



Monterey County Economic Development Department Workforce Development Board (WDB)

Erik Cushman, WDB Chair

EXECUTIVE COMMITTEE

Shoreline (Goodwill Central Coast), 249 10th Street, Marina, CA
Wednesday, September 16, 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, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT/TESTIMONIAL:	
SUBCOMMITTEE CHAIR REPORTS: Youth Summit Activities	Diana Carrillo
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from July 15, 2015.	
2. ACTION: Approve the FINAL Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Programs Monitoring Report for Program Year 2014-15 for the Office for Employment Training.	
3. ACTION: Approve the FINAL Workforce Investment Act (WIA) Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2014-15 for the Workforce Development Board.	
4. ACTION: Approve Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.	
5. ACTION: Approve the revised WDB policies: #2015-01 - WIOA Adult Program Priority of Service and #2005-10 Grievance and Complaint Procedures.	
6. ACTION: Approve proposed new Eligible Training Provider List Master Agreement with Watsonville Institute of Cosmetology.	
7. ACTION: Receive and approve a final report on the number of local WIA training placements and expenditures for PY 2014-15.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Approve the Local Workforce Development Area close out budget for Fiscal Year (FY) 2014-15.	Ruben Trujillo
2. ACTION: Approve the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. <i>(handout)</i>	Ruben Trujillo
3. ACTION: Approve the resignations from the Workforce Development Board for: <ul style="list-style-type: none"> • Karen Wong, representing Mee Memorial Hospital. • Ken Peacock representing Carpenters Union Locals 505 & 605 Santa Cruz and Monterey Counties. 	Erik Cushman
4. Update on Strategic Initiatives and local plan goal accomplishments to date. <i>(handout)</i>	Joyce Aldrich
5. Review the WDB membership composition and attendance and discuss recruitment of members. <i>(handout)</i>	Erik Cushman

**Monterey County
Workforce Development
Board (WDB)**

Joyce Aldrich,
WDB Executive Director

730 La Guardia Street, 2nd Fl
Salinas, CA 93905
(831) 759-6644

www.montereycountywdb.org



Monterey County Economic Development Department Workforce Development Board (WDB)

Erik Cushman, WDB Chair

6. Report out of the California Workforce Association's Meeting of the Minds Conference held on September 8-10, 2015	All Members attended
7. Review and discuss the DRAFT WDB Agenda for the October 7, 2015 meeting.	Erik Cushman
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Youth: 09/28/2015, Marina Library Business Services: 10/13/2015, Shoreline Executive: 10/21/2015, Marina Library Oversight: 11/12/2015, Shoreline	WDB MEETING: 10/07/2015 – Marina Library
ADJOURNMENT:	Erik Cushman
To request information, please contact the Monterey County Workforce Development Board (WDB) staff at (831) 796-6434 or visit our website at www.montereycountywdb.org .	
ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.	

Executive Committee Members:

Erik Cushman, Chair

- Anthony Aniello
- Cesar Lara
- Diana Carrillo
- Mary Ann Leffel
- Dr. Willard Lewallen
- Dave Potter

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UNADOPTED

Monterey County Workforce Development Board
Executive Committee
Marina Library, 190 Seaside Circle, Marina, Ca
Wednesday, July 15, 2015

Members Present: Cesar Lara, Diana Carrillo, Mary Ann Leffel and Dave Potter

Members Absent: Erik Cushman, Anthony Aniello and Dr. Willard Lewallen

Staff Present: Joyce Aldrich, Marleen Bush and Flor Galvan

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

Changes to Agenda: Mrs. Aldrich explained upon the receipt of new information obtained after the agenda was posted, she requested that Business Action Item #1 be changed to an information item for discussion.

Public Comment: None

Consent Calendar:

1. Action: Approve minutes from May 20, 2015.

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

Second: Mr. Potter

Approved unanimously by those in attendance

Discussion/Review of Business Calendar Action Items:

1. Action: Review and consider approval of recommended contract with Social Policy Research Associates, selected through Request for Quotes #2015-01, for Community Asset Mapping & Environmental Scan services.

Motion: Mr. Potter motioned to change Business Action Item #1 to an information item for discussion.

Second: Mr. Lara

Approved unanimously by those in attendance

Discussion: Mrs. Aldrich reported on the feedback she recently received as a result of her reference checks on who responded to the WDB's request for quotes for the Community Asset Mapping & Environmental Scan services. Upon review of all the references and feedback received, it was recommended that WDB staff seek guidance from the County's Contracts and Purchasing Department on the necessary steps to consider and recommend a contract with the agency that ranked the highest based on the overall scoring and reference check results. Mrs. Aldrich will bring the item before the full board once she has received instruction from Contracts and Purchasing.

2. Action: Review and approve Internal Memorandum of Understanding between Economic Development Department and WDB for Business Services/OJT implementation for FY 2015-16. Mrs. Aldrich reported that the MOU stipulates the terms, roles and responsibilities between the Business Services Team, Office for Employment Training and the County's Economic Development Department.

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

Second: Mr. Lara

Approved unanimously by those in attendance

3. Action: Review State EDD Draft Directives open for comment including WSDD-117 – WIOA Youth Program Requirements; WSDD-118 Local Board Recertification; WSDD-119 WIOA Adult Program Priority of Service, make recommendations for comment. Mrs. Aldrich reported that local areas are expected to start providing services under WIOA effective July 1, 2015. She reported that the following directives are open for comment; Youth Eligibility and Procedures, Local Board Recertification; and WIOA Adult Program Priority of Service. Mrs. Aldrich reported that she will be holding staff to the minimum requirement of enrolling 75-80% of out-of-school youth. She also reported that an internal agreement between the comprehensive One-Stop and WDB for youth, adult and dislocated workers will be completed so that staff are aware of their expectations. She also reported that the full WDB recently received its local board recertification for the current year under WIOA. The parameters and requirements for recertification will commence 2016. She reported that 51% of the total adult participants served must be low-income, recipient of public assistance or basic skills deficient. Mrs. Aldrich plans to submit a comment on the

directive to ask that veterans and their eligible spouses be included to the paragraph discussing 51% of priority of service.

Motion: Mr. Lara motioned to approve the action.

Second: Mr. Potter

Approved unanimously by those in attendance

4. **Update on Department of Labor Training and Employment Guidance Letter (TEGL) for WIOA Implementation #38-14 & 1-15.** Mrs. Aldrich reported that the 80% carry-in allowance will be continued under WIOA, but the funds must comply with WIOA requirements as of July 1, 2015. She reported that the WDB will need to go out for procurement for the WIOA Title I formula allocations. She reported that TEGL #1-15 is a waiver policy for decisions for PY 2015-16.
5. **Discuss change in county policy for WDB member travel reimbursements.** Mrs. Aldrich reported that in January 2015 the Auditor/Controller's office changed their policy to state that all commissioners and board members must be a part of the County payroll system to be reimbursed for conferences and travel.
6. **Update on Grant applications: DOL Pre-Release and WAF 2.0.** Mrs. Aldrich reported that last year the WDB was awarded the Workforce Accelerator Fund (WAF) 1.0 grant to support a new program model to collaborate with the Department of Social Services to serve 40 CalWORKS youth. She also reported that the WDB was awarded the WAF 2.0 grant. She reported that the Youth Ambassador's for Peace Program does not allow the WDB ability to pay for youth work experience therefore the WAF 2.0 will be matched to the DOL WIF grant for paid work experience.
7. **Review and discuss the DRAFT WDB agenda for the July 15, 2015 meeting.** Mrs. Aldrich reported that everything will be moved to the Consent Agenda. Ms. Leffel asked that the budget be included in the Agenda and not a handout.

Adjournment: Ms. Leffel requested to adjourn the meeting.

Motion: Mr. Lara motioned to adjourn the meeting at 9:10 a.m.

Second: Ms. Carrillo

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I ADULT AND DISLOCATED WORKER PROGRAMS MONITORING REPORT FOR PROGRAM YEAR 2014-15 FOR THE OFFICE FOR EMPLOYMENT TRAINING

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the FINAL Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Programs Monitoring Report for Program Year 2014-15 for the Office for Employment Training.

BACKGROUND:

The Monterey County WDB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. OET is a division of the Monterey County Economic Development Department. OET is the primary WIA Adult, Dislocated Worker and Youth program provider in Monterey County and provides employment and training services through the AJCC in partnership with CalWORKs Employment Services (CWES) and the Employment Development Department Workforce Services Division. For PY 2014-15, OET received \$1,911,529 to serve 486 Adults and \$1,163,055 to serve 321 Dislocated Workers.

DISCUSSION:

This is to report the results of the WDB compliance monitoring review of the activities performed by OET for Program Year (PY) 2014-15.

This is a sampling review that covered the entire Program Year period of July 1, 2014 – June 30, 2015.

Although there were no findings, program staff was advised of observations on the attached monitoring report.

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

ATTACHMENT:

FINAL WIA Title I Adult and Dislocated Worker Programs Monitoring Report for PY 2014-15 for OET

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Development Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WDB EXECUTIVE DIRECTOR



730 La Guardia Street
Salinas, CA 93905
Phone (831) 796-6434
Fax (831) 758-3371
www.montereycountywdb.org

September 3, 2015

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

RE: FINAL Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Programs Monitoring Report, Program Year (PY) 2014-15

This is to report the results of our compliance monitoring for the Workforce Investment Act (WIA) Adult and Dislocated Worker activities performed by the Office for Employment Training (OET) for PY 2014-15. The fiscal and program review covered the entire program year from July 1, 2014 to June 30, 2015. Monterey County Workforce Development Board (WDB) analyst Marleen Bush conducted the monitoring review.

The purpose of this review is to evaluate OET's compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Information collected for this report was provided through a desk review of OET's expenditures and enrollments; interviews with OET staff and training providers, as well as the results of a participant case file review.

