



# **EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, April 26 2018  
10:00 a.m. – 11:30 a.m.

Marina Library  
190 Seaside Circle, Marina, CA

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. **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.

## NOTICE TO THE PUBLIC

Members of the public who wish to address the Committee should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Committee Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Committee Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee may take action on any item designated as an action item.
- Workforce Development Board Executive Committee members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board Executive Committee members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



# Monterey County Workforce Development Board Executive Committee

Marina Library, 190 Seaside Circle, Marina, CA 93933

**Thursday, April 26, 2018; 10:00 a.m.**

1441 Schilling Place, North  
Salinas, CA 93901

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**Executive Committee  
Members:**

*Erik Cushman,  
WDB & Executive Chair*

Paula Calvetti  
Cesar Lara  
Mary Ann Leffel  
Dr. Willard Clark Lewallen

## AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>		
<b>CHANGES TO AGENDA:</b>		Erik Cushman, <i>Chair</i>
<b>PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:</b> <i>(Limited to 2 minutes per person)</i>		
<b>DIRECTOR'S REPORT:</b>		
<ul style="list-style-type: none"> <li>• Update on Workforce Development Board Youth Job Fair</li> <li>• Update on State Monitoring</li> <li>• Update on Department of Labor Youth Ambassador's for Peace Monitoring</li> </ul>		Chris Donnelly
<b>CONSENT CALENDAR:</b>		Erik Cushman
1. <b>ACTION:</b> Approve minutes from Executive Committee meeting of March 7, 2018.		
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>		Erik Cushman
1. <b>ACTION:</b> Consider whether to approve the Request for Quote Selection Committee's choice of a contractor to perform WIOA Compliance Monitoring services for PY 2017-18; consider whether to recommend approval of its choice to the Workforce Development Board.		Chris Donnelly
2. <b>ACTION:</b> Consider whether to approve extending the contract for Council for Adult and Experiential Learning to provide a Coastal Region healthcare project management plan and analysis from May 30, 2018 to October 31, 2018, and to approve increasing the contract from \$75,000 to \$95,000; consider whether to recommend approval of these actions to the Workforce Development Board.		Chris Donnelly
3. Report out on the results of monitoring the Eligible Training Provider List and Equal Opportunity compliance.		Sangeeta Durrall Reva Bear
<b>ANNOUNCEMENTS</b>		Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Oversight: 5/10/2018, MBEST Executive: 5/16/2018, MBEST Business Services: 7/10/2018, MBEST	<b>WDB MEETING:</b> 6/6/2018, TBD	
<b>ADJOURNMENT:</b>		Erik Cushman
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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** DIRECTOR'S REPORT  
**DATE:** APRIL 26, 2018

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**INFORMATION:**

Executive Director, Chris Donnelly, will provide updates on the following:

- Workforce Development Board youth job fair
- State monitoring
- Department of Labor Youth Ambassador's for Peace monitoring

**UNADOPTED**

**Monterey County Workforce Development Board  
Executive Committee**

MBEST, 3180 Imjin Road, Conference Room B, Marina, CA  
**Wednesday, March 7, 2018**

**Members Present:** Erik Cushman (Chair), Paula Calvetti, Mary Ann Leffel, and Dr. Willard Lewallen

**Members Absent:** Cesar Lara

**Staff Present:** Chris Donnelly, Flor Galvan, Reva Bear, Javier Vanga, Elizabeth Kaylor and Susan Marscellas

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:41 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment/Testimonial:** None

**Director's Report:** The committee received the Director's Report regarding the updates on the One-Stop Operator's 90-day Plan, WIOA AJCC/One-Stop Partner's meeting and Regional WDB Director/Chair meeting.

**Consent Calendar:**

1. Action: Approve the minutes from January 17, 2018 meeting.  
**A motion was