



Monterey County Economic Development Department Workforce Development Board (WDB)

Erik Cushman, WDB Chair

Executive Committee Members:

Erik Cushman, Chair

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

**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

EXECUTIVE COMMITTEE

Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, December 16, 2015, 8:00 am

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 September 16, 2015.	
2. ACTION: Concur with the November 12, 2015 Oversight Committee to accept Program Year (PY) 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.	
3. ACTION: Concur with the November 12, 2015 Oversight Committee to approve the monitoring schedule for PY 2015-16.	
4. ACTION: Concur with the November 30, 2015 Youth Committee to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2014-15 for the Office for Employment Training.	
5. ACTION: Concur with the November 30, 2015 Youth Committee to receive and accept Program Year 2015-16 report updates on the Workforce Innovation and Opportunity Act (WIOA) Youth, Youth Employment Program, Silver Star, Workforce Innovation Fund and Workforce Accelerator Fund (WAF) 2.0 Programs and grants.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Consider and approve the December 8, 2015 Business Services Committee recommendation for submission of the California State Workforce Development Board Proposition 39 Pre-Apprenticeship Training and Placement Grant 2.0.	Joyce Aldrich
2. Update on Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. <i>(handout)</i>	Ruben Trujillo
3. Update on Strategic Initiatives and local plan goal accomplishments to date. <i>(handout)</i>	Joyce Aldrich
4. DIRECTORS REPORT: <i>(verbal)</i>	Joyce Aldrich
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Oversight: 1/14/2016, Marina Library Executive: 1/20/2016, MBEST Youth: 1/25/2016, Shoreline Business Services: 2/29/2016, MBEST	WDB MEETING: 2/3/16 – TBD
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 .	

UNADOPTED

Monterey County Workforce Development Board
Executive Committee
Shoreline Goodwill Central Coast, 249 10th Street, Marina, CA
Wednesday, September 16, 2015

Members Present: Erik Cushman (Chair), Cesar Lara, Diana Carrillo and Mary Ann Leffel

Members Absent: Anthony Aniello, Dr. Willard Lewallen and Dave Potter

Staff Present: Joyce Aldrich, Marleen Bush, Flor Galvan and Ruben Trujillo

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:15 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: None

Subcommittee Chair Reports: Ms. Carrillo reported that several meetings have been attended to discuss the Youth Summit. The focus has been on outreach, venue and possible dates of January 23, 30, February 20 or 27, 2016. She reported that possible activities will include panel discussion, break-out sessions, employer and business booths as well as a speaker.

Consent Calendar:

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.**

Motion: Ms. Leffel motioned to approve Consent Calendar.

Second: Ms. Carrillo

Motion passed unanimously by those in attendance

Discussion/Review of Business Calendar Action Items:

1. **Action: Approve the Local Workforce Development Area close out budget for Fiscal Year (FY) 2014-15.** Mr. Trujillo reported that a total of 82% was spent in Adult program allocation; 78% in Dislocated Worker allocation; 87% in Youth program allocation; 100% in the Workforce Accelerator Fund; 17% in the Workforce Innovation Fund; 100% of the Rapid Response yearly allocation; 78.9% in Rapid Response Layoff Aversion; 39% in the Additional Assistance Dislocated Worker special project grant; 99% in AB109 ex-offender's local grant; 90% in Youth Employment and Leadership Development local grant; 95% in Silver Star truancy local grant; 25.2% in Long Term Unemployment special project grant; and 93% in the Prop 39 Development grant. He reported that the State released a new rule that allows jurisdictions to December 31, 2015 to reach the 80% expenditure rate that will allow the local area to reach the 80% expenditure in Dislocated Worker.

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

Second: Mr. Lara

Motion passed unanimously by those in attendance

2. Action: Approve the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. (handout) Mr. Trujillo reported that the Local Workforce Development Board Formula Allocations for FY 2015-16 include the Youth allocation with a total revenue of \$1,667,405; Adult \$2,154,436; Dislocated Worker \$1,985,397; Rapid Response \$163,175; Rapid Response Layoff Aversion \$54,912; and Additional Assistance Dislocated Worker \$497,697. Total WIOA budget is \$6,523,022 with \$1,591,242 in training allocation. He reported that Non-WIOA revenue includes \$100,000 for WAF 2.0; \$511,281 for WIF; AB-109 \$295,675; Silver Star \$250,000; LTU \$125,829; and YEP \$383,685 with a total of \$584,026 in training allocations.

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

Second: Mr. Lara

Motion passed unanimously by those in attendance

3. Action: Approve the resignations from the Workforce Development Board for:

- **Karen Wong, representing Mee Memorial Hospital.**
- **Ken Peacock representing Carpenters Union Locals 505 & 605 Santa Cruz and Monterey Counties.**

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

Second: Mr. Lara

Motion passed unanimously by those in attendance

4. Update on Strategic Initiatives and local plan goal accomplishments to date. (handout) Mrs. Aldrich reported that WDB staff and WDB board members continue to work toward completing the 2015-16 Strategic goals. She also reported that she continues to work with the MCBC and State with meeting the goals of WorkKeys Assessments. She reported that the Board continues to recruit in priority industries and she is participating in the AG Steering Committee with Hartnell so the Board stays on top of the needs of that industry. She reported that a continued effort is being made to reach out to diverse populations by collaborating with Greenfield Civic Center to enroll and assist residents from all of South Monterey County. She recently attended a Fisherman's Wharf meeting and was able to assist a business with employee information. She reported that the WDB continues to secure ETP funding for businesses and notifying businesses of incumbent worker training (layoff aversion) opportunity. She reported that Business Services staff is working with the primary operator on OJT's. She also reported that the Youth Committee continues to work on the Youth Summit as reported out by Diana Carillo at the top of the meeting.

5. Review the WDB membership composition and attendance and discuss recruitment of members.

(handout) Mr. Cushman reviewed the breakdown of the current local WDB membership and the new WIOA membership requirements.

6. Report out of the California Workforce Association's Meeting of the Minds Conference held on September 8-10, 2015. Mrs. Aldrich reported that the session she attended where business focus is on making sure WDB's have participation with businesses. She reported that the session provided her with great ideas and concepts to engage businesses who are a priority per WIOA regulations.

7. Review and discuss the DRAFT WDB Agenda for the October 7, 2015 meeting. Mr. Cushman reviewed the agenda with committee members.

