; plus 28 hours for training in curriculum, recruitment, and a final report on the project outcomes. Pay leader \$21.26 per hour for 136 hours= \$2891. Plus benefits @ 7.65%	\$3,113
Materials Program materials include art and office supplies (\$150), 4 digital cameras, memory cards and batteries for photovoice (\$160) and materials for community project to be determined by youth participants (\$1,000)	\$1,310
Stipends for Youth (20) youth who complete the community project will receive \$300 each	\$6,000
TOTAL	\$10,423.00



EXHIBIT C

FUNDS TRANSFER REQUEST

Workforce Development Board (WDB) / Office for Employment Training (OET)
June __, 2015 to August 31, 2015

Youth Empowerment Solutions (Yes) Program for Peaceful Communities

PO#: [REDACTED]

Vendor ID: [REDACTED]

Period of Service: [REDACTED]

Category	Total Contract	Monthly Expense	YTD Expense	Balance of Contract
Program Coordination (Leader)				
Salary & Benefits	\$3,113	\$	\$	\$
Materials	\$1,310	\$	\$	\$
Total Program Coordination	\$4,423	\$	\$	\$
Stipends for Youth	\$6,000	\$	\$	\$
TOTAL	\$10,423	\$	\$	\$

I hereby certify that this report is correct and complete to the best of my knowledge.

 Authorized Signature
 Economic Development Department WDB/OET

 Title

 Date

 Authorized Signature
 Monterey County Health Department

 Title

 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: REVIEW AND APPROVE THE PROPOSED WIB BUDGET FOR PY 2015-16 AND FORWARD TO THE FULL WIB FOR CONCURRENCE

DATE: MAY 20, 2015

RECOMMENDATION:

It is recommended that the Executive Committee review and approve the proposed Monterey County Workforce Investment Board's (WIB) budget of \$765,424 and proposed staffing levels for fiscal year 2015-16.

INFORMATION:

For fiscal year 2015-16, the WIB proposed annual budget is \$765,424 which represents an increase of \$60,914 (8.5 %) from its 2014-15 fiscal year budget plan of \$704,510, as shown in the table below.

WIB Budget	2014-15 Approved Budget	2014-15 Actual Expend (to date)	2015-16 Proposed Budget	Plan-Plan \$ Difference
1. Salaries & Benefits	\$617,035	\$368,149	\$ 677,699	+60,664
2. Conference/Travel/Meals	\$19,900	\$10,217	\$19,900	0
3. Memberships (CWA/NAWB/Chambers)	\$14,750	\$1,085	\$15,000	+250
4. Services and Supplies	\$52,825	\$29,231	\$52,825	0
Totals:	\$704,510	\$408,682	\$765,424	+\$60,914

As you are aware, the WIB has been working with a very limited budget, trying to meet the needs of the Board as well as the program and system overall. However, as Director, it is necessary to make you aware that there are many things we could be doing – and should be doing – that we don't have staff capacity to fulfill. With the implementation of the Workforce Innovation and Opportunity Act, as a WIB, we are required to have much more robust Business and Employer services; greater understanding of our industry sectors and the needs of business so we can support education in their efforts to offer the training necessary to meet business needs. We also have to design and develop a comprehensive four county regional plan that must be submitted to the State Workforce Investment Board during this next year's budget cycle. These are two areas of many where we must have a greater presence than what is currently possible.

Currently the WIB staff has 1 MA II vacancy, the proposed budget before you requests that we fill the vacancy to ensure we are compliant with our mandates as we move into the WIOA legislation. Although our positions are not funded from the General Fund and have no net county costs, filling the vacancies at this time requires CAO Budget Office approval. Salary savings during the current year have gone to fund temporary employees to staff the Board.

DISCUSSION:

The fiscal year 2015-16 WIB budget reflects an increase in permanent staff positions from four to five. The proposed staffing plan for 2015-16 includes an Executive Director, one Finance Manager, two MA II's, and one Senior Secretary. Temporary positions, an Administrative Aide will be funded as salary savings allow.