Monitoring Dates: April 20 – 24, 2015; and through June and July 2015 to cover the entire PY 2014-15.

Background: The Monterey County WDB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. OET is a division of the Monterey County Economic Development Department. OET is the primary WIA Adult, Dislocated Worker and Youth program provider in Monterey County and provides employment and training services through the AJCC in partnership with CalWORKs Employment Services (CWES) and the Employment Development Department Workforce Services Division. For PY 2014-15, OET received \$1,911,529 to serve 486 Adults and \$1,163,055 to serve 321 Dislocated Workers.

I. **DESK REVIEW:**

Tables 1: For Program Year 2014-15, OET reported the following expenditures: \$1,621,060 (85%) for Adults and \$991,623 (85%) for Dislocated Worker participants.

i. **Expenditures – Tables 1:**

ADULT – PY 2014-15	Total Plan Budget	Actual Expenditures	% of Plan
Program Salaries & Benefits	\$897,095	\$686,147	76%
Services & Supplies	\$460,250	\$254,837	55%
Participant Training	\$541,969	\$445,979	82%
Participant Training (Obligated)	\$0	\$222,546	0%
Participant Non-Training	\$12,215	\$11,551	95%
Total	\$1,911,529	\$1,621,060	85%

DISLOCATED WORKER – PY 2014-15	Total Plan Budget	Actual Expenditures	% of Plan
Program Salaries & Benefits	\$680,917	\$631,322	93%
Services & Supplies	\$210,382	\$202,603	96%
Participant Training	\$226,756	\$86,635	38%
Participant Training (Obligated)	\$0	\$58,858	0%
Participant Non-Training	\$45,000	\$12,205	27%
Total	\$1,163,055	\$991,623	85%

Table 2: For Program Year 2014-15, OET enrolled 307 (53%) of their planned Adult participants and 140 (44%) of their planned Dislocated Worker participants. New enrolled participants were put on hold due to sequestration and rescissions during the first quarter period of PY 2014-15. OET exceeded its training enrollment goals at 144 (127%) for Adult participants and 34 (227%) for Dislocated Worker participants. Core services provided to clients through the Job Centers include a combined total of Adult and Dislocated Worker participants at 6,635 (76%) of plan. As required, all applicable training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing.

ii. Enrollments – Tables 2:

ENROLLMENTS – PY 2014-15	ADULT			DISLOCATED WORKER		
	Plan*	Actual	%	Plan*	Actual	%
Carry-Ins	133	69	50%	96	81	84%
New Enrollments	353	238	54%	225	59	26%
Total	486	307	53%	321	140	44%

TRAINING – PY 2014-15	ADULT			DISLOCATED WORKER		
	Plan	Actual	%	Plan	Actual	%
Training Enrollments	113	144	127%	15	34	227%

CORE SERVICES – PY 2014-15	ADULT & DISLOCATED WORKER COMBINED		
	Plan	Actual	%
Core Services Entire System	8,680	6,635	76%

*Plan based on State approved transfer request, March 13, 2015.

iii. Common Measures Performance

As of the 4th Quarter period for the Adult program OET exceeded 100% above goal for the Common Measures performance goals for the number of enrollments achieved to date, with local success levels at 113% for those that entered employment, 106% for retention, and 110% for average earnings. For the same period, OET exceeded 100% above goal for the Dislocated Worker Common Measures performance goals with local success levels at 110% for those that entered employment, 115% for retention, and 232% for average earnings. Final performance outcomes for the 4th Quarter period are subject to change pending updates to the CalJOBS state system.

II. FIELD REVIEW:

A file sampling of 23 Adult and Dislocated Worker participant case files were reviewed to ensure compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Summaries of the case file reviews were provided to OET's program manager on April 28, 2015. The file monitoring conducted by WDB staff included a review of eligibility, assessment, supportive services, training contracts, case management, follow-up and performance. The files were organized and easy to navigate with checklists and file review memorandums to include supervisor approval for eligibility and assessment, Right to Work documentation, proof of selective service registration, signed Equal Employment Opportunity (EEO) forms, proof of WorkKeys indicator test results, and employment verification documentation for cases closed.

i. Interviews with Training Providers Listed on the Eligible Training Provider List (ETPL)

On April 21, 22 and 23, 2015, WDB staff conducted site interviews with six (6) training providers listed on the Eligible Training Provider List to determine their satisfaction with OET’s programs and services.

Feedback from the training providers indicate that they’re familiar and comfortable with the CalJOBS system and know how to upload and revise their training programs/course offerings/tuition; they are aware of the performance and job placement criteria required by the State; and they’re familiar with the OET case managers and the process of managing and submitting participant attendance, performance and training contracts to OET staff on a monthly basis. Additionally, the providers were also asked to rank OET’s customer service on a scale of 1 to 5 with 5 representing “excellent”. Overall, OET achieved excellent customer service satisfaction scores in all areas that indicate OET staff are friendly, helpful, attentive, and understand training provider and participant needs.

i. Financial Accounting Internal Controls

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

III. CONCLUSION:

We conclude that overall OET is operating its WIA Adult and Dislocated Worker Programs in compliance with the provisions of the WIA, local policies and the Local Plan with the exception of the following area concerning supportive services. An exit interview was conducted on June 16, 2015 with OET Program Manager Mr. Rod Powell and OET Youth Supervisor Ms. Maria Castillo. Although there were no findings, program staff was advised of the following observation:

Lag in entry of supportive service activities: Of the files reviewed, it was observed that two Adult participants received supportive services, but the activities were not tracked in the Virtual One Stop (VOS) case management system or noted on the supportive services log at the time services were delivered.

Recommendation: Although the process and authorization for payment of supportive services was reviewed and found to be in compliance with local policies, it is recommended that OET increase its efforts to ensure supportive services activities are entered in the VOS system and noted in the supportive services log in a timely manner to ensure effective control and accountability.

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

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

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



Joyce Aldrich, Executive Director
Monterey County Workforce Development Board

cc: Marleen Bush, WDB Management Analyst
Angelica Meza, OET Supervisor

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I RAPID RESPONSE AND LAYOFF AVERSION PROGRAMS MONITORING REPORT FOR PROGRAM YEAR 2014-15 FOR THE WORKFORCE DEVELOPMENT BOARD

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the FINAL Workforce Investment Act (WIA) Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2014-15 for the Workforce Development Board.

BACKGROUND:

The Monterey County WDB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. The Rapid Response Team provides Rapid Response and Layoff Aversion services through the AJCC in partnership with the Employment Development Department Unemployment Insurance and Workforce Services Divisions, Small Business Development Center and WDB. In PY 2014-15, the WDB received \$186,694 to provide Rapid Response services and \$46,565 to provide Layoff Aversion services.

DISCUSSION:

This is to report the results of the WDB compliance monitoring review of the activities performed by the WDB's Rapid Response Team for Program Year (PY) 2014-15.

This is a sampling review that covered the entire Program Year period of July 1, 2014 – June 30, 2015.

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

ATTACHMENT:

FINAL WIA Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2014-15 for the Workforce Development Board

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Development Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WDB EXECUTIVE DIRECTOR



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Fax (831) 758-3371
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September 3, 2015

Ms. Joyce Aldrich, Executive Director
Monterey County Workforce Development Board
730 La Guardia Street
Salinas, CA 93905

RE: FINAL Workforce Investment Act (WIA) Title I Rapid Response and Layoff Aversion Monitoring Report, Program Year (PY) 2014-15

This is to report the results of our compliance monitoring for the Workforce Investment Act (WIA) Rapid Response and Layoff Aversion activities performed by the Monterey County Workforce Development Board (WDB) Rapid Response Team for PY 2014-15. The fiscal and program review covered the entire PY 2014-15 (July 1, 2014 – June 30, 2015). WDB analyst Marleen Bush conducted the monitoring review.

The purpose of this review is to evaluate WDB's Rapid Response Team for compliance with the provisions of WIA, local policies, and the provisions of the Monterey County Local Plan. Information collected for this report was obtained through the review of Quarterly Rapid Response On-site Visit 121 and 122 reports submitted to the State, Worker Adjustment and Retraining Notification Act (WARN) announcements, fiscal data, and expenditure reports.

Monitoring Period: July 1, 2014 – June 30, 2015

Background: The Monterey County WDB receives an annual allocation of WIA Title I funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California (AJCC) delivery system. The Rapid Response Team provides Rapid Response and Layoff Aversion services through the AJCC in partnership with the Employment Development Department Unemployment Insurance and Workforce Services Divisions, Small Business Development Center and WDB. In PY 2014-15, the WDB received \$186,694 to provide Rapid Response services and \$46,565 to provide Layoff Aversion services.

Expenditures: For Program Year 2014-15, the following Rapid Response expenditures were reported:

Rapid Response – PY 2014-15	Plan	Actual	% of Plan
Administration	\$10,980	\$9,869	90%
Overhead	\$46,644	\$42,898	92%
Program	\$129,070	\$133,927	104%
Total	\$186,694	\$186,694	100%

Rapid Response Layoff Aversion – PY 2014-15	Plan	Actual	% of Plan
Administration	\$4,658	\$3,779	81%
Overhead	\$4,670	\$5,980	128%
Program	\$37,237	\$26,987	72%
Total	\$46,565	\$36,746	79%

Rapid Response Activities:

During the monitoring period, six Rapid Response orientations were conducted to 478 workers impacted by layoffs and/or company closures. The largest number of layoffs impacted 184 workers in the education/publishing industry. Additional Rapid Response activities supported a sports and entertainment business with 119 reported layoffs, two agricultural companies with 119 reported layoffs, and a management services related company with 56 reported layoffs. In August 2014, the Rapid Response Team met with Monterey County partners to discuss support and preparation for a Rapid Response orientation for 18 workers impacted by layoffs that were later averted.