Announcements: Ms. Leffel announced that the Annual Higher Education and Research Leadership Summit will take place on October 23, 2015 at the Monterey Marriott from 7:30 – 10:00 a.m.

Adjournment: Mr. Cushman adjourned the meeting at 10:10 a.m.

Motion: Mary Ann Leffel motioned to adjourn the meeting as requested.

Second: Cesar Lara

Motion passed unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE NOVEMBER 12, 2015 OVERSIGHT COMMITTEE TO ACCEPT PROGRAM YEAR 2015-16 PROGRAM REPORTS ON WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT AND DISLOCATED WORKER FORMULA FUNDS

DATE: DECEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee concur with the November 12, 2015 Oversight Committee to accept Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.

DISCUSSION:

Enrollments: The attached reports reflect the program summaries for the Adult and Dislocated Worker programs for the period ending October 31, 2015. A representative from the Office for Employment Training plans to present an update on their programs at the Oversight Committee meeting.

Performance:

For the first quarter period of Program Year 2015-16, the following tables display Monterey County's local success levels with meeting the Common Measure Adult and Dislocated Worker performance goals. To date, Monterey County is successfully exceeding above the 80% minimum target goal on all of the performance measures set by the Department of Labor. Four of the six measures also exceeded the 100% goal, as reflected in the tables below:

Adult	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	65.0%	64.3%	98.9%	No	Yes
Retention Rate	74.5%	70.9%	95.1%	No	Yes
Average Earnings	\$10,600	\$14,256	134.5%	Yes	Yes

Dislocated Worker	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	62.0%	76.5%	123.3%	Yes	Yes
Retention Rate	75.5%	86.0%	114.0%	Yes	Yes
Average Earnings	\$13,600	\$17,730	130.4%	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: July - October, 2015 – Program Year 2015-16

ENROLLMENT GOALS

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments*	112	112	100%
2. Total # of NEW enrollments**	333**	71	21%
3. Total # of ALL YTD Actual enrollments**	461	183	40%

* Based on planned carry-in enrollments.
 ** Based on local plan 2013-2017
 *** Update total based on carry-in enrollments.

PROGRAM SERVICES

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	104*	54	52%
2. Total # of WorkKeys Readiness Indicator assessments completed	104	54	52%

* Based on local plan 2013-2017 (74), plus MOU with Business Services (30) = 104

INDUSTRY CLUSTERS – PLACEMENTS

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	54****	
Agriculture	15	
Building/Design/Construction		
Healthcare	24	
Education		
Hospitality/Tourism	1	
Creative/Technology		
General Office/Admin ITA applies to any one of the industries above	8	
Other (Tax Service, Finance, Cosmetology)	6	

GEOGRAPHIC AREAS SERVED

Period ending <u>October 31, 2015</u>	TARGET GOAL	MINIMUM GOAL	New (71)	% of NEW
Central (Salinas)	55%	10%	37	52%
North	11%	10%	1	1%
South	18%	10%	12	17%
West	16%	10%	15	21%
Outside of Monterey County	None	none	6	8%

TARGET POPULATIONS SERVED

Period ending <u>October 31, 2015</u>	TARGET GOAL	YTD Actual	% of Actual
Homeless	5%	3	2%
Offenders	20%	46	25%
Disabilities	16%	10	5%
TANF/GA/RCA/SSI/Food Stamps	12%	13	7%
Veterans	10%	4	2%
Older Workers (55 and older)	5%	15	8%
High School Dropout	20%	26	14%
Limited English	10%	31	17%
Low Income	none	123	67%

TRAINING PLACEMENTS BY OCCUPATIONAL TITLE

Classroom Training / Individual Training Accounts (ITAs), listed on the following page.

Agriculture:

Coastal Trucking Institute
Truck Driver Institute (Chavez Family Enterprises)

Health:

Bay Area Medical Academy
Central Coast College
Mission Trails ROP
Monterey Institute of Touch

Open, (may apply to all priority industry sectors):

Central Coast College
Mission Trails ROP

Hospitality/Tourism:

Goodwill Central Coast

25% Exception, does not apply to any of the priority industry sectors):

Center for Employment Training
Watsonville Institute of Cosmetology
Waynes College of Beauty



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

Provider: Office for Employment Training

For the period ending: July – October, 2015 – Program Year 2015-16

ENROLLMENT GOALS

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments (<i>Local Plan was 215</i>)	50	50	100%
2. Total # of NEW enrollments (<i>Local Plan was 300</i>)	300**	46	15%
3. Total # of ALL YTD Actual enrollments (<i>Local Plan was 515</i>)	362	96	27%

* Based on planned carry-in enrollments.
** Based on local plan 2013-2017
*** Update total based on carry-in enrollments.

PROGRAM SERVICES

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	75*	28	39%
2. Total # of WorkKeys Readiness Indicator assessments completed	75	28	39%

* Based on PY 2014-15 training plan target goal.

INDUSTRY CLUSTERS – PLACEMENTS

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	28****	
Agriculture	9	
Building/Design: construction		
Healthcare		
Education	1	
Hospitality/Tourism		
Creative/Technology		
General Office/Admin ITA applies to any one of the industries above	10	
Other (<i>Cosmetology and other</i>)	3	

GEOGRAPHIC AREAS SERVED

Period ending <u>October 31, 2015</u>	TARGET GOAL	MINIMUM GOAL	NEW (46)	% of NEW
Central (Salinas)	55%	10%	18	39%
North	11%	10%	3	7%
South	18%	10%	8	17%
West	16%	10%	15	33%
Outside of Monterey County	none	none	2	4%

TARGET POPULATIONS SERVED

Period ending <u>October 31, 2015</u>	TARGET GOAL	YTD Actual	% of Actual
Homeless	5%	1	1%
Offenders	20%	23	24%
Disabilities	16%	4	4%
TANF/GA/RCA/SSI/Food Stamps	12%	1	1%
Veterans	10%	1	1%
Older Workers (55 and older)	5%	18	19%
High School Dropout	20%	10	10%
Limited English	10%	8	8%
Low Income	none	68	71%

TRAINING PLACEMENTS BY OCCUPATIONAL TITLE

Classroom Training / Individual Training Accounts (ITAs), listed on the following page.