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2014-15
DATE: MAY 20, 2015

INFORMATION:

WIB staff plan to present an update on the Local WIA budget for 2014-15

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND RECOMMEND ON POSSIBLE CHANGES TO THE STATUS OF THE WIA TITLE I YOUTH SUBCONTRACT WITH TURNING POINT FOR PY 2015-16, AS REQUIRED BY THE NEW WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

DATE: MAY 20, 2015

RECOMMENDATION:

It is recommended that the Executive Committee consider and recommend on possible changes to the status of the WIA Title I Youth subcontract with Turning Point of Central California (Turning Point) for PY 2015-16, as required by the New Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND:

On June 24, 2014, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board's recommendation to initiate a youth subcontract with Turning Point from July 1, 2014 to June 30, 2015.

The purpose of contracting with an agency outside of the County's primary Workforce Investment Act (WIA) / WIOA service provider, allows eligible participants access to services; particularly those of target populations in often harder-to-serve areas of the county who have trouble getting to the America's Job Centers of California.

DISCUSSION/INFORMATION:

Turning Point's contract was written for one-year and also provides for an extension of up to two years beyond the initial one-year contract period depending upon acceptable contract performance, adherence to current WIA legislation and local policies, and the availability of WIA/WIOA funds.

Performance has been routinely reviewed by WIB staff for programmatic and fiscal compliance. Monitoring reports has shown Turning Point to be in compliance.

This funding recommendation allocates up to \$110,000 in WIOA funds to Turning Point to provide the following as the WDB transitions to the Workforce Innovation and Opportunity Act:

- occupational skills training,
- leadership development,
- mentoring, guidance and counseling,
- supportive services to 45 eligible youth (16 to 24) who face multiple barriers (disabled 35%, subject to the juvenile or adult system 35%, and or foster care 30%) to employment and education. (not to exceed \$1,000 per youth participant),
- Thirty-two (32) will be enrolled in tutoring and alternative secondary school activities,
- Twenty eight (28) will receive paid and unpaid work experience opportunities,
- At least 80% of the total number of enrollments must qualify as out-of-school youth.
- The majority of youth may be court involved and are referred to the program from agencies throughout the county.

BUSINESS ITEM #6

Should the Executive Committee approve the recommendation to extend Turning Point's contract, it will be forwarded to the full Board for consent and then to the Board of Supervisors for final approval.

Remaining funds not allocated to Turning Point's contract will be returned to the WIA/WIOA Youth funding stream for use by the primary WIA/WIOA youth service provider.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE APPLICATION FOR THE WORKFORCE ACCELERATOR FUND 2.0 TO THE CALIFORNIA WORKFORCE INVESTMENT BOARD AND EMPLOYMENT DEVELOPMENT DEPARTMENT

DATE: MAY 20, 2015

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve WIB staff submitting an application to the California Workforce Investment Board (State Board) and the Employment Development Department (EDD) for Workforce Accelerator Fund 2.0 for the innovation of workforce development in California.

Should the application be awarded, staff will return to the full WDB for acceptance of award prior to submitting to Board of Supervisors for final approval of same.

INFORMATION:

California's Strategic Workforce Development Plan 2013-2017 – "Shared Strategy for a Shared Prosperity" (Strategic Plan) prioritizes regional coordination among key partners, sector-based employment strategies, skill attainment through earn and learn and other effective training models, and development of career pathways. The State Board is interested in funding applications that further advance the goals of its Strategic Plan and build workforce system infrastructure and capacity through collaboration, innovation, and system change. The Workforce Accelerator Fund 2.0 will support projects that accelerate skill development and employment for individuals with barriers to employment, including the long-term unemployed, low-income workers, disconnected youth, veterans, individuals with disabilities, ex-offenders, parents involved in family reunification, and CalWORKS participants.

Last year the WIB applied for and received Workforce Accelerator 1.0 funds in support of a new program model to serve CalWORKS youth; to reach those young adults to help break the generational cycle of poverty and engage youth in a career path out of poverty. As part of that project, the Youth Ambassador's for Peace Program design was finalized through an application to the Department of Labor Employment and Training Administration for the Workforce Innovation Fund grant program.

The Youth Ambassador's for Peace Program was awarded, however without the ability to pay for youth to receive paid work experience. The WAF 2.0 application is to request the opportunity for a work experience component to the Youth Ambassadors for Peace project with an outcome of increased labor market awareness and career pathway development. Based upon lessons learned through the original project, the desired approach for career planning is through work based learning from mentor work-site supervisors.