The following summarizes our review of the WDB Rapid Response Team's Rapid Response and Layoff Aversion program and services:

- It was observed that the Rapid Response Team is adequately documenting allowable Rapid Response activities on the required EDD 121 form required by the State.
- It was observed that the Rapid Response Team is adequately documenting allowable Rapid Response Layoff Aversion activities on the required EDD 122 form required by the State.
- It was observed that source documents and time sheets accurately reflect staff time charged against the Rapid Response and Layoff Aversion grants.
- It was observed that Rapid Response program information is consistently updated for the purpose of providing accurate program information to customers.
- It was observed that the CalJOBS system for tracking Worker Adjustment and Retraining Notification (WARN) and employer layoff notices is being used by staff for the purpose of providing immediate Rapid Response services.

Conclusion:

We conclude that overall WDB's Rapid Response Team is operating its WIA Rapid Response and Layoff Aversion program and services in compliance with the provisions of the WIA, local policies and the Local Plan.

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

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

Sincerely,



Marleen Bush

WDB Management Analyst
Monterey County Workforce Investment Board

cc: Korey Woo, Business Services Specialist

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE PROGRAM YEAR 2015-16 PROGRAM REPORTS ON WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT AND DISLOCATED WORKER FORMULA FUNDS

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds for the period of July 1, 2015 to August 31, 2015.

DISCUSSION:

Expenditures: An update on the budget and expenditures will be provided at the Executive Committee meeting for Program Year 2015-16.

Enrollments: Attached includes an update on all enrollments to date for Program Year 2015-16.

Performance:

The following table displays Monterey County's local success levels with meeting the Common Measure Adult and Dislocated Worker performance goals as of the 4th Quarter period ending Program Year 2014-15.

Adult	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	65.0%	74.07%	113%	Yes	Yes
Retention Rate	74.5%	79.31%	106%	Yes	Yes
Average Earnings	\$10,600	\$11,668	110%	Yes	Yes

Dislocated Worker	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	62.0%	68.60%	110%	Yes	Yes
Retention Rate	75.5%	87.17%	115%	Yes	Yes
Average Earnings	\$13,600	\$31,617	232%	Yes	Yes



**Monterey County Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA) Title I – ADULT PROGRAM SERVICES**

Provider: Office for Employment Training

For the period ending: August 31, 2015 – Program Year 2015-16

ENROLLMENT GOALS

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments	128	128	100%
2. Total # of NEW enrollments	333*	22	7%
3. Total # of ALL enrollments	461	150	33%

* Based on local plan 2013-2017

PROGRAM SERVICES

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	74**	24	32%
2. Total # of WorkKeys Readiness Indicator assessments completed	74	24	32%

** Based on local plan 2013-17. The target goal may fluctuate based on 25/15% total Adult and DW training enrollments.

INDUSTRY CLUSTERS – PLACEMENTS

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	0	0%
Agriculture	7	29%
Building/Design/Construction	0	0%
Healthcare	11	46%
Education	0	0%
Hospitality/Tourism	3	13%
Creative/Technology	0	0%
Other (Finance, Retail, Sales, etc.)	3	13%

GEOGRAPHIC AREAS SERVED

Period ending August 31, 2015	TARGET GOAL	MINIMUM GOAL	Actual All	% of Actual
Central (Salinas)	55%	10%	76	51%
North	11%	10%	30	20%
South	18%	10%	30	20%
West	16%	10%	14	9%
Outside of Monterey County	None	none		0%

TARGET POPULATIONS SERVED

Period ending August 31, 2015	TARGET GOAL	Actual	% of All Enrollments
Homeless	5%	3	2%
Offenders	20%	30	20%
Disabilities	16%	5	3%
TANF/GA/RCA/SSI/Food Stamps	12%	19	13%
Veterans	10%	1	1%
Older Workers (55 and older)	5%	28	19%
High School Dropout	20%	24	16%
Limited English	10%	32	21%
Low Income	none	49	33%

TRAINING PLACEMENTS BY OCCUPATIONAL TITLE

- Goodwill Industries
- Mission Trails
- Wayne College of Beauty
- Monterey Institute of Touch
- Central Coast College
- Truck Driving



**Monterey County Workforce Development Board
Workforce Investment Act (WIA) Title I – DISLOCATED WORKER PROGRAM SERVICES**

Provider: Office for Employment Training

For the period ending: August 31, 2015 – Program Year 2015-16

ENROLLMENT GOALS

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments	62	62	100%
2. Total # of NEW enrollments	300*	18	6%
3. Total # of ALL enrollments	362	80	22%

* Based on local plan 2013-2017

PROGRAM SERVICES

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	97**	14	14%
2. Total # of WorkKeys Readiness Indicator assessments completed	97	14	14%

** Based on local plan 2013-17. The target goal may fluctuate based on 25/15% total Adult & DW training enrollments.

INDUSTRY CLUSTERS – PLACEMENTS

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	0	0%
Agriculture	5	36%
Building/Design: construction	0	0%
Healthcare	5	36%
Education	0	0%
Hospitality/Tourism	2	14%
Creative/Technology	0	0%
Other (Finance, Retail, Sales, etc.)	2	14%

GEOGRAPHIC AREAS SERVED

Period ending August 31, 2015	TARGET GOAL	MINIMUM GOAL	Actual All	% of Actual
Central (Salinas)	55%	10%	37	46%
North	11%	10%	8	10%
South	18%	10%	16	20%
West	16%	10%	14	18%
Outside of Monterey County (UNKNOWN)	none	none	1	1%

TARGET POPULATIONS SERVED

Period ending August 31, 2015	TARGET GOAL	Actual*	% of All Enrollments
Homeless	5%	1	1%
Offenders	20%	12	15%
Disabilities	16%	4	5%
TANF/GA/RCA/SSI/Food Stamps	12%	1	1%
Veterans	10%	0	0%
Older Workers (55 and older)	5%	16	20%
High School Dropout	20%	8	10%
Limited English	10%	4	5%
Low Income	none	32	40%

TRAINING PLACEMENTS BY OCCUPATIONAL TITLE

- Goodwill Industries
- Monterey Institute of Touch
- Marinello School of Beauty
- Truck Driving
- Central Coast College

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: APPROVE THE REVISED WDB POLICIES: #2015-01 - WIOA ADULT PROGRAM
PRIORITY OF SERVICE AND #2005-10 GRIEVANCE AND COMPLAINT PROCEDURES
DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the following revised WDB policies:

■ **#2015-01 - WIOA Adult Program Priority of Service**

Update: The proposed policy was developed to comply with the Workforce Innovation and Opportunity Act (WIOA). This policy provides guidance and establishes the procedures regarding priority of service for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with Workforce Innovation and Opportunity Act (WIOA) adult funds.

■ **#2005-10 Grievance and Complaint Procedures**

Update: The proposed policy revisions were made to comply with the Workforce Innovation and Opportunity Act (WIOA). The purpose of this policy is to provide guidance and procedures to be used by local recipients of WIOA funds in the development of local level procedures when participants and other interested parties affected by the local workforce investment system file a complaint or grievance.

ATTACHMENTS:

#2015-01 - WIOA Adult Program Priority of Service and #2005-10 Grievance and Complaint Procedures Policies



Monterey County Workforce InvestmentDevelopment Board (WIBWDB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2011-022015-01

Effective Date: July 1, 20142015

Initial Release Date: October 5, 2004; Revised: June 4, 2014

Supersedes WIB Policies: 2005-01 & 2008 WDB Policy: 2011-02

Full WIB Executive Committee Adopted: June 4, 2014 September 16, 2015

Full WDB Adopted: October 7, 2015

TO: All Monterey County Providers of Workforce InvestmentInnovation and Opportunity Act (WIA) Title IWIOA) Services

SUBJECT: ~~Definition of~~WIOA Adult Program Priority of Service ~~Priority of Service and Economic Self-Sufficiency~~

PURPOSE: ~~This policy defines “priority of service” for the use of WIA Title I Adult funds for training services. It also defines “self-sufficiency” as it applies to Monterey County WIA Title I Adult and Dislocated Worker programs. Service providers will use this policy to determine if employed adults and dislocated workers are eligible for, and in need of training or retraining services to obtain or retain employment that allows for self-sufficiency.~~

PURPOSE: This policy provides guidance and establishes the procedures regarding priority of service for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with Workforce Innovation and Opportunity Act (WIOA) adult funds.

REFERENCE: WIOA (Public Law 113-128) Sections 3 and 134, Title 20 Code of Federal Regulations (Title 20 CFR), Subpart F – CFR) “WIOA, Notice of Proposed Rule Making” (NPRM), Sections 680.150, 680.600, 680.610, and 680.650, Training and Employment Guidance Letter (TEGL) 06-14, Workforce Services Directive WSDD-119 - update once final), Subject: WIOA Adult Program Priority and Special Populations, Section 663.600; Title 20 CFR 663.230; WIA Section 101(15), 101(24), 101(25), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), 133(b)(2)(A) or (3) and 134(d)(3)(A)(iii); of Service (June 30, 2015 – update once final), Lower Living Standard Income Level (LLSIL) (May 7, 2010) July 17, 2015; Poverty Guidelines (August 3, 2010); January 22, 2015; and State of CA Employment Development Department (~~EDD~~), Directive WSD10-6 WSD15-1; Table 4 - Metropolitan Areas; Monterey County; ~~Insight Center for Community Economic Development, Family Economic Self-Sufficiency Standard for Monterey County.~~

BACKGROUND: ~~Pursuant to Title 20 CFR 663.600, a local WIB may establish priority for special populations. In the event The Workforce Investment Act (WIA) of 1998 required that if funds allocated to a local area for adult employment and training activities are were limited, priority shall of service was to be given provided to recipients of public assistance and other low-income individuals funded under WIA Title I for intensiveintensive services and Training Services. Title 20 CFR 663.230, states thattraining services.~~

Since the statutory passage of WIOA on July 22, 2014, there were several changes made to the priority for the use of WIA Title I Adult funds applies to intensiveof service requirement which includes the addition of individuals who are basic skills deficient as a priority population, changing intensive services to career individualized services, and Trainingremoving the provision stating priority of service is only applied if funding is limited.