Agriculture

Coastal Trucking Institute
Truck Driver Institute

Education

MTS Training Academy

Open, (may apply to all priority industry sectors):

Central Coast College
OSC Computer Training

25% Exception, does not apply to any of the priority industry sectors):

Center for Employment Center
Marinello School of Beauty
Watsonville Institute of Cosmetology

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE NOVEMBER 12, 2015 OVERSIGHT COMMITTEE TO APPROVE THE MONITORING SCHEDULE FOR PROGRAM YEAR 2015-16

DATE: DECEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee concur with the November 12, 2015 Oversight Committee to approve the following monitoring schedule for program year 2015-16 for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth, Dislocated Worker, Rapid Response and Layoff Aversion programs and service providers as well as any Special Projects and Discretionary Grants.

Proposed Adult, Dislocated Worker, Rapid Response & Special Projects Monitoring Schedules and Reporting Periods:

Office for Employment Training Adult & Dislocated Worker Programs:

- ❑ April 4-8, 2016
- ❑ Reports: May 2016

Workforce Development Board Rapid Response & Layoff Aversion Program:

- ❑ April 11, 2016
- ❑ Reports: April 2016

Special Project and Discretionary Grants:

- ❑ To be determined based on grant start and end periods

Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:

Turning Point Youth Program:

- ❑ February 2-3, 2016
- ❑ Report: March 2016

Office for Employment Training Youth Program:

- ❑ February 9-10, 2016
- ❑ Reports: March 2016

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE NOVEMBER 30, 2015 YOUTH COMMITTEE TO APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I YOUTH PROGRAM MONITORING REPORT FOR PROGRAM YEAR 2014-15 FOR THE OFFICE FOR EMPLOYMENT TRAINING AND FORWARD THE ACTION TO THE FULL WDB FOR FINAL APPROVAL

DATE: DECEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee concur with the November 30, 2015 Youth Committee to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2014-15 for the Office for Employment Training (OET) and forward the action to the full WDB for final approval.

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 \$1,244,472 to serve 274 Youth participants.

DISCUSSION:

This is to report the results of the WDB compliance monitoring review of the activities performed by OET for Program Year 2014-15. The review covered the entire program year period of July 1, 2014 through June 30, 2015.

WDB staff sent a draft monitoring report on September 28, 2015 advising OET of two observations concerning: participant timesheets and youth enrollment goals.

The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for OET to submit a response. No response was received to the draft report; therefore the report stands as final.

All observations will be subject to annual review by the WDB monitor as part of the fiscal and programmatic oversight process.

ATTACHMENT:

FINAL WIA Title I Youth Program Monitoring Report for Program Year 2014-15 for OET

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Development Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WDB EXECUTIVE DIRECTOR



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October 20, 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 Youth Program Monitoring Report, Program Year (PY) 2014-15

This is to report the results of our compliance monitoring for the Workforce Investment Act (WIA) Youth 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, as well as the results of a participant case file review. WDB staff also performed a follow-up on all open concerns and findings identified during the previous monitoring review, related to Youth programs.

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 \$1,244,472 to serve 274 Youth participants.

I. **DESK REVIEW:**

Table 1: For Program Year 2014-15, OET expended \$1,073,339 (86%) of its planned budget to serve Youth participants.

i. **Expenditures – Table 1:**

YOUTH – PY 2014-15	Total Plan Budget	Actual Expenditures	% of Plan
Program Salaries & Benefits	\$682,320	\$608,832	89%
Services & Supplies	\$265,820	\$231,518	87%
Participant Training	\$254,364	\$197,315	78%
Participant Non-Training	\$41,968	\$35,674	85%
Total	\$1,244,472	\$1,073,339	86%

Table 2: For Program Year 2014-15, OET enrolled 190 youth participants, representing 69% of its planned goal. Sixty-two (62) youth were placed in work experience during the review period, representing 52%, below its planned goal.

ii. Enrollments – Table 2:

ENROLLMENTS – PY 2014-15	YOUTH		
	Plan**	Actual	%
Enrollments			
Carry-Ins	154	128	83%
New Enrollments	120	62	52%
Total	274	190	69%

***Plan based on new enrollment goals for PY 2014-15.*

iii. Common Measures Performance

As of the 4th Quarter period for the Youth program OET exceeded the 80% minimum goal at 86.87% for youth who entered employment or education and 82.32% for youth who increased a literacy and or numeracy level. OET exceeded 100% above goal at 105.82% for youth who attained a certificate or degree. 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 11 Youth 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 30, 2015. The file monitoring conducted by WDB staff included a review of eligibility, assessment, supportive services, work experience agreements, 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, and signed Equal Employment Opportunity (EEO) forms.

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 Youth Program in compliance with the provisions of the WIA, local policies and the Local Plan with the exception of the following areas concerning: participant timesheets and youth enrollment goals. An exit interview was conducted on June 16, 2015 with OET Program Manager Mr. Rod Powell and OET Youth Supervisor Ms. Maria Castillo. Program staff was advised of the following observations:

Observations:

- 1. Errors noted related to two WIA youth participant timesheets:** While wages to youth in work experience must conform to Federal and State requirements, according to the OET Work Experience Worksite Agreement, accurate timesheets should be kept for each participant and the timesheet should be signed by the participant and the supervisor, which certifies its accuracy. Additionally, the local employment office case manager is required to review and approve timesheets before submitting them for payment.

Observation: Of the 11 files reviewed, it was observed that one participant’s timesheet was not verified for accuracy prior to the initial payment, but was corrected on the subsequent pay period. Another participant worked over 5 hours on more than one occasion during a workday without receiving a break.

Subsequent to our review, WDB staff met with OET Youth Supervisor Ms. Maria Castillo to discuss proposed actions that ensure procedures are strengthened concerning the verification and

accuracy of participants' timesheets and participant mandatory work breaks. Since the review, OET has developed an electronic timesheet to ensure that all entries are accurately tracked and documented. Additionally, OET case managers reiterated the necessity to provide mandatory breaks and lunch periods to both the participant and Worksite Supervisor and revised the timesheets accordingly. Both issues have been addressed with OET staff involved and have been documented in the participant case files.

- 2. New youth enrollments are below plan:** Total new and work experience enrollments are not in alignment with the local Board's participant plan goals.

Observation: OET's total new youth enrollments are below its participant plan goals at 62 of 120 (52%) of plan. Additionally, only sixty-two (62) youth were placed in work experience during the review period, representing 52%, below its plan goal.