The requested amount under the proposal will be \$160,000.00 for fiscal year 2015-16. Contract awards are reported to take place in June 2015.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: UPDATE ON LINKING TO EMPLOYMENT ACTIVITIES PRE-RELEASE SPECIALIZED AMERICAS JOB CENTERS GRANT IN COLLABORATION WITH SAN LUIS OBISPO

DATE: MAY 20, 2015

INFORMATION:

Workforce Investment Board (WIB) staff in partnership with the WIB of San Luis Obispo, Monterey County Sheriff's Department and San Luis Obispo County Sheriff's Department applied for a Department of Labor Employment and Training Administration grant for the purposes of serving inmates at the two Jails; one in Monterey County and one in San Luis Obispo County.

The purpose of this program is to provide locally incarcerated offenders with employability skills by providing them with workforce services prior to release from local incarceration and linking them to a continuum of employment, training, education, and support services offered through their community-based America's Job Center of California (Job Centers) post-release, as well as building connections to local employers that will enable transitioning offenders to secure employment prerelease.

SUMMARY:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL), announced the availability of approximately \$5 million in grant funds authorized by Section 171 of the Workforce Investment Act (WIA) and Section 212 of the Second Chance Act of 2007 for Linking to Employment Activities Pre-release Specialized Job Center grants.

While state and federal prisons release more than 650,000 people each year, over 9 million people are released from the nation's more than 3,000 county jails, many of whom possess few job skills and little prospect for employment. These jails are located in almost every community in the nation and often in close proximity to local employment services offered by the more than 2,500 Job Centers throughout the country. These jails and Job Centers typically operate in the same communities and under the same local government structure.

This Funding Opportunity Announcement (FOA) provides the opportunity for Local WIBs to develop and operate specialized Job Centers.

Funding for this project: \$500,000 over a 2-year period
Application due date: April 3, 2015
participants to be served: 350 in Monterey, and 50 in San Luis Obispo County
Awards announced: July 2015

ATTACHMENT:

Abstract of proposal

US Department Of Labor Employment and Training Administration
Linking to Employment Activities Pre-release Specialized American Job Centers (AJCs)
Funding Opportunity Number: FOA-ETA-15-03 CFDA#17.270

ABSTRACT

Applicant: Monterey County Workforce Investment Board, based in Salinas California

Project Title: California Central Coast New Start Transition Job Centers

Geographic Area Served: Monterey and San Luis Obispo Counties

Number of participants to be served: 350 Monterey County; 50 San Luis Obispo County

Community based AJC's involved in project: Monterey County Office for Employment Training, Shoreline Workforce Development Services

Description of Proposed Project: What if our new inmates released from Jail had in their toolkit the understanding and soft skills needed to go on that interview and wow the employer right from the start? We believe this could be the result of developing an in-house jail-based specialized America's Job Center in each of our community jails.

Holding a job is one of the best predictors of parole success. Numerous statistics demonstrate that a parolee who finds and maintains a steady job is more likely to avoid subsequent offenses and to successfully complete his/her term on parole/probation. Therefore, the bridge from in-prison rehabilitation to employment is critical.

Inmate education of the labor market and jobs in the community will be one aspect of the In-Jail satellite America's Job Center of Monterey and San Luis Obispo Counties program along with in-prison vocational training options; in-prison employment skills and development of documents needed to secure a job; Kick Start week-long workshop; how-to's on transitioning from in-prison job center services to community job centers in our communities. We will monitor and evaluate results through our local Virtual One Stop database and statewide CalJOBS database system in order to demonstrate the return on investment to our participants and funders.

The Pre-Release specialized America's Job Center (AJC) in our region is designed to provide inmates at our local jails with job readiness and job seeking skills prior to their release. Through an assessment and series of workshops and modules each participant will learn how to address challenges as they transition back into their communities.

Some of California's prisons have an inmate transition program supporting inmates with job readiness and job seeking skills prior to their release from prison. The local program for our local jail system will help defer individuals from recommitting offenses that land them in the state and federal prison system.

Public Contact Information: (831) 759-6644 or www.co.monterey.ca.us

Partners to application: San Luis Obispo County Workforce Investment Board, Monterey County Sheriff's Department, San Luis Obispo Sheriff's Department

Funding level: \$500,000

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: WIB RETREAT DEBRIEF

DATE: MAY 20, 2015

INFORMATION:

The Monterey County Workforce Investment Board (WIB) Retreat held on April 15, 2015 at Hartnell College, Steinbeck Hall was a time for WIB and Youth Council members to come together to not only review our successes and accomplishments, but also set goals for the coming program year, a year of great transition in the Workforce Innovation and Opportunity Act of 2014.