Veterans and eligible spouses continue to receive priority of service for all Department of Labor (DOL) funded programs amongst all participants. These requirements were not affected by the passage of WIOA and must still be applied in accordance with guidance previously issued by the DOL and Workforce Services Directive WSD08-10.

Services only. Funds allocated for dislocated workers are not subject to this requirement.

In 2014, the Insight Center for Community Economic Development published “California Family Economic Self-Sufficiency Standard data by County” that recommended the self-sufficiency standard of \$33.06 per hour for Monterey County. This standard is based on a family unit of four consisting of Two Adults and Two Children (one preschooler and one school-age). It equates to



~~\$5,817 a month, and \$69,809 annually. This publication provides an estimated measurement and calculates the income needed by working families to meet their basic needs in Monterey County that includes county-specific costs for housing, food, and health care, as well as costs associated with work including transportation, childcare, and taxes. The California Family Economic Self-Sufficiency Standard publication provided the basis to determine the 200 percent Lower Living Standard Income Level (LLSIL) economic self-sufficiency guidelines set forth in this policy.~~

POLICY: The following provides guidance and definition on Monterey County ~~WIB's~~WDB's priority of service ~~and economic self-sufficiency standards applicable to WIA Title I funded programs.~~requirement:

Priority of Service

As stated in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

The state has defined the term "priority" to mean that 51 percent or more of the participants served with WIOA adult funds must be either low-income, recipients of public assistance, or basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

The WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services, the program's eligibility determination must be made first, and then veteran's priority applied. Veterans and eligible spouses that are not low-income, recipients of public assistance, or basic skills deficient are not included in the required 51 percent priority of service calculation.

- **ATTACHMENT: Adult Program Priority of Service, General Eligibility, Documentation and Definitions**

~~Due to the availability of non-WIA funding for customers who are recipients of aid and due to Wagner Peyser funds used to leverage the provision of Core and Intensive Services (Reference WIB Policy #2011-03 Tiered Service Levels – Core, Intensive and Training Services) both of which support the America's Job Center of California Service Providers; the Monterey County WIB has determined that WIA Title I Adult funds are not limited until such time a customer needs training funded under WIA. This policy will be annually reviewed and updated as funding levels change.~~

~~Economically disadvantaged adult customers, who need WIA-funded training, who do not meet self-sufficiency standards based on the guidelines set forth in this policy, will be considered a priority. Funds allocated for dislocated workers are not subject to the priority of service requirement.~~

~~Nothing in this policy affects the priority to serve Veterans and individuals with disabilities. All Core and or Intensive Services provided to customers seeking employment or help in career development are to be served based on the WIA initial eligibility associated with Age, Right to Work and Selective Service requirements, as required. (Reference WIB Policies #2011-03 Core, Intensive and Training Services, #2006-01 Veterans Priority, and #2005-04 WIA Title I Adult and Youth Service Strategy Goals)~~

~~Monterey County WIA Service Providers shall prioritize and focus recruitment of WIA Title I eligible Adults, Dislocated Workers, and Youth whose primary residence is located within the boundaries of Monterey County. (Reference WIB Policy 2010-01 Monterey County WIA Geographic Service Goals) Services to California residents outside of the Monterey County area may be provided on a case by case basis, subject to available resources. (Reference WIB Policy #2011-03 Tiered Service Levels – Core, Intensive and Training Services)~~



• ~~**Economic Self-Sufficiency**~~

~~To better serve the total adult population in Monterey County, the local WIB has determined that individuals who are a member of a family that is above the current LLSIL guidelines but not in excess of 200% of current guidelines are eligible to receive WIA training services, provided by the Job Center Service Providers funded under WIA Title I. determinations that pertain to adult customers enrolled by WIB Subcontractors funded under WIA Title I shall be limited to the income and family size amounts addressed in the LLSIL, calculated at 150% of the LLSIL. (Reference WIB Policy 2011-01 Lower Living Standard Income Level (LLSIL) and Poverty Guidelines~~

~~Note: The local definitions of self-sufficiency are not standards for employment against which local areas are monitored; rather, self-sufficiency is a goal that the workforce investment system helps clients achieve. As an eligibility criterion, self-sufficiency is a service requirement and not an employment outcome.~~

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

This policy is posted on the [WIBWDB](#) website located at:
www.montereycountywibmontereycountywdb.org/policies/

Workforce Innovation and Opportunity Act (WIOA)
Adult Program Priority of Service – General Eligibility, Documentation and Definitions

SECTION I: CLIENT INFORMATION – GENERAL ELIGIBILITY	
Client Name:	
Proof of last 4 SS#:	
Proof of Date of Birth:	
Proof of Right-to-Work: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proof of Selective Service (<i>males only</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Veteran and/or eligible spouse: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Recipient of Public Assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Low Income Individual: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Basic Skills Deficient: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION II: PRIORITY OF SERVICE – ACCEPTABLE DOCUMENTATION	
Local areas may use the following sources of documentation to verify whether an adult participant qualifies for priority of service under WIOA.	
Priority of Service Criteria	Acceptable Documentation <i>(Only the documentation sources listed below may be used.)</i>
1. Veteran and/or Eligible Spouse	<ul style="list-style-type: none"> • Department of Defense Form (DD 214) • Veteran's Administration Letter or Record
2. Recipient of Public Assistance	<ul style="list-style-type: none"> • Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records
3. Low Income	<ul style="list-style-type: none"> • Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self attestation*
4. Basic Skills Deficient	<ul style="list-style-type: none"> • School Records • Results of academic assessment • Case notes* • Self-Attestation*
*Please reference the definition section of this directive for additional guidance on case notes or self-attestation being used for documentation purposes.	

SECTION III. DEFINITIONS

For purposes of this policy, the following definitions apply:

Veteran and/or Eligible Spouse

If a customer states they are a veteran they are entitled to priority of service and veteran's status must be confirmed through a Department of Defense Form 214 (DD-214) or other confirming document from the Department of Defense or Veterans Affairs.

Recipient of Public Assistance

An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Low Income

An individual that meets one of the five criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program, temporary assistance for needy families program, supplemental security income program, or state or local income-based public assistance.
2. Has received with the past school year, a Board of Governor's (BOG) community college fee waiver.
3. In a family with total family income that does not exceed the higher of the following:
 - a. The poverty line.
 - b. 70 percent of the Lower Living Standard Income Level.
4. A homeless individual.
5. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does (WIOA Section 3[36]).

Basic Skills Deficient

An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]).

Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.

Case Notes - Paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file (TEGL 06-14, Attachment A).

Self-Attestation

When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements and (2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the local area management information system, with an electronic signature (TEGL 06-14, Attachment A).

Note that, self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available.

Career and Training Services

Under WIOA, the WIA core and intensive services are merged into a new category entitled “career services.” The career services category includes basic career services, found at WIOA Section 134(c)(2)(A)(i)-(xi), and individualized career services, found at WIOA Section 134(c)(2)(A)(xii). Basic career services are not subject to the priority of service requirement; however, individualized career services and training services are subject to the requirement (Title 20 CFR NPRM Section 680.150).

Basic Career Services

Basic career services are not subject to priority of service, and consist of the following:

- Determination of eligibility to receive services.
- Outreach, intake, and orientation to the services available through the one-stop delivery system.
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.
- Labor exchange services, including the following:
 - Job search and placement assistance and, career counseling, such as the information on in-demand industry sectors and occupations as well nontraditional employment.
 - Recruitment and other business services on behalf of employers in the local area, such as information and referral to specialized business services not traditionally offered through the one-stop delivery system.
- Referrals to, and coordination of activities with, other programs and services, including programs and services within the one-stop delivery system and other workforce development programs.
- Workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas, including the following:
 - Job vacancy listings and the job skills necessary to obtain them.
- Information on local in demand occupations and the earnings, skill requirements, and opportunities for advancement that accompany them.
- Information on performance and program cost of eligible providers of training services, youth workforce investment activities, adult education, career and technical education activities at the postsecondary level, career and technical education activities available to school dropouts, and vocational rehabilitation services.
- Information regarding how the local area is performing on the local performance accountability measures and any additional performance information with respect to the one-stop delivery system in the local area.
- Information on, and referral to, supportive services or assistance, including the following:
 - Child care, child support, medical or child health assistance under title XIX or XXI of the *Social Security Act*.
 - Benefits under the supplemental nutrition assistance program established under the *Food and Nutrition Act of 2008*.
 - Assistance through the earned income tax credit under section 32 of the *Internal Revenue Code of 1986*.
 - Assistance under a state program for temporary assistance for needy families funded under part A of title IV of the *Social Security Act*.
 - Other supportive services and transportation available in the local area.
- Information and assistance regarding filing claims for unemployment compensation.

- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA.

Individualized Career Services

Individualized career services are subject to priority of service, and consist of the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
- Group counseling.
- Individual counseling.
- Career planning.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
- Internships and work experiences linked to careers.
- Workforce preparation activities.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

Training Services

Training services are subject to priority of service, and consist of the following:

- Occupational skills training, including training for nontraditional employment.
- On-the-job training.
- Incumbent worker training.
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Transitional jobs.
- Job readiness training provided in combination with another training service.
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.