Subsequent to our review, OET Program Manager Mr. Rod Powell submitted a youth enrollment plan to WDB staff on August 31, 2015 for Program Year 2015-16. The plan outlined OET's WIOA enrollment goal of 120 youth. Of these enrollments, 96 will represent out-of-school youth and 24 will represent in-school youth. OET will focus on enrolling youth from the following geographic regions: 17 (North County); 60 (Central); 24 (South County); and 19 (West County). OET recognizes that it needs to change and realign its youth program model to focus on outreach and recruitment efforts for work experience year-round versus during the summer period. This will help to increase the enrollment of out-of-school youth while also ensuring that youth participants in the program have a meaningful work experience.

Follow-up – State and Local Monitoring:

As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all opening findings and local monitoring reviews of previous observations, OET's program was reviewed and found to be in compliance with the following:

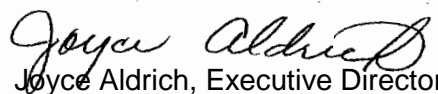
- OET ensures that the Virtual One Stop (VOS) system is updated with the appropriate activity codes prior to upload into the State CalJOBS system.

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 Youth program. It is OET's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain OET's responsibility.

WDB staff sent a draft monitoring letter to OET on September 28, 2015, addressing the observations above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for OET to submit a response. No response was received to the draft report; therefore the report stands as final.

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
Maria Castillo, OET Supervisor

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE NOVEMBER 30, 2015 YOUTH COMMITTEE TO ACCEPT PROGRAM YEAR 2015-16 REPORT UPDATES ON THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH, YOUTH EMPLOYMENT PROGRAM, SILVER STAR, WORKFORCE INNOVATION FUND AND WORKFORCE ACCELERATOR FUND (WAF) 2.0 GRANTS

DATE: DECEMBER 16, 2015

INFORMATION:

It is recommended that the Executive Committee concur with the November 30, 2015 Youth Committee to accept the Program Year 2015-16 report updates on the Workforce Innovation and Opportunity Act (WIOA) Youth, Youth Employment Program, Silver Star, Workforce Innovation Fund and Workforce Accelerator Fund (WAF) 2.0 grants.

DISCUSSION:

Expenditures: As of October 31, 2015, Monterey County expended 33% or \$547,526 of its WIOA Youth formula funds, as follows:

Local WIOA Budget	WIOA Youth
Carry-In funds from Program Year (PY) 2014-15	\$212,828
PY 2015-16 Allocation	\$1,454,577
Total Budget	\$1,667,405
Year to Date (YTD) Expenditures through October 31, 2015	\$547,526
Balance	\$1,119,879
Percent Expended	33%

Enrollments: As of October 31, 2015, Monterey County enrolled 110 (39%) new/carry-in participants. Of those enrollments, 55 (50%) represent new youth participants as shown below.

Youth	Local Plan 2013-17* Enrollments (includes carry-in)	Actual	% Local Plan
Carry-In	154	88	57%
New	131	19	15%
Total	285	107	38%

*Plan numbers represent the State approved participant plan for Program Year 2013-17. The Plan numbers also include carry-in enrollments from the previous program year.

Performance Measures: For the first quarter period of Program Year 2015-16, the following table displays Monterey County’s local success levels with meeting the Common Measure Youth performance goals. To date, Monterey County exceeded the minimum 80% target level goals for youth that attained a degree or certificate at 83.33% and youth that increased their functioning levels in literacy (reading) and/or numeracy (math) at 84.75%. Performance for youth that entered employment or education is below the minimum target goal at 54.94%. The actual numbers of participants that are calculated in the performance measures are included in the table below.

Youth Performance Measures	Target Goal	Actual % and # of Participants	Local Success Level	Met 100% Goal?	Met 80% Target?
Entered Employment or Education	70.0%	38.46% (5 of 13)	54.94%	No	No
Attained Degree or Certificate	64.0%	53.33% (8 of 15)	83.33%	No	Yes
Literacy and/or Numeracy Gains	59.0%	50.00% (3 of 6)	84.75%	No	Yes

Program Provider Reports:

The following reports provide a summary of the youth provider’s performance for PY 2015-16.

- Youth Ambassadors for Peace Program
- Office for Employment Training – Reference WIOA Youth Program performance at the meeting.
- Office for Employment Training – Reference attached Youth Employment Program update.
- Office for Employment Training – Reference attached Silver Star Program update.
- Turning Point of Central California – Reference attached WIOA Youth Program performance.

Workforce Innovation Fund--Youth Ambassadors for Peace

The Monterey County Workforce Development Board was one of eleven areas Nationwide awarded through a competitive process a Round 2-Workforce Innovation Fund Grant from the Department of Labor. The Grant Award was \$3,000,000 to serve 240 Disconnected Young Adults in Monterey County. The Ambassadors for Peace project will recruit at-risk youth into an intensive youth development program that reestablishes connections with education and career pathways by strengthening program partnerships and increasing cooperation across funding streams.

Initiative Goals

- Decrease community violence.
- Increase engagement with training and education for youth, leading to increased credential attainment.
- Increase workplace skills leading to employment in targeted industries.
- Increase positive community and civic engagement for youth.

Approach

Using cross-system data, the Monterey county Workforce Development Board will proactively recruit at-risk teens to identify those who are at risk for becoming involved with violence in their communities. Once youth are identified and recruited for the project, multi-disciplinary case management will be used to ensure that participants have access to all of the support services they need to succeed, and that they can access these services in one place. An intensive youth development curriculum follows, with connections to education and career pathways planning. Additionally, youth are connected with mentors, and an alumni program links graduates to adult programs and continued professional support.

Target Population

- Justice Involved Youth and Young Adults (age 16 -21)
- Out of School Youth and Young Adults (age 16 -21)
- Workforce Innovation Opportunity Act Eligible

Milestones

- Development of marketing materials and initial program materials.
- Initiation of Outreach and eligibility determination.
- Development of a holistic approach assessment tool.
- Collaboration with ancillary agencies for the provision of services outside of the area of expertise of Workforce Development program staff.
- Development of a sustainable and cost efficient series of Career Awareness Workshops.

Projected System Development

- Expanded Career Awareness Workshops.
- Life Skills Workshop series.
- Financial Literacy training.
- Mentor opportunities to include peer to peer and intergenerational options.
- Paid/Unpaid Internships.