As a WIB we have a great opportunity to strategize and collaborate with our community and our region to ensure we meet the needs of both business and job seekers toward a strong and robust economy.

Summarized below are the WIBs primary goals and next steps identified during the WIB Retreat breakout sessions to be the most important for this upcoming year. The results offer a framework to move forward to meet the WIB's greatest goals of a strong and robust economy.

<p>GOAL #1 BUSINESS AND INDUSTRY</p>

<p>Meet the workforce needs of high demand sectors in our regional economy.</p>

Next Steps:

1. Obtain a list and public meeting calendar of area chambers, associations, civic groups, Rotaries, Business Councils, etc. (Joanne provided list of Rotary Clubs after retreat – handout)
2. Find out when they meet if they are seeking outside speakers
3. Develop talking points for Board members
 - a. Review elevator pitch from other WIBs
 - b. List talking points
 - c. Ask questions to employers... How can we help?
 - d. List of services to share with employers on how we can help
 - e. Find out where to house the data that leads to results
4. Make first presentation: CCHR, 5 minute presentations to be coordinated with Kimberly & Joyce
5. Add all of these points to the next Business Services Committee meeting agenda

<p>GOAL #2 SYSTEM ALIGNMENT AND ACCOUNTABILITY</p>

<p>Support system alignment, service integration & continuous improvement using data to support evidence based policy making.</p>

Next Steps:

1. Implementer / Change Agent (Hire Full-Time)
 - a. Task master
 - b. Outcome manager
 - c. Take results public (communicator)
2. Reference ideas listed above

GOAL #3 ADULTS

Increase number of people who obtain a marketable industry-recognized credentials or degree, with special emphasis on the unemployed, underemployed, low skilled, low income, veterans, individuals with disabilities, and other at risk populations.

Next Steps:

1. Create Ad-Hoc Committee from WDB/Youth Council to discuss WorkKeys Certifications
 - o Ken(?), MaryAnn, Paul and Paula
 - o First meeting date: May 21, 3:30pm, location TBD

Goal # 4 YOUTH STRATEGIES

Increase the number of high school students who graduate prepared for post secondary vocational training, further education and/or a career, with an emphasis on at-risk youth and those from low-income communities.

Next Steps:

Potential Actions and Initiatives

- Hold a Summit on Youth Employment
- Develop a Resource Clearinghouse (211, website)
- Gather information on Best Practices

Next Steps:

Discuss each initiative at next youth council meeting and develop “launch” activities.

DISCUSSION:

Just like it takes different partners to have a Job Center – it takes different partners to meet our goals and initiatives. Given the limitations we have in staffing, etc., how can we meet these goals and initiatives? We may find that we can utilize our partners more – perhaps someone else should or could take the lead on some of our initiatives. This should be discussed with the full WIB to complete the strategy of how the goals and initiatives identified at the Retreat can be realized.

ATTACHMENT: Notes from MCWIB Strategic Planning Retreat 2015

**MONTEREY COUNTY WORKFORCE INVESTMENT BOARD
STRATEGIC PLANNING RETREAT 2015**

Hartnell College, Salinas, CA

April 15, 2015

LIST OF RETREAT PARTICIPANTS

Joyce Aldrich, John Baker, Vivian Brennand, Marleen Bush, Paula Calvetti, Diana Carrillo, Erik Cushman, Harvey Dadwal, Jay Donato, Yuko Duckworth, Paul Farmer, Sherry Farson, Terri Gallardo, Flor Galvan, Hunter Harvath, Jerry Hernandez, Cesar Lara, Mimi Laurent, Willard Lewallen, Mary Ann Leffel, Steve MacArthur, Eileen McCourt, Salvador Munoz, Ken Peacock, Ginger Pierce, Elliott Robinson, Kimberly Schnader, Larry Silva, Dave Spaur, Walter Tribley, Brian Turlington and Joanne Webster

SUCSESSES AND ACCOMPLISHMENTS

To begin the retreat, Board members were asked to identify key successes and accomplishments over the past year. They are listed here.