Monterey County Workforce [Investment Development](#) Board ([WIBWDB](#))
LOCAL POLICY BULLETIN #2005-10

Effective Date: July 1, 2014

~~Initial Release Date: November 21, 2005;~~

~~Revision Dated:~~ June 4, 2014, [September 16, 2015](#)

~~Executive Committee Adopted:~~ [September 16, 2015](#)

Full [WIBWDB](#) Adopted: ~~June 4, 2014~~ [October 7, 2015](#)

TO: All Monterey County Providers of Workforce [Investment Innovation and Opportunity](#) Act (WIOA) ~~Title I~~ Services

SUBJECT: Grievance and Complaint Procedures

PURPOSE: The purpose of this policy is to provide guidance and procedures to be used by local recipients of [WIAWIOA](#) funds in the development of local level procedures when participants and other interested parties affected by the local workforce investment system file a complaint or grievance.

REFERENCES: [WIAWIOA](#) Section 181(c), Title 20 [Code of Federal Regulations](#) (CFR) Part 667.600, and Title 29 CFR Part 37.~~35~~.

POLICY: It is the policy of the Monterey County Workforce [Investment Development](#) Board ([WIBWDB](#)) that:

- The principles and procedures set forth in this policy shall be used by all local recipients of [WIAWIOA](#) funds in the development of local-level grievance and complaint procedures; and
- The principles and procedures set forth in this policy shall govern the treatment, handling and resolution of all non-criminal grievances or complaints in connection with all [WIAWIOA](#) Title I grant programs and activities conducted in the County of Monterey, or pursuant to subcontracts from the County of Monterey. The procedures herein set forth are to be utilized by the [LWIBLWDB](#) administrative entity and contracted providers of services in processing such complaints.

DEFINITIONS:

- *Days* means consecutive calendar days, including weekends and holidays.
- *Complainant* means any client or other personally affected party alleging a non-criminal violation of the requirements of [WIAWIOA](#).
- *Grievance or complaint* means a written expression by a client, subcontractor, or other interested person, or their duly appointed representative, alleging a violation of [WIAWIOA](#), applicable statutes and regulations promulgated under the [WIAWIOA](#), and grant and/or contract conditions or provisions or other rules or policies. All complaints, amendments, and withdrawals shall be in writing. These procedures are intended to resolve matters, which concern actions arising in connection with the [WIAWIOA](#) Title I grant program.
- *Hearing Officer* means an impartial party who shall preside at a hearing on a grievance or complaint.
- *Client or Participant* means an individual who has been determined eligible to participate in and who is receiving services under a program authorized by [WIAWIOA](#). Also known as "participant" or "customer".

PROCEDURES:

I. GENERAL PRINCIPLES AND REQUIREMENTS

Title 20 Code of Federal Regulations (CFR) Section 667.600 requires the Monterey County [WIBWDB](#) under Title I of [WIA-WIOA](#) to establish and maintain a procedure for receiving and acting upon complaints from clients or other interested parties affected by the local workforce [development investment](#) system, including America's Job Center of California partners, providers of services and subcontractors.

This policy applies to programmatic grievances and complaints pursuant to [WIAWIOA](#) Section 181(c) and does not address the procedures for processing complaints alleging



discrimination under [WIAWIOA](#) Section 188 and/or Title 29 CFR Part 37, although the attached complaint and grievance form does include a general statement regarding the [Equal Employment Opportunity/EEO/Affirmative Action \(EEO/AA\)](#) procedure administered by the Monterey County ~~Department of Social Services~~ [Human Resources Department](#). Information and complaints involving allegations of fraud, abuse or other criminal activity must be reported directly to Department of Labor's (DOL) Office of Inspector General and Employment Development Department's (EDD) Compliance Review Office (CRO) through the [WIBWDB](#) procedures for reporting incidents.

An individual alleging a labor standards violation may submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties so provides.

All recipients of [WIAWIOA](#) Title I grant funds must make reasonable efforts to assure that these procedures are understandable to affected clients and individuals – including youth, and those individuals who have limited English-speaking capabilities.

Grievances or complaints must be filed within **one year** of the alleged violation. All grievances or complaints, amendments and withdrawals must be in writing. This time period is not extended for complaints that are re-filed with amendments. The official date of the complaint will be the date it is actually received.

In keeping with these general principles, the following procedure shall apply:

II. LOCAL GRIEVANCE PROCEDURES

~~Pursuant to Section 122 and 181 of the Workforce Investment Act (WIA 188; 29 CFR part 37; 20 CFR 667.275(f) and 667.600 and WIA directive WIAD03-12) the Monterey County Local Workforce Investment Area (LWIA) shall adhere to an established grievance procedure.~~

The following grievance procedure shall be implemented for grievances arising in the Workforce [Investment Development](#) Area:

1. Applicants, participants, Job Center partners, service providers, bidders, [WIAWIOA](#) funded staff or others alleging violations of the Acts, regulations, sub grants, or other contracts under [WIAWIOA](#) (other than discrimination complaints) shall utilize this Grievance Procedure in filing a complaint. In all cases above, the complaining party has the right to ask for and receive help in filing the complaint or grievance. Unsuccessful bidders may also file grievances based upon violations of local procurement requirements or procedures. These grievances should be filed with the County of Monterey Contracts/Purchasing Department. Individuals shall be informed of this right by either [WIB-WDB](#) staff or the subcontractor as appropriate.
2. Except for complaints regarding discrimination, grievances arising at the [WIBWDB](#), Administrative entity and/or its service providers must first exhaust available remedies and procedures at that level prior to their being brought for State review.
3. Complaints, unless otherwise specified, (except for those alleging fraud or criminal activity or discrimination) shall be filed within one year of the alleged occurrence.
4. Delegation Progress:
 - a. Complaints arising at the employer level in the On-the-Job Training (OJT) contracts regarding terms and conditions of participant's employment shall first be handled through the employer's grievance procedure. However, in the event the grievance cannot be resolved following the employer's procedures, the complainant shall be advised that they may follow this [WIAWIOA](#) grievance procedure. Grievances pertaining to OJT contract terms should be handled by following the process described in this policy.
 - b. Complaints of any [WIAWIOA](#) funded personnel involving the terms and conditions of employment should follow the employing agency's procedures. The procedures must be exhausted before submitting a complaint according to [WIAWIOA](#) procedures.
 - c. Labor Standards Violations: Whenever participants have complaints alleging a labor standards violation, they may use the established local and State Grievance



Procedures or choose to submit the grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

All other grievances of applicants, participants, Job Center partners, service providers, [WIAWIOA](#) funded staff, and other interested persons not applicable to the above categories shall follow the procedures listed below:

1. Complaints must be made within one year of the alleged occurrence and must be in writing, signed by the complainant and include the following information:
 - a. The full name, telephone number (if any) and address of the person making the complaint.
 - b. The full name and address of the respondent against whom the complaint is made.
 - c. A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation.
 - d. The type of relief requested.

A request will be considered to have been filed when the reviewing authority receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

2. Complaints should be sent to:

Attn: [WIB-WDB](#) Executive Director
Monterey County Workforce [Development/Investment](#) Board
730 La Guardia Street
Salinas, CA 93905

The [WIBWDB](#) shall investigate the complaints and attempt to resolve the matter informally during the 30 day period between filing and hearing of a grievance and prior to rendering of a decision.

3. Informal Resolution: The [LWIAWDA](#) shall notify the complainant and the respondent of the opportunity for an informal resolution. Respondents must make good faith efforts to resolve all grievances or complaints prior to the scheduled hearing. Failure on the part of either party in the grievance or complaint to exert good faith efforts shall not constitute a basis for dismissing a grievance or complaint, nor shall this be considered to be a part of the facts to be judged in the resolution process. Where a complaint alleges a violation of [WIAWIOA](#) Title I, grant or any agreements under [WIAWIOA](#), the [LWIAWDA](#) must assure that every grievance or complaint not resolved informally, or not withdrawn is given a hearing, regardless of the grievance or complaint's apparent merit or lack of merit.

When the complaint has been resolved through the informal resolution process, the [LWIAWDA](#) shall attempt to contact the complainant and have him or her provide a written withdrawal of the complaint within 10 days of the receipt of the notice of resolution or impasse where a complainant decides not to proceed to an administrative hearing. The [LWIAWDA](#) shall maintain copies of correspondence in the complainant's file.

4. Notice of Hearing

Hearings on any grievance or complaint shall be conducted within 30 days of filing of a grievance or complaint. The complainant and the respondent must be notified in writing of the hearing 10 days prior to the date of the hearing. The 10-day notice may be shortened with the written consent of both parties. The hearing notice shall be in writing and contain the following information:

- The date of the notice, name of the complainant, and the name of the party against whom the grievance or complaint is filed.
- The date, time, and place of the hearing before an impartial hearing officer.
- A statement of the alleged violations. These statements must accurately reflect the content of the grievance or complaint as submitted by the complainant. However, clarifying notes may be added to assure that the grievance or complaint is addressed accurately.
- The name, address, and telephone number of the contact person issuing the notice.



5. Conduct of Hearing

An impartial hearing officer shall conduct the hearing. The State suggests that [LWIAWDAs](#) seek impartial hearing officers from among the staff of legal offices or personnel departments of municipalities or counties that will not be directly affected by, or will not implement the final resolution of, a specific grievance or complaint.

The hearing will be conducted in an informal manner with strict rules of evidence not being applicable and according to the procedures established by the [LWIAWDAs](#). Both parties will have the right to present written and/or oral testimony and arguments; the right to call and question witnesses in support of their position; the right to examine records and documents relevant to the issues; and the right to be represented. The hearing will be recorded electronically or by a court reporter.

6. Decision

Not later than 60 days after the filing of the grievance or complaint, the hearing officer shall mail a written decision to both parties by first class mail. The hearing officer's decision shall contain the following information:

- The names of the parties involved;
- A statement of the alleged violation(s) and issues related to the alleged violation;
- A statement of the facts;
- The hearing officer's decision and the reasons for the decision;
- A statement of corrective action or remedies for violations, if any, to be taken; and
- Notice of the right of either party to request a review of the decision by the State Review Panel within 10 days of the receipt of the decision.