- Community Service options.

The **Youth Ambassadors for Peace** Program began Outreach efforts on October 1, 2015. Over 380 applications were distributed throughout the County at the sites listed below. In addition, applications may be accessed from the Workforce Development Board website. To date, 42 applications have been received with 24 assigned to staff for eligibility determination with the remaining 18 screened to be not eligible for Youth Ambassadors for Peace. Each applicant deemed not eligible for Youth Ambassadors for Peace has been provided with alternative program service recommendations.

Alisal High School
North County Recreation and Park District
Natividad Medical Center Choice Program
North Monterey County Recreation and Park District
MILPA
The EpiCenter
Gonzales Collaborative Meeting
Loaves, Fishes and Computers
4 Cities for Peace
Natividad Health Department
Peacock Acres
Turning Point
South County YMCA
Door to Hope
North Salinas High School
Seaside Youth Resource Center Job Fair
Rancho Cielo Construction Presentation
Rancho Cielo Culinary Presentation
Seadie-The Village Project
Gonzales Community Showcase & Health Fair
California Youth Authority
Marina Teen Center
United Way 2-1-1
Juvenile Probation Field Services
Community School at Juvenile Probation
Confidence Pregnancy Center
Gonzales Unified School District
Grid Alternatives Central Coast
Fighterz Corner
SUHSD Mission Trails ROP
Mo. Co. Public Health Bureau
Mo. Co. Probation Department –Seaside
Seaside Community Organizer
Mo. Co. Blue Star Mothers Mo. Co. Probation Youth Center Manager
Housing Authority Housing Resource center
Hebbron Heights Family Resource Center
Community Alliance for Safety and Peace



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

Provider: Office for Employment Training

For the period ending: July – October, 2015: Program Year 2015 - 16

ENROLLMENT GOALS

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments	88	88	100%
2. Total # of NEW enrollments	131*	19	15%
3. Total # of ALL enrollments	219	107	49%
OUT-OF-SCHOOL ENROLLMENTS:			
4. NEW enrollments - Out-of-School (min 80%)	105	13	12%
5. NEW enrollments - In-School	26	6	23%

* Based on local plan 2013-2017

PROGRAM SERVICES

Participant Plan Summary	Target Goal	YTD Actual (107)	% of Actual
1. Total # of NEW work experience enrollments	120**	24	20%

**Based on 2015-16 target goal.

INDUSTRY CLUSTERS – PLACEMENTS

Work Experience Placements	YTD Actual	% of Actual
Total # and percentage of <u>work experience</u> placements, based on the following industry clusters	24	
Agriculture		
Building/Design: construction		
Healthcare	1	4%
Education		
Hospitality/Tourism: Driver, Host		
Creative/Technology		
Other (Finance, Retail, Sales, etc.)	23	96%

GEOGRAPHIC AREAS SERVED

Period ending <u>October 2015</u>	TARGET GOAL	MINIMUM GOAL	YTD Actual (107)	% of Actual
Central (Salinas)	55%	10%	74	69%
North	11%	10%	4	4%
South	18%	10%	21	20%
West	16%	10%	7	7%
Outside of Monterey County	16%	10%	1	1%

TARGET POPULATIONS SERVED

Period ending <u>October 2015</u>	TARGET GOAL	YTD Actual (107)	% of Actual
Homeless	2%	12	11%
Out-of-School Youth	80%	62	58%
Offenders	20%	14	13%
Individual with Disability	20%	33	31%
TANF/GA/RCA/SSI/Food Stamps	20%	4	4%
Foster Care	5%	2	2%

CURRENT PROGRAM ACTIVITIES

- Continued Case Closures and Retention Activities
- NRF Customer Service and ServeSafe Certification
- Life Skills Workshops (Nov.)
- Academic Monitoring
- County-wide Outreach and Pre-application distribution
- Eligibility and Orientation Sessions
- Employment Partner recruitment and confirmation
- Vocational Training
- Assessment & IEP
- Follow-up/Retention (so insure outcomes)
- Job Search
- Resumes & Mock Interviews



**Monterey County Workforce Development Board
SILVERSTAR PROGRAM SERVICES**

Provider: Office for Employment Training

For the period ending: July 1 – October 31, 2015 – **Program Year 2015-2016**

ENROLLMENT GOALS

YOUTH (Ages 14-21)	Target Goal	YTD Actual	% of Goal
1. Total # of Referrals	n/a*	51	n/a*

**There are no minimum referral goals established for this program.*

PROGRAM SERVICES

Participant Plan Summary (based on total referrals)	Target Goal	YTD Actual	% of Goal
1. Total # of youth enrolled in work experience (12 carry over from 2014 – 15)	20	27	135%
2. Total # of those HIRED at end of work experience (2-Walgreen's, Carl's Jr.)	n/a**	3	n/a**
3. Total # of those who got a JOB ON THEIR OWN (2-McDonalds, Greenfield Winery, Zumie's)	n/a**	3	n/a**

*** Employment after work experience is not a target goal. Upon completion of a work experience opportunity, many youth return to high school or enter post-secondary education full time and are not looking to secure employment after they complete their work experience.*

EDUCATION & REFERRAL SERVICES

GPA must be at least 2.0 to qualify	Total Youth	% of YTD Actual (51)
1. GPA below 2.0; too low to qualify	4	8%
2. Incarcerated	3	6%
3. No I-9 documents	2	4%
4. Referred to Central Coast Center for Independent Living (CCCIL)	0	
5. Referred to KickStart – AB109	0	
6. Referred to CWES Youth Employment Program (YEP)	0	
7. Entered Hartnell College as full time student	1	2%

WORK EXPERIENCE LOCATIONS

- Carl's Jr.
- Foot Locker
- Animal Hospital of Salinas
- Laguna Seca
- NMC – Materials
- NMC - Reception
- Salinas Animal Shelter
- Soledad Library
- Toyota
- Walgreen's Marina
- Walgreen's N. Main
- Walgreen's Sanborn
- Walgreen's Seaside

SILVER STAR JULY 1 – OCTOBER 31, 2015

Work Experience Hires:

1. Walgreens, Seaside
2. Walgreen's Sanborn Rd
3. Walgreen's Sanborn Rd

Found Employment on Own:

1. Zumies
2. Greenfield Vineyard
3. McDonald's



Consent #05d

Monterey County Workforce Development Board
Workforce Innovation and Opportunity Act (WIOA) Title I – Youth Subcontract Monthly Report
Subcontractor: Turning Point of Central California (located at Rancho Cielo)
Budget: 110,000
Program Design: to provide services to **40** WIOA eligible youth, 16 to 24 years of age, with barriers to education and employment. **28** will receive paid or unpaid work experience opportunities. 80% of the enrollments must be out-of-school youth in order to meet the 80% youth expenditure goal.