Improved Leadership

- ✓ Professional Board Members
- ✓ Being a high performance WIB
- ✓ Great success with limited staff

Increased Grant Funding

- State EDD Governor's 15% Discretionary Grant Long Term Unemployed (LTU) (in partnership with SELACO WIB)
- State EDD Additional Assistance for Dislocated Worker (AADW)
- Department of Labor Workforce Innovation Fund Grant for Youth (WIF) (Youth Ambassador's for Peace Project)
- California Workforce Investment Board Workforce Accelerator Fund Grant (WAF) – Youth Employment Leadership Pilot Project with Social Services
- California Workforce Investment Board Prop 39 Pre Apprenticeship Development Grant with Santa Cruz and San Benito County WIBs (SC WIB Lead)

Overcoming Budget Cuts, Keeping Services & Maintaining Quality

- ✓ Connecting even more people with jobs
- ✓ Quality of Youth Program
 - Testimonials
- ✓ Good transition with OET
- ✓ Partnering with Hartnell College (Technology)

Enhanced Organizational Efficiency

- ✓ Met training expenditure requirement
- ✓ Improved Reporting
- ✓ Data collection
- ✓ Fiscal Efficiency

What earned you a standing ovation from the community?

- One Stop – true to definition
- Capital One Rapid Response

What went unnoticed?

- Youth opinion
- Employer opinion

THE FOUR MAJOR GOALS FOR 2015

This year's Board Retreat revisited the goals that were established during the previous strategic planning session conducted in 2014. Board members were divided into self-assigned small groups and were tasked with coming up with actions and initiatives that Board members themselves could participate in and focus on over the next year. The results of each of those groups are documented below.

GOAL #1 BUSINESS AND INDUSTRY

Meet the workforce needs of high demand sectors in our regional economy.
--

Members: Brian, Paula, Kimberly, Yuko, Jay and Larry

Potential Actions and Initiatives

Get a better, clearer understanding of what the WIB does

- What is the life of a job seeker? How and where do they go for services? What's the progression?

Increase our outreach and publicity to businesses and the community

- Need to get the word out and talk about our successes; conduct publicity tour / PSAs;
- Develop an elevator speech, gather talking points from other WIBs
- Let employers know what's available to them, what we do, mass contact (e.g. MC Weekly);
- Create a calendar of chambers, Rotaries, and other association meetings for WIB members to attend to talk about WIB initiatives. Rotaries need speakers, get the word out about the WIB & initiatives; 1-page talking points – share and discuss at WIB meetings
- Need way to gather success stories
 - Use for talking points
 - Work with newspapers to feature success stories (e.g. Herald, Californian, MC Weekly)
 - Identify opportunities for free stuff to feature success stories
- Have a presence at Job Fairs, and walk the job fairs (more than just the Director and Business Services staff)

Analyze Labor Market Information and gather input from industry

- Labor market analysis is needed and discussion at WIB meetings
- Gather industry input (e.g. Growers Shipper Association input from Ag industry)
 - e.g. What are the training needs of the agricultural industry?

- Gather data/input of employer concerns/needs that lead to reaction and movement
- Ask open-ended questions...*what is it that you need?*

Enhance Employer Engagement

- Find out what employers' needs are or potential road blocks, and then convene partners to figure out solutions
- Offer a list of business menu items to employers (e.g. tax credits/incentives, ETP, navigating through the permitting process, etc)
- CCHRA meetings, Kimberly agreed to schedule meetings with Joyce
- Have EDD workforce services staff collaborate with business services staff (e.g. veterans, collaborative initiative, etc.)
- Help employ the hardest to employ; develop strategies that speaks to the needs of both the job seeker and the employer.

Next Steps

1. Obtain a list and public meeting calendar of area chambers, associations, civic groups, Rotaries, Business Councils, etc. (Joanne provided list of Rotary Clubs after retreat – handout)
2. Find out when they meet if they are seeking outside speakers
3. Develop talking points for Board members
 - a. Review elevator pitch from other WIBs
 - b. List talking points
 - c. Ask questions to employers... How can we help?
 - d. List of services to share with employers on how we can help
 - e. Find out where to house the data that leads to results
4. Make first presentation: CCHR, 5 minute presentations to be coordinated with Kimberly & Joyce
5. Add all of these points to the next Business Services Committee meeting agenda

GOAL #2 SYSTEM ALIGNMENT AND ACCOUNTABILITY

Support system alignment, service integration & continuous improvement using data to support evidence based policy making.