7. Appeal

If a complainant does not receive a decision at the [LWIAWDA](#) level within 60 days of the filing of the grievance or complaint, or receives an adverse decision, the complainant then has the right to file an appeal with the State.

The complainant may request a State hearing by submitting a written notice of appeal to:

Chief, Compliance Review Office, MIC 22-M
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001
Phone (916) 653-3270

III. STATE-LEVEL GRIEVANCE AND COMPLAINT PROCEDURES

Title 20 CFR Section 667.600(d) requires the State to provide a process for dealing with grievances and complaints from participants or interested parties affected by the statewide workforce investment programs, resolving appeals of decisions issued at the [LWIAWDA](#) level, remanding grievances and complaints related to the local [WIAWIOA](#) Title I programs to the [LWIAWDA](#) grievance process, and affording an opportunity for an informal resolution and a hearing to be completed within 60 days of the filing of the grievance or complaint.

1. State-Level Informal Resolution and Hearing Procedures

All complaints of non-criminal violations of the requirements of [WIAWIOA](#) by the State, or complaints by individuals or interested parties affected by the statewide workforce investment program shall be filed in writing with the Chief of CRD. All requests for State hearings shall include the same basic elements necessary for local-level hearings. These are:

- Full name, telephone number, and mailing address of the complainant;
- Full name, telephone number, and mailing address of the respondent;
- A clear and concise statement of the facts and dates describing the alleged violation;
- The provisions of the [WIAWIOA](#), the [WIAWIOA](#) regulations, grant, or other agreements under the [WIAWIOA](#), believed to have been violated;
- Grievances or complaints against individuals, including staff or participants, shall indicate how those individuals did not comply with the [WIAWIOA](#) law, regulation, or contract; and



- The remedy sought by the complainant.
2. Appeals of LWIAWDA Decisions or Requests for EDD Review
- a. A complainant may file a request for review with EDD if no decision has been issued at the LWIAWDA level within the 60-day time limit or if there has been an incident of restraint, coercion or reprisal as the result of filing a grievance or complaint. A complainant may file an appeal if the LWIAWDA has issued an adverse decision. The request for an EDD review or appeal shall be filed or postmarked (if mailed) within 10 days from the date on which the complainant received an adverse decision from LWIAWDA or 15 days from:
 - The date on which a complainant should have received a decision regarding a locally filed complaint, which is defined as five days from the date the decision was due, or
 - The date on which an instance of restraint, coercion or reprisal was alleged to have occurred as a result of filing the complaint.
 - b. All requests for review or appeals shall include the following:
 - The full name, telephone number, and mailing address of the complainant;
 - The full name, telephone number, and mailing address of the LWIAWDA;
 - A statement of the basis of the request or appeal; and
 - Copies of relevant documents, such as the complaint filed at the LWIAWDA and the local decision, if any.
 - c. If an evidentiary hearing was held at the LWIAWDA level, the EDD shall request the record of the hearing from the LWIAWDA and shall review the record without scheduling an additional hearing. If an evidentiary hearing was not held at the LWIAWDA level, the EDD shall instruct the LWIAWDA to hold a hearing within 30 days of receipt of the appeal or request for hearing, schedule an evidentiary hearing before a hearing officer. The Chief of CRD shall notify the concerned parties and the LWIAWDA by first class mail, certified with a return receipt, of the following information at least 10 days before a scheduled hearing:
 - The date of the notice, name of the complainant, and the name of the party against whom the complaint is filed.
 - The date, time, and place of the hearing before a hearing officer.
 - A statement of the alleged violations. This statement shall accurately reflect the content of the complaint as submitted by the complainant.
 - The name, address, and telephone number of the contact person issuing the notice.
3. Hearing
- a. The EDD hearing shall be conducted in an informal manner with strict rules of evidence not being applicable. Both parties shall have the right to present written and/or oral testimony under oath and arguments; the right to call and question witnesses; the right to request and examine records and documents relevant to the issues, and the right to be represented. The hearing shall be recorded electronically or by a court reporter.
 - b. The EDD hearing officer shall follow the procedures set forth in Title 22, California Code of Regulations Section 5050(a) and (b), 5053, 5054, 5055, 5056(a), (c), and (d), 5057, 5058, 5059, 5061, 5062, 5063, 5064, and 5070, except that references to the “administrative law judge” or “ALJ” shall mean “hearing officer.”
4. EDD State Review Panel
- a. Following completion of the EDD hearing, the EDD hearing officer shall make a written recommendation to the State Review Panel. The hearing officer’s recommendation shall contain the following information:
 - The names of the parties involved;
 - A statement of the alleged violation(s) and issues related to the alleged violation;
 - A statement of the facts;



- The EDD hearing officer's decision and the reasons for the decision; and
 - A statement of the corrective action, if any, to be taken.
- b. The State Review Panel shall not conduct a new evidentiary hearing, but shall review the record established by either the L~~WIAWDA~~ hearing of the EDD hearing. The State Review Panel shall issue a decision on the basis of the information contained in the record. The State Review Panel may accept, reject, or modify the EDD hearing officer's recommendation or the decision of the L~~WIAWDA~~, and shall issue a written decision to the concerned parties within 60 days of receipt by the EDD of the request for hearing or review.
- c. The State Review Panel shall mail a written decision to both the complainant and the respondent by certified mail. The decision shall contain the following information:
- The names of the parties involved;
 - A statement of the alleged violation(s) and issues related to the alleged violation;
 - A statement of the facts;
 - The State Review Panel's decision and the reasons for the decision;
 - A statement of the corrective action, if any, to be taken; and
 - A notice of the right of either party to file an appeal to the Secretary of Labor.
5. Referral of Local Grievances or Complaints
Grievances or complaints filed directly with the State related to the local ~~WIAWIOA~~ programs will be remanded to the local area grievance process in accordance with ~~LWIAWDA~~ Grievance and Complaint Procedures.
6. Remedies
- a. Remedies that may be imposed for a violation of any requirement under ~~WIAWIOA~~ Title I shall be limited to:
- Suspension or termination of payments under ~~WIAWIOA~~ Title I;
 - Prohibition of placement of a participant with an employer that has violated any requirement under ~~WIAWIOA~~ Title I;
 - Reinstatement, where applicable, of an employee, payment of lost wages and benefits, and reestablishment of other relevant terms, conditions, and privileges of employment; and
 - Where appropriate, to other equitable relief.
- b. Nothing in paragraph 1 shall be construed to prohibit a complainant from pursuing a remedy authorized under another federal, State, or local law for a violation of ~~WIAWIOA~~ Title I.
7. Federal-Level Appeal Process
Under Title 20 CFR Section 667.610(a)(1), if the State has not issued a decision within the required 60-day time limit, the complainant can file an appeal to the Secretary of Labor. The appeal must be filed with the Secretary of Labor no later than 120 days of the filing of the grievance or complaint with the State, or the filing of an appeal of a local grievance or complaint with the State.

In cases where a decision must be submitted by certified mail, return receipt to:

Attention: ASET
Secretary
U.S. Department of Labor
200 Constitution Avenue, NW
Washington, D.C. 20210

A copy of the appeal must be simultaneously provided to the opposing party, and:

The ETA Regional Administrator-Region 6
U.S. Department of Labor
Office of Regional Administrator
P.O. Box 193767,
San Francisco, CA 94119-3767



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

This policy is posted on the [WDB](#) website located at: www.montereycountydib.org/policies/

**MONTEREY COUNTY
Workforce Development Board (WDB)**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) POLICY STATEMENT

~~It is the policy of the~~The Monterey County Workforce Development Board (WDB, under), in accordance with the Workforce Innovation and Opportunity Act (WIOA) ~~to ensure that no person shall,~~non-discrimination and equal opportunity provisions cited in Title VI of the Civil Rights Act of 1964 and Section 188 of the WIOA, expressly prohibits discrimination against all individuals in the United States on the grounds~~basis~~ of race, ~~citizenship,~~ color, religion, sex, national origin, age, ~~handicap (40 or older), disability,~~ political affiliation or belief, ~~be discriminated against or denied employment and against beneficiaries on the basis of either citizenship/status as a participant, administrator, or staff in connection with lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program under the WIOA, or activity.~~ In addition, ~~acts of~~ sexual harassment ~~are~~is against the law and ~~are~~is grounds ~~effor~~ filing a discrimination complaint.

~~The Monterey County WDB commits itself to the non-discrimination law cited in Section 188 of the WIOA.~~

~~The EEO/AA Complaints~~Equal Employment Opportunity and Affirmative Action (EEO/AA) Complaint Officer of the Monterey County Human Resources Department of Social Services is responsible for coordinating efforts ~~in the above area~~to address EEO/AA Complaints. Violations of this policy may be processed through complaint procedures ~~that are available to you through the Department of Social Services and online at the front desk of the America's Job Center of California (formerly One-Stop) in Monterey County.;~~ http://www.montereycountywdb.org/policies/policies/2005-10_Grievance-Complaint_rev-8-2015.pdf.

I certify that I understand the information contained above.

(Signature of Customer)

(Date)

COMPLAINT PROCEDURES

~~As a customer~~an applicant or participant of a WIOA financially assisted program, you have the right to appeal any issue arising from your of eligibility and/or program participation in the WIOA program. This may include such things as program eligibility, receipt of services and/or support that may be provided. The complaints may be addressed with the program providing your WIOA services. Complaints may originate from, but are presented~~not exclusive to, program eligibility, service provision, and/or support services. Complaints submitted for resolution in~~should follow the following sequence moving to the next higher delineated below with achievement of successful resolution at the lowest possible level of authority if the problem is not satisfactorily resolved:

1. Program Case Management
2. Program Supervisor
3. Program Manager, Program Analyst or Program Coordinator, as applicable to services

If there is no resolution during the above process a formal complaint may be filed in accordance with the WDB Complaint Procedures ~~that are available at your local provider of WIOA services or at the front desk of the America's Job Center of California in Monterey County~~ available online at: http://www.montereycountywdb.org/policies/policies/2005-10_Grievance-Complaint_rev-8-2015.pdf. You have the right to ask for and receive help in filing the formal complaint. It must be filed in writing ~~withto: Attn: Executive Director of the,~~ Monterey County Workforce Development Board, 730 La Guardia Street, Salinas, CA_ 93905.

I understand my rights as a WIOA ~~customer~~ applicant or participant to file a complaint.

(Signature of Customer)

(Date)

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE THE PROPOSED NEW ELIGIBLE TRAINING PROVIDER LIST MASTER AGREEMENT WITH WATSONVILLE INSTITUTE OF COSMETOLOGY

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the proposed new Eligible Training Provider List Master Agreement with Watsonville Institute of Cosmetology.

INFORMATION:

In accordance with the Eligible Training Provider List (ETPL) policy and procedures, local boards are responsible for accepting applications from training providers to be listed on the ETPL.

Local boards must also have agreements with approved training providers that include provisions requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the local board or the State.



State and Consumer Services Agency - Edmund G. Brown Jr., Governor
Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818



Approved Educational Program List

In accordance with the provisions of California Education Code 94866 or 94890, the Bureau for Private Postsecondary Education approves:

Watsonville Institute of Cosmetology

*1414 Freedom Boulevard
 Watsonville, CA 95076*

*School Code #: 28322450
 Site Type: Main*

to offer the following program(s)/course(s):

<u>Program Name</u>	<u>Length of Instruction</u>	<u>Program Approved</u>	<u>Program Type</u>	<u>Distance Learning</u>
Barbering	1,500.00 Hours	12/04/2012	Non-Degree	No
Cosmetology	1,600.00 Hours	12/04/2012	Non-Degree	No
Esthetician	600.00 Hours	12/04/2012	Non-Degree	No
Manicuring	400.00 Hours	12/04/2012	Non-Degree	No

Non-Degree (Vocational) Programs/Courses: 4
 Total Programs/Courses: 4

The program list above represents all currently approved educational programs for this institution. The Main, Branch, or Satellite locations of this institution may offer any subset of this list.

Joanne Wenzel, Manager

This document is valid if all fees are current. Subject to earlier termination in accordance with the law.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: RECEIVE AND APPROVE A FINAL REPORT ON THE NUMBER OF LOCAL WIA TRAINING PLACEMENTS AND EXPENDITURES FOR PY 2014-15

DATE: SEPTEMBER 16, 2015

INFORMATION:

Effective Program Year (PY) 2014-15, local Workforce Development Boards are required to spend at least 25 percent of the combined total of their Adult and Dislocated Worker WIA Title I funds on training, imposed by Senate Bill 734. Ten percent (10%) of the expenditure requirement may be met by applying designated leveraged resources.

25% Training Budget: An update on actual training expenditures will be provided at the meeting.

Program Year (PY) 2014-15 - Training Enrollments:

The following provides a final close out of the total training enrollments for Program Year 2014-15. The number of Adult and Dislocated Worker training enrollments has increased from 166 to 203, since the last Oversight Committee meeting.

The majority of enrollments (177 or 87%) were referred to training vendors on the Eligible Training Provider List (ETPL) to receive tuition reimbursement through the use of individual training accounts (ITA). While the remaining enrollments (26 or 13%) participated in the local labor force through the utilization of on-the-job training (OJT) opportunities, which means they received training by an employer while engaged in productive work on the job.

To date, 27 participants successfully received Federal Pell Grant awards to apply toward their classroom training, totaling \$105,506.

The following is a breakdown of training enrollments and obligated expenditures for PY 2014-15:

2014-15 - Adult and Dislocated Worker (DW) - Training Contracts							
Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	OJT employer match leveraged \$	Pell Grants leveraged \$
ADULT	OET	ITA	143	\$582,370.91	\$4,072.52	\$0.00	\$76,977.00
ADULT	OET	OJT	2	\$3,717.50		\$1,858.75	\$0.00
ADULT	Goodwill	OJT	24	\$38,396.17	\$1,599.84	\$19,198.09	\$0.00
DW	OET	ITA	34	\$133,952.66	\$3,939.78	\$0.00	\$22,799.00
SUBTOTAL			203	\$758,547.66		\$21,056.84	\$99,776.00

2014-15 - All Other Training							
Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	DWAA Leveraged \$	Pell Grants
DWAA	OET	ITA	3	\$12,456.00	\$4,152.00	\$12,456.00	\$5,730.00
AB109	OET	ITA	4	\$19,824.00	\$4,956.00	\$0.00	\$0.00
AB109	OET	OJT	3	\$8,157.00	\$2,719.00	\$0.00	\$0.00
YOUTH	OET	ITA	1	\$5,000.00	\$5,000.00	\$0.00	\$0.00
SUBTOTAL			11	\$45,437.00		\$12,456.00	\$5,730.00
TOTAL			214	\$803,984.66		\$33,512.84	\$105,506.00

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE THE LOCAL WORKFORCE DEVELOPMENT AREA CLOSE OUT BUDGET FOR FISCAL YEAR (FY) 2014-15

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the the Local Workforce Development Area's (LWDA) close out budget for Fiscal Year (FY) 2014-15.

ATTACHMENT:

Budget spreadsheet

**FY 2014-15 BUDGET
YEAR-TO-DATE EXPENSES**

THROUGH: June 30, 2015

FY 2014 - 15 CLOSEOUT BUDGET

FY 14-15 ALLOCATIONS	FY 14-15 REVENUE	TOTAL BUDGETED REVENUE	%	OET BUDGET STAFF	OET BUDGET OVERHEAD	PARTICP TRAINING OET	TRAINING OBLIG	PARTICP TRAINING SUBS	PARTICP NON-TRAIN COSTS	WIB BUDGET STAFF	WIB BUDGET OVERHEAD	BUDGET ADMIN	SERVICES BUDGET SUBS	BUDGET TOTALS	% SPENT	
7/1/14 - 6/30/16																
ADULT - DISADV Allocation* K491029 carry-in for FY14-15	1,417,253															
	58,809	2,383,084	29%	897,095	460,250	541,969	217,843	39,100	14,690	123,614	34,835	141,725	129,806	2,383,084	82%	
Transfer from DW To Adult	907,022			686,147	254,837	445,979		37,932	14,026	88,630	23,835	104,457	74,930	1,948,615		
		EXPENSES:														
				76.49%	55.37%	82.29%	40.19%	97.01%	95.48%	71.70%	68.42%	73.70%	57.72%			
7/1/14 - 6/30/16																
DISLOCATED WORKER Allocation* K491029 carry-in for FY14-15	1,814,043															
Less Transfer from DW to Adult	640,781	1,547,803	19%	680,917	210,382	226,756			45,000	241,312	21,263	122,173	-	1,547,803		
	(907,022)															
		EXPENSES:		631,322	202,603	86,635	56,114		12,205	122,097	16,651	83,819	-	1,211,446	78%	
				92.72%	96.30%	38.21%	24.75%		27.12%	50.60%	78.31%	68.61%				
4/1/14 - 6/30/16																
YOUTH Allocation* K491029 carry-in for FY14-15	1,384,902															
	200,346	1,585,248	20%	682,320	265,820	254,364		22,616	50,168	82,320	27,380	108,210	92,050	1,585,248		
		EXPENSES:		608,832	231,518	197,315		21,252	43,874	77,906	27,377	85,895	79,604	1,373,573	87%	
				89.23%	87.10%	77.57%		93.97%	87.45%	94.64%	99.99%	79.38%	86.48%			
6/1/14 - 4/30/15																
Workforce Accelerator Fund K491029	55,000			55,000	-									55,000	100%	
		EXPENSES:		50,649	374					3,978				55,000		
				92.09%						0%						
10/1/14 - 9/30/19																
Workforce Innovation Fund Enrollments begin 9/2015	262,471			150,834	79,344					17,721	840	13,732		262,471	17%	
		EXPENSES:		25,932	2,872					15,037				43,841		
				17.19%	3.62%					84.85%	0.00%	0.00%				
7/1/14 - 6/30/15																
RAPID RESPONSE New Allocation	186,694			113,250	44,484					15,820	2,160	10,980		186,694		
		EXPENSES:		120,237	40,922					13,690	1,977	9,869		186,694	100%	
				106.17%	91.99%					86.54%	91.51%	89.88%				
7/1/14 - 6/30/15																
RAPID RESPONSE Layoff Aversion	46,565			28,546	4,670					8,691		4,658		46,565		
		EXPENSES:		18,296	5,980					8,691		3,779		36,746	78.9%	
				64.09%	128.04%					100.00%		81.13%				
2/1/14 - 9/30/15																
2/1/14 AA DW Allocation K491029	813,662			310,385	116,905	304,051			1,600	44,218	5,287	31,216	0	813,662		
		EXPENSES:		170,869	52,117	28,266			1,200	36,142	5,100	26,032		319,725	39%	
				55%	45%	9%			75%	82%	96%	83%				
TOTAL WIA FUNDS	6,880,527	6,880,527		2,918,347	1,181,855	1,327,140		61,716	111,458	533,696	91,765	432,694	221,856	6,880,527	75%	
		EXPENSES		2,312,283	791,223	758,196	273,957	59,184	71,305	366,170	74,938	313,852	154,534	5,175,641		
NON WIA FUNDS																
7/1/14 - 6/30/15																
AB109 PROBATION REIMBURSEMENT FROM PROBATION	389,361			177,083	2,204	170,935			17,129	15,836		6,174		389,361	99%	
		EXPENSES:		177,083	2,204	166,449			17,126	15,836		6,174		384,872		
				100%	100%	97%			100%	100%		100%				
7/1/14 - 6/30/15																
YOUTH EMPL & LEADERSHIP DEVELOPMT REIMBURSEMENT FROM DSS	384,481			173,764	26,622	160,033			1,438	20,688		1,936		384,481	90%	
		EXPENSES:		168,457	26,622	128,017			1,638	20,688		1,936		347,358		
				97%	100%	80%			114%	100%		100%				
7/1/14 - 6/30/15																
SILVERSTAR REIMBURSEMENT FROM DSS	250,000			113,016	19,020	98,500			2,254	11,390	0	5,820		250,000	95%	
		EXPENSES:		107,776	17,213	100,337			343	11,390		842		237,900		
				95%	91%	102%			15%	100%		14%				
10/1/14 - 12/31/15																
LONG TERM UNEMPLOYMENT	188,250			155,485	18,165	0			1,860	7,420	1,100	4,220	0	188,250	25.2%	
		EXPENSES:		34,563	4,922				827	4,437	590	2,081		47,421		
				22%	27%				44%	60%	54%	49%				
9/1/14 - 12/31/14																
PROP 39 YOUTH-VETERANS	4,400									4,400				4,400	93%	
		EXPENSES								4,089				4,089		
				0%	0%	0%		0%	0%	93%	0%	0%	0%			
NON WIA BUDGET	1,216,492	1,216,492		619,348	66,011	429,468			22,681	59,734	1,100	18,150		1,216,492	84%	
		EXPENSES		487,879	50,961	394,803			19,934	56,440	590	11,034		1,021,640		
TOTAL WIA AND NON WIA BUDGETS	8,097,019	8,097,019	100%	3,537,695	1,247,866	1,756,608		61,716	134,139	593,430	92,865	450,844	221,856	8,097,019		
Budget as of 9/11/15				2,800,162	842,183	1,152,999		273,957	59,184	91,239	422,610	75,528	324,885	154,534	6,197,282	77%
REMAINING				737,533	405,683	603,608		2,532	42,900	170,820	17,337	125,959	67,322	2,173,694	27%	

* - 20% Carry-in is allowed only if 80% of the current Program Allocation as been spent by the end of the fiscal year.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: APPROVE THE LOCAL WORKFORCE DEVELOPMENT AREA BUDGET FOR FISCAL YEAR (FY) 2015-16
DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee approve the Local Workforce Development Area's (LWDA) budget for FY 2015-16.

INFORMATION:

Staff plan to present the LWDA budget for Fiscal Year 2015-16 in detail including the plan goals for enrollment for each WIOA formula allocation.

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: APPROVE THE WORKFORCE DEVELOPMENT BOARD RESIGNATIONS OF:

- KAREN WONG, REPRESENTING MEE MEMORIAL HOSPITAL
- KEN PEACOCK, REPRESENTING CARPENTERS UNION LOCALS 505 & 605 SANTA CRUZ AND MONTEREY COUNTIES

DATE: SEPTEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee accept the following Workforce Development Board resignations and forward them to the full WDB for final approval.

- Business Member: Karen Wong, representing Mee Memorial Hospital
- Organized Labor Member: Ken Peacock, representing Carpenters Union Locals 505 & 605 Santa Cruz and Monterey Counties

INFORMATION:

Ms. Wong has accepted a job out of the area. She is appreciative of her participation and service on the Workforce Development Board.

Mr. Peacock has accepted a position that conflicts with the scheduled meetings of the Workforce Development Board. He is thankful for the opportunity to participate on the Workforce Development Board.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: UPDATE ON STRATEGIC INITIATIVES AND LOCAL PLAN GOAL ACCOMPLISHMENTS TO DATE

DATE: SEPTEMBER 16, 2015

SUMMARY:

At the Executive Committee meeting on September 16, 2015, WDB staff plan to present an update on the Strategic initiatives and local plan goal accomplishments to date.

ATTACHMENT:

Reference Strategic Planning Initiatives Goals at meeting.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REVIEW THE WDB MEMBERSHIP COMPOSITION AND ATTENDANCE AND DISCUSS RECRUITMENT OF MEMBERS

DATE: SEPTEMBER 16, 2015

DISCUSSION:

Below is a breakdown of the current local WDB membership composition as of September 16, 2015:

WDB Member Representation	Current #'s	Required #'s Based on WIOA	Vacancies
Business member 51% majority	15	10	
Local Educational Entity	2	1	
Labor Organization 20% = 5	4	4	1*
Community Based Organization	3	1	
Economic Development Agency	1	1	
Wagner-Peyser Agency	1	1	
Rehabilitation Agency	1	1	
Other membership determined by the Board of Supervisors to be appropriate	2	0	
Total # of WDB Members	29	19	

INFORMATION:

Based on the current member composition, we have one vacancy in Labor. In addition, we do not have representation on the Board for one of our primary industries – healthcare. Considerations include the following:

- decrease # of CBO's on Board
- decrease # of 'other membership'
- increase # of labor seats to meet 20% if we retain all current membership and add healthcare
- Fill labor vacancy with healthcare representative

ATTACHMENTS:

Reference handouts at meeting: WDB Member Attendance, WDB Bylaws

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REPORT OUT ON THE CALIFORNIA WORKFORCE ASSOCIATION'S MEETING OF THE MINDS CONFERENCE HELD ON SEPTEMBER 8-10, 2015

DATE: SEPTEMBER 16, 2015

INFORMATION:

Fast Forward: A Practicum for Inventing our Future was the theme for the 2015 Meeting of the Minds Conference (MMM), held on September 8-10, 2015, hosted by the California Workforce Association (CWA). The board members of CWA are the local Workforce Development Board (WDB) directors throughout the State of California.

The conference reflected on how workforce boards, education entities, economic development organizations and stakeholders are grappling with implementing the changes, not only required by Workforce Innovation and Opportunity Act (WIOA), but being caused by new initiatives at the local, regional, State and Federal levels.

The conference had over 50 workshops divided into tracks designed to assist participants to get a clear understanding of how the system is changing and how to apply lessons learned by those that have went before us.

The WDB members and staff conference attendees include: Erik Cushman (Chair), Diana Carillo, Wendy Brickman, Kimberly Schnader, and Jay Donato. Staff attending included Joyce Aldrich, Marleen Bush, Terri Gallardo, Rod Powell, and Dave Spaur. An update will be presented to the Executive Committee on the conference sessions attended.



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT WORKFORCE DEVELOPMENT BOARD (WDB)

ERIK CUSHMAN, WDB CHAIR

Monterey County Workforce Development Board (WDB)

Marina Library, 190 Seaside Circle, Marina, CA

Wednesday, October 7, 2015, 8:00 am

WDB Members:

Erik Cushman,
WDB & Executive Chair

Anthony Aniello
WDB 1st Vice Chair

Mary Ann Leffel
WDB 2nd Vice Chair

Aaron Oskolkoff
Al Davis
Andy Hartmann
Brian Turlington
Cesar Lara
Dave Potter
Diana Carrillo
Elliott Robinson
Harbhajan "Harvey" Dadwal
Hunter Harvath
Jay Donato
Kimberly Schnader
Larry Silva
Mimi Laurent
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 Development
Board (WDB)**

Joyce Aldrich,
WDB Executive Director

730 La Guardia Street, 2nd Fl
Salinas, CA 93905
(831) 759-6644
www.montereycountywdb.org

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT/TESTIMONIAL:	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from August 5, 2015.	
2. ACTION: Concur with the September 16, 2015 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Programs Monitoring Report for Program Year 2014-15 for the Office for Employment Training	
3. ACTION: Concur with the September 16, 2015 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2014-15 for the Workforce Development Board	
4. ACTION: Concur with the September 16, 2015 Executive Committee action to accept Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.	
5. ACTION: Concur with the September 16, 2015 Executive Committee action to approve the revised WDB policies: #2015-01 - WIOA Adult Program Priority of Service and #2005-10 Grievance and Complaint Procedures.	
6. ACTION: Concur with the September 16, 2015 Executive Committee action to approve proposed new Eligible Training Provider List Master Agreement with Watsonville Institute of Cosmetology.	
7. ACTION: Concur with the September 16, 2015 Executive Committee action to approve the Local Workforce Development Area close out budget for Fiscal Year (FY) 2014-15.	
8. ACTION: Concur with the September 16, 2015 Executive Committee action to accept the Local Workforce Development Area budget for Fiscal Year (FY) 2015-2016.	
9. ACTION: Concur with the September 16, 2015 Executive Committee action to approve the resignations from the Workforce Development Board of: <ul style="list-style-type: none"> • Karen Wong, representing Mee Memorial Hospital. • Ken Peacock representing Carpenters Union Locals 505 & 605 Santa Cruz and Monterey Counties. 	
10. Update on Strategic Initiatives and local plan goal accomplishments to date.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. Discussion of coordinating presenters at WDB meetings.	Joyce Aldrich
2. Report out on Strategic Initiatives and local plan goal	Joyce Aldrich



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT WORKFORCE DEVELOPMENT BOARD (WDB)

WDB Members:

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

ERIK CUSHMAN, WDB CHAIR

accomplishments to date.		
3. Approve membership applications...		
4. DIRECTORS REPORT:		Joyce Aldrich
5. CHAIR UPDATE: Meeting of the Minds Conference, Monterey September 8 through 10 th at the Marriott in Monterey		Erik Cushman
ANNOUNCEMENTS:		Erik Cushman
SUBCOMMITTEE MEETINGS: Business Services: 10/13/15, Marina Library Executive: 10/21/15– Marina Library Oversight: 11/12/15– Marina Library Youth: 11/23/15 – Marina Library		WDB MEETING: 12/02/15: Marina Library
ADJOURNMENT:		Erik Cushman

To request information, please contact the Monterey County Workforce Development Board (WDB) staff at (831) 796-6434 or visit our website at www.montereycountywdb.org.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

**Monterey County
Workforce Development
Board (WDB)**

Joyce Aldrich,
WDB Executive Director

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