For the period ending: October 31, 2015 – Program Year 2015-2016

ENROLLMENT GOALS

Monthly Participant Plan Summary	Total TARGET GOAL	Cumulative Monthly Plan	YTD Monthly Actual	Monthly %
1. Total # of CARRY-IN enrollments	0	0	0	0%
2. Total # of NEW enrollments	40	16	15	94%
3. Total # of ALL enrollments	40	16	15	94%
4. Total # of paid and unpaid work experience enrollments	28	12	10	83%
5. Total # of youth who complete certification program		0	0	0%

INDUSTRY CLUSTERS – PLACEMENTS

Work Experience Monthly Placements	Total #	% of Total
Total # and percentage of work experience placements, based on the following industry clusters	10	100%
Agriculture	3	30%
Tourism/ Hospitality	0	0%
Education & Research	0	0%
Health & Social Assistance	0	0%
Other: (Construction, Clerical, Maintenance, Walgreens, CVS, McDonald's, Foot Locker)	7	70%

GEOGRAPHIC AREAS SERVED

Period ending: <u>October 2015</u>	TARGET GOAL*	YTD Actual (15)	% of Actual
<i>*Turning Point is contracted to meet these target goals focusing on Central/South County areas:</i>			
Central (Salinas)	40%	8	53%
South	30%	3	20%
West	16%	1	07%
North	14%	3	20%

TARGET POPULATIONS SERVED

Period ending: <u>October 2015</u>	TARGET GOAL*	YTD Actual (15)	% of Actual
<i>* Turning Point is contracted to meet these target goals:</i>			
Out-of-School Youth	80%	9	60%
Disabled Youth	35%	8	53%
Offenders	35%	11	73%
Foster Care	30%	1	7%
Other: TANF/Food Stamps, Homeless	No Min	10	67%

PERFORMANCE GOALS

Quarter ending: <u>September 2015</u>	Plan	Actual
1. Total number of exits	0	0
2. Placement in Employment, Education or Training	70%*	0
3. Attainment of a Degree or Certificate	64%*	0
4. Literacy and Numeracy Gains (Out-of-School Youth)	59%*	0
5. Retention in Employment, Education or Training – NEW!*	*	
6. Earnings – NEW!*	*	
7. In Program Skills Gain – NEW!*	*	

**Pending guidance from State on the target goals and clarification on the periods of measurement.*

YOUTH ACTIVITIES

A total of (4) additional youth have been enrolled for the month of November:
 (2) Foster, (2) Out of School
 (3) Salinas (1) North County
 (2) Youth were placed in a paid work experience/unsubsidized employment
 (4) Additional Students are in the process of being placed in a paid work experience/unsubsidized employment.
 (2) Additional youth from (West County) are in the eligibility process.
 (2) Additional youth from (South County) are in the eligibility process.
 (2) Additional Out of School & Foster Youth are in the eligibility process
 Financial Literacy Workshop from Wells Fargo continue pending
 TP obtained a Law Firm Office for clerical work experience options as a new worksite- A Youth has been placed and she is doing great.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE THE DECEMBER 8, 2015 BUSINESS SERVICES COMMITTEE RECOMMENDATION FOR SUBMISSION OF CALIFORNIA STATE WORKFORCE DEVELOPMENT BOARD PROPOSITION 39 PRE-APPRENTICESHIP TRAINING AND PLACEMENT GRANT 2.0

DATE: DECEMBER 16, 2015

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the December 8, 2015 Business Services Committee recommendation for submission of the California State Workforce Development Board Proposition 39 Pre-Apprenticeship Training and Placement Grant 2.0

BACKGROUND:

In March of 2014, the California Workforce Investment Board, in partnership with the California Employment Development Department Workforce Services Division released the Proposition 39 Pre-apprenticeship Support, Training and Placement Grant Proposal 1.0. At that time, Monterey County, Santa Cruz and San Benito County WIB's and partners came together to respond to the Request for Application (RFA) to develop an Advisory Panel of organizations and businesses along with Labor organizations to design a pre-apprenticeship model to serve at-risk Youth, Veteran's and Women. Santa Cruz was the lead applicant for the Development Grant. The Grant was awarded in June 2014.

Since that time the partners have developed and piloted a pre-apprenticeship program with an MC3 curriculum.

DISCUSSION:

The focus of the California Workforce Development Board RFA is to support the growth of California's green/clean economy. The State Board proposes that approximately two-thirds of the jobs created by Proposition 39 Clean Energy Job Creation-funded projects in California shall be in traditional construction trades occupations and shall have "green skills" elements that are critical to improving energy efficiency in school facilities across the state.

Specifics of Grant 2.0 RFA:

Due date is December 18, 2015

Grant range \$300,000-\$400,000

Duration 18 months

Start as early as January 1, 2016

Must serve at minimum 50 participants (for 3 counties)

Eligible applicants: Local Boards, Labor organizations, K-12 education entities, CCC and adult school, CBO's.

The lead and partners to the Proposition 39 Pre-Apprenticeship Development Grant are ready and positioned to respond to the Prop 39 Pre-apprenticeship Training and Placement Grant 2.0 for full implementation offering training to those at-risk youth, Veterans and Women along with the long term unemployed population in the three counties.

Santa Cruz has requested Monterey County WDB be lead applicant and fiscal agent for full implementation grant 2.0.

Applications must demonstrate that a high level of coordination exists or that formalized linkages are in the process of being established. The Advisory Panel to the Development Grant will be reconvened to ensure continued support to project prior to submission.

Required partners to grant include Labor, California Conservation Corps, Adult Education, Monterey Education Consortium, industry employers.