Members: To be determined

Potential Actions and Initiatives

- Re-align board members to meet outcomes
 - Connection to industry
 - Whether or not they are hiring
 - Active engagement on board

- Align with other sectors
 - Invite sector representatives
 - Determine where we could strategically contribute

- Ag/Ed (K-12 & Higher Ed)/Research/Tourism/Military
 - Training apprenticeship opportunities

- Grow our own (train the next generation)
 - Wine making
 - Green economy
 - Golf (First Tee Program)
 - Racing
 - Food
 - Music
 - Gaming

Next Steps

1. Implementer / Change Agent (Hire Full-Time)
 - a. Task master
 - b. Outcome manager
 - c. Take results public (communicator)

2. Reference ideas listed above

GOAL #3 ADULTS

Increase number of people who obtain a marketable industry-recognized credentials or degree, with special emphasis on the unemployed, underemployed, low skilled, low income, veterans, individuals with disabilities, and other at risk populations.

Members: Ken, MaryAnn, Paul & others?

Potential Actions and Initiatives

Choose two skill sets that go across sectors:

Pathways	Accounting
Aversion	Bookkeeping
Training	Technology
Apprenticeships	Math
Concepts	Language

- What are the obstacles? (transportation, right to work documentation, GED, etc.)

Career Preparation and Job Readiness (WorkKeys)

- WorkKeys Certification Campaign
 - Educate WDB (WIB) and Partners (Education, Labor, Private industry (Ag, Hospitality, Education/Research, Healthcare)
- Target industry leaders
 - Target employers to use WorkKeys standardized certification
 - Salinas USD
 - CSUMB
 - MPC – David Brown (test site)
- Outreach to work study student entities
- Career Exploration Participation and Mentorships
- Financial Literacy
- Communicate, communicate, communicate

NEXT STEPS

1. Create Ad-Hoc Committee from WDB/Youth Council to discuss WorkKeys Certifications
 - Ken(?), MaryAnn, Paul and Paula
 - First meeting date: May 21, 3:30pm, location TBD

Goal # 4 YOUTH STRATEGIES

Increase the number of high school students who graduate prepared for post secondary vocational training, further education and/or a career, with an emphasis on at-risk youth and those from low-income communities.

Members: Current Youth Council

Potential Actions and Initiatives

- Hold a Summit on Youth Employment
- Develop a Resource Clearinghouse (211, website)
- Gather information on Best Practices

Partners: Identify at the Summit

Next Steps

Discuss each initiative at next youth council meeting and develop “launch” activities.

The Retreat also provided an overview of the **Workforce Innovation and Opportunity Act** (WIOA) and allowed Board members to discuss the new roles and responsibilities envisioned in the new federal law. WIOA takes effect July 1, 2015, making program year 2015 – 2016 a year of transition. During the transition, the Workforce Investment Board will formally become the Workforce Development Board. With these anticipated changes, Board members were asked to reflect on their experiences, providing a small window into the changes that might be needed to enhance the effectiveness of the new Board.

REFLECTING ON THE EXPERIENCE OF BEING A WIB MEMBER

What keeps you as a WIB member coming back?

- Quality of leadership/ grateful for Joyce.
- Changing people's lives
- Vision of trying to meet the needs of the workforce
- The Youth Council and youth programs
- Seeing programs that lead to self-respect and greater awareness
- A sense of optimism, youth connectivity
- Working with colleagues on career fair
- The fact that we are teaching life skills
- Promoting Career/ Technical Education

What part of the WIB experience pushes you away or makes you want to give up as a Board member?