MEMORANDUM

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

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 DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

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

DATE: DECEMBER 16, 2015

SUMMARY:

At the Executive Committee meeting on December 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

**Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17**

(Through the 1st Quarter Period of Program Year 2014-15)

PY 2014-15

**3rd and 4th Quarter Results
& 1st and 2nd Quarter 2015-16 Focus**

Strategic Plan Goals & Strategies (Includes new WIB Retreat 2015 strategies)

Updates for 3rd & 4th quarters 2014-15

New goals for 2015-16

GOAL #1 – BUSINESS AND INDUSTRY: Meet workforce needs of high demand sectors.

<p>Strategy #1: Develop LMI to identify workforce needs, shortages & skills gaps</p>	<p>Ongoing as industry changes. Latest LMI is posted to WIB website, data used in Local Plan and WIB policies. Initial survey- 9/2013. Data presented to Youth Council. Info graphic of data compiled, released by Chamber in Monterey Herald.</p>
<p>1 Develop LMI on priority industry sectors & needs</p>	<p>Collaboration between Econ. Dev. & Business Services. Primarily South Salinas Valley and Castroville. Results included the following: 94 retention/expansion interviews held for both small business and industrial firms. Over course of year, nature of survey responses changed significantly from negative to positive as the health of the economy improved. Interviews completed as follows: Castroville (18), Soledad (21), Gonzals (19), Greenfield (15), and King City (21)</p>
<p>2 Work with local chambers to survey members</p>	<p>Primary focus for 2015-16 with in-house OJT program</p>
<p>3 Synchronist survey on business growth, development, trends</p>	<p>Meeting with new SBDC Director 8/17 to re-engage</p>
<p>4 Survey needs of employers participating in OJT</p>	<p>TO BE SCHEDULED - Attend SBDC roundtables of industries - meeting of August 17th will help to ensure we are invited</p>
<p>5 Use SBDC Natl Info Clearinghouse to identify resources</p>	<p>Received approval from State to purchase Career Ready 101, which has full compliment to Work Keys assessments.</p>
<p>6 Attend SBDC roundtables of industries</p>	<p>Received approval to purchase 6 licenses of Career Ready 101, allowing fo 3 locations in Monterey County, and one location in each of our partner jurisdictions</p>
<p>7 Use WIN@ training for WorkKeys@ assessments</p>	<p></p>
<p>8 Use WorkKeys@ tests to certify worker proficienciás</p>	<p></p>
<p>Strategy #2: Develop Business Services Plan</p>	<p>Initially Completed - 6/2013. New plan in place for 2013-17. However, with new legislation CWDB will release their Draft Plan in Fall 2015</p>
<p>1 Develop Business Services Plan</p>	<p>Ongoing efforts in place to enhance retention & layoff aversion strategies. Results reported to Sub-Committees.</p>
<p>2 Business Services - business retention & layoff aversion</p>	<p>Ongoing. Business Services continue to host custom job fairs & recruitments. Results reported to Bus. Svcs Committee.</p>
<p>3 Business Services - custom job fairs and recruitments</p>	<p>To date: List of Rotary's/January slated to present to MC HR association</p>
<p>4 Obtain list & public meeting calendars of civic groups/business councils</p>	<p>Presentation to Fisherman's Wharf Association/attended MC HRA meet and greet met five HR managers for Ag and offered information around the table</p>
<p>5 Presentations at civic groups/business councils/CCHR (if possible)</p>	<p>Started with Business Committee - suggested changes by Business Committee incorporated, should be ready for full Board review</p>
<p>6 Develop new talking points for Board Members (WIOA information - new strategies/goals)</p>	<p></p>
<p>Strategy #3: Develop/operate regional workforce & economic development network</p>	<p></p>
<p>1 Align WIB with Econ Dev Committee</p>	<p>Ongoing alignment through Econ Dev & WIB meetings and Comprehensive Economic Dev. Strategy (CEDS) plan.</p>
<p>2 Evaluate LMI tools w/industry sectors & partnerships</p>	<p>State EDD approved purchase of Econovus, waiting on City of San Jose to finalize contracts for each jurisdiction</p>
<p>3 Convene roundtables for training & career pathways</p>	<p>Initiated in 11/2013, need to convene roundtables for training needs & career pathways.</p>
<p>Strategy #4: Implement Business Services Plan NEW! (WIB Retreat 2014)</p>	<p>Ongoing as system changes occur</p>
<p>1 Develop talking points for WIB members to use</p>	<p>Ongoing - most recent elevator pitch offered at last BC meeting for review at 12/8/15 meeting</p>
<p>2 Develop brief elevator pitch for WIB members to use</p>	<p>Initiated discussions related to Work Ready Communities initiative.</p>
<p>3 Recognize/include in outreach that business is key customer</p>	<p>Ongoing. Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website. As new opportunities arise, will update and distribute</p>
<p>4 Identify info on business incentives, tax credits, OJT, ETP, etc.</p>	<p>Ongoing. Initial Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website.</p>
<p>5 Develop e-brochure explaining services; link to WIB website</p>	<p></p>
<p>Strategy #5: Close Gaps Between Education & Business</p>	<p></p>
<p>1 Inventory Business workforce needs countywide</p>	<p>Ongoing - working with Education and industry partners to identify needs on ongoing basis. Currently career pathways trust gaining emphasis</p>
<p>2 Partner to apply for the appropriate workforce related grants</p>	<p>Ongoing. Workforce Innovations Fund grant awarded Oct 2014. Prop 39 2.0 RFA open with response due 12/18/15. Also working on DOL High Tech</p>
<p>3 Gain understanding of LMI and promote to business/education</p>	<p>Ongoing. LMI compiled from EDD & EMSI, shared with staff, public, WIB/Youth Council & Business Services Committee, regularly.</p>

Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17
(Through the 1st Quarter Period of Program Year 2014-15)

PY 2014-15
 3rd and 4th Quarter Results
 & 1st and 2nd Quarter 2015-16 Focus

Strategic Plan Goals & Strategies (Includes new WIB Retreat 2015 strategies)

GOAL #2 – SYSTEM ALIGNMENT/ACCOUNTABILITY: Service integration & continuous improvement.

Strategy #1: Ensure active engagement of WIB and workforce stakeholders

- 1 Recruit WIB members in priority industry sectors
- 2 Convene WIA provider meetings
- 3 Initiate branding of America's Job Center of California (AJCC)

Continue to recruit WIB members in priority industries. In 2014, new business members were added from Hospitality/Tourism and Banking. Two WDB members leaving, one from Labor and one from private sector. Need to secure new members from Healthcare field and potentially Convene ongoing WIA provider meetings. Participate in Ag Steering Committee with Hartnell.

Ongoing branding of AJCC will occur as funding permits. This is on hold due to possible change in WIOA regulations.

Strategy #2: Ensure services delivered are accessible and meet diverse groups

- 1 Ensure AJCC partners integrate services
- 2 Ensure services are available to diverse populations

MOUs need to be updated to re-evaluate offerings. WIOA will provide new language for integrated services of Job Center partners (to follow). Met with Dept. of Rehabilitation partner, excited about the opportunity of moving from Fremont to MBEST location in Marina. Ongoing efforts continue to ensure services are provided to diverse populations. Collaborating with Greenfield Civic Center to provide services

Strategy #3: Demonstrate value and impact of workforce system

- 1 Report services & outcomes to Oversight Committee
- 2 Promote accomplishments, outcomes, testimonials
- 3 Inform staff on mission & vision of WIB & Local Plan

Continue to report services and outcomes to Business Services, Oversight and Youth Council regularly. Testimonials scheduled at WIB and Youth Council meetings on regular basis from Employers and participants.

Ongoing. Employees signed acknowledgement forms after a 30-day review and Q&A period to understand the Local Plan. As WIOA transition takes place, ensure staff are kept abreast of changes to system. Held first Staff initiated committee meeting to engage from front line staff level program model options under new legislation.

New Draft State Plan out and is rolled out at December 15th meeting at Laguna Seca.

Take results public (communicator). Held presentation to Wharf Association. CCHRM to allow flyers in their materials packet for annual conference. Went out to RFP for Asset mapping, consultant hired and initial meeting held at MMM Conference. Should have rough draft by end of December.

GOAL #3 – ADULTS: Increase number of people who obtain industry-recognized credentials or

Strategy #1: Increase the number of career pathway programs in demand industries

- 1 Increase availability of training to WIA enrollments
- 2 Promote & implement Career Readiness Certification
- 3 Inventory and update ETPL to align with industry sectors
- 4 Create Ad-Hoc Committee from WDB/YC to discuss WorkKeys Certifications

Ongoing. Results reported to Oversight Committee and monitored by staff.

ON HOLD - Training staff on how to best promote & implement Career Readiness Certification

Ongoing efforts are underway to update ETPL to align with industry sectors on weekly basis.

Developed and met 2x to date - Work Ready Communities Certification approved by ACT on July 28, 2015. Participate in MBEP Workforce Advisory meetings where Work Keys is a focus.

Strategy #2: Strategies to avert lay-offs, help retain workers jobs or provide rapid transition to new employment

- 1 Secure ETP funding opportunities
- 2 Business Services to promote tax credits, incentives, OJTs
- 3 Use UI and WARN data to strategize layoff aversion efforts

Continue to secure ETP funding opportunities - Green Mountain Coffee Roasters application approved. Chair of Committee met with Stewart

Ongoing efforts continue to promote tax credits, incentives, OJTs, ETP, etc.

Ongoing. Continue to use UI and WARN data for layoff strategies. Outreach to employers through partnership with Economic Development. Data is found in new CalJOBS system and via EDD partners.

Strategy #3: Increase career pathway programs (i.e. apprenticeships, OJT, customized training, etc.)

- 1 Align WIB policies with priority industry sectors
- 2 Streamline OJT processes for employers
- 3 Ensure training funds target apprentice occupations

Completed - 6/2014. As WIOA regulations are implemented, policies will be revised to incorporate new changes.

Streamline OJT processes for employers- Business Services Staff Lead Worker developed program to work with Primary operator on OJT's. Final OJT MOU completed, submitted for signatures

Ongoing efforts underway to target apprentice occupations, based on ETP offerings and informed customer choice.

**Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17**

(Through the 1st Quarter Period of Program Year 2014-15)

**PY 2014-15
3rd and 4th Quarter Results
& 1st and 2nd Quarter 2015-16 Focus**

Strategic Plan Goals & Strategies (Includes new WIB Retreat 2015 strategies)

GOAL #4 – YOUTH: Increase youth to graduate prepared for postsecondary education and/or a career.

Strategy #1: Collaborate and better serve youth to connect them to education, training and employment.	<i>Ongoing basis</i>
1 Add Youth related item on WIB meeting agendas	Initiated in 9/2013. Ongoing efforts continue to promote youth related resources.
2 Promote youth related resources, Choices, LMI, etc	
3 Continue Speakers' Bureau effort	Continue Speakers' Bureau "classroom to careers" effort
4 Youth Council to bring in job leads & promote services	Youth Council to bring in job leads & promote services
Strategy #2: Increase educational, training and career attainment of youth.	
1 Promote Career Technical Ed programs & pathways	Continue to promote CTE programs & pathways
2 Promote and ensure transition into post secondary	Continue to promote & ensure postsecondary
Strategy #3: Youth Entrepreneurship Program.	
1 Research best practices of other counties/WIBs	Initiated conversations with CSUMB on entrepreneurship program.
2 Develop Entrepreneurship Program / Plan	Initiated conversations with CSUMB on entrepreneurship program. Presented idea to Business Services Committee in 10/2014.
3 Research/Identify resources for youth programs regionally, statewide and federal opportunities	<i>Ongoing efforts to update data and share with others.</i>
Strategy #4: Youth Strategies (New)	
1 Hold Summit on Youth Employment	YC meeting of July 27th began work on this initiative. Ad-hoc Committee initiated to work on Youth Summit
2 Develop a Resource Clearinghouse (211, website)	2 ad-hoc committee meetings held to develop Youth Summit - Chair to report out on progress to date as well as opportunities under new WIOA learned at MMM Conference Board may consider for new year round program
3 Gather Information on Best Practices	DOL WIF Grantee meeting November 16-17, 2015 offered Best Practices from WIF Grantee Round participants to bring to YC

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: DIRECTOR'S REPORT
DATE: DECEMBER 16, 2015

INFORMATION:

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

- CWA Legislative Committee Update
- State CWDB Draft Strategic Plan Roll out on December 15th Laguna Seca
- Grant opportunities/collaborations:
 - ✓ Prop 39 2.0
 - ✓ DOL High Tech H1B Visa
 - ✓ Environmental Workforce Development & Job Training Grant