Not seeing enough results

- No measurement of success (participants and impact of \$)
 - o How many have been served?
 - o How many success stories?
- Can't get to numbers, tangible results!
- Need PR, to show more successes of youth alumni

Silos/ Bureaucracy/ Red tape

- Risk averse
- Pace at which workforce moves
- Separate agendas
- Little follow-up, no collaboration

Leadership (Executive Director)

- lack of experience, lack of knowledge (in past)
- importance of having knowledgeable leadership is essential to success of system

WHAT NEEDS TO CHANGE

- Need to innovate and not be stuck in old ways
- Look at East Bay Rapid Response & how they make difference with the Business Community
- Replicate good experiences!
- More people moving from public assistance to paying taxes
- Need to cross train/educate everyone at the table, and have a dialogue on complexities
- Educated WIB members will lead to a better platform for getting the message out

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: DIRECTOR'S REPORT
DATE: MAY 20, 2015

INFORMATION:

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

- Update on Local Area Designation Application
- Update on WIOA Regional Planning requirements
- Report out on CWA Spring Conference held May 12-14, 2015
- Bylaw changes under WIA/WIOA



Erik Cushman,
WIB & Executive Chair

Anthony Aniello
WIB 1st Vice Chair

Mary Ann Leffel
WIB 2nd Vice Chair

WIB Members:

Aaron Oskolkoff
Al Davis
Andy Hartmann
Brian Turlington
Cesar Lara
Dave Potter
Diana Carrillo
Elliott Robinson
Harbhajan "Harvey" Dadwal
Hunter Harvath
Jay Donato
Ken Peacock
Kimberly Schnader
Larry Silva
Neal Heckman
Paul Farmer
Paula Calvetti
Salvador Muñoz
Sherry Farson
Steve MacArthur
Teresa Sullivan
Dr. Walter Tribley
Wendy Brickman
Dr. Willard Clark Lewallen
Yuko Duckworth

Monterey County Workforce
Investment Board (WIB)

Joyce Aldrich,
WIB Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 796-3324

www.montereycountywib.org

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

ERIK CUSHMAN, WIB CHAIR WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD (WIB)

Marina Library, 190 Seaside Circle, Marina, CA

WEDNESDAY, JUNE 3, 2015; 7:30 A.M.

DRAFT AGENDA

CALL TO ORDER/INTRODUCTIONS: CHANGES TO AGENDA: PUBLIC COMMENT: Client Testimonials (3)	ERIK CUSHMAN, CHAIR
CONSENT CALENDAR:	ERIK CUSHMAN
1. ACTION: Approve minutes from February 4, 2015.	
2. ACTION: Concur with the May 20, 2015 Executive Committee action to approve the revised WIB Police #2003-09 "Unlikely to Return".	
3. ACTION: Concur with the May 20, 2015 Executive Committee to consider the Memorandum of Understanding between Monterey County America's Job Center of California and Transitions for Recovery and Re-Entry Program, Inc. If approved, staff will forward to County Counsel for review/approval prior to being placed on Board of Supervisors agenda for final approval.	
4. ACTION: Concur with the May 20, 2015 Executive Committee to consider the Inter-County Memorandum of Understanding between Monterey County Health Department, Public Health Bureau and Monterey County Economic Development Department for the Youth Empowerment Solutions (YES) Program for Peaceful Communities. If approved, staff will forward to County Counsel for review/approval prior to being placed on Board of Supervisors agenda for final approval.	
5. ACTION: Concur with the May 20, 2015 Executive Committee to approve the proposed WIB budget for PY 2015-16.	
6. ACTION: Concur with the May 20, 2015 Executive Committee to approve the changes to the status of the WIA Title I Youth subcontract with Turning Point for PY 2015-16, as required by the new Workforce Innovation and Opportunity Act (WIOA)	
7. ACTION: Concur with the May 20, 2015 to consider and approve application submittal of the Workforce Accelerator Fund 2.0 grant.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Review and consider amendment to the Bylaws incorporating and forward to the Board of Supervisors for final approval.	
SUBCOMMITTEE MEETINGS: Business Services: 06/09/15; Marina Library Executive: 06/17/15; Marina Library	WIB: August 5, 2015; TBD



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

ERIK CUSHMAN, WIB CHAIR WORKFORCE INVESTMENT BOARD

Oversight: 07/09/15; Marina Library Youth Council: 07/27/15; Marina Library		
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 .		

Erik Cushman,
WIB & Executive Chair

Anthony Aniello
WIB 1st Vice Chair

Mary Ann Leffel
WIB 2nd Vice Chair

WIB Members:

Aaron Oskolkoff
Al Davis
Andy Hartmann
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Harbhajan "Harvey" Dadwal
Hunter Harvath
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DRAFT

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

Joyce Aldrich,
WIB Executive Director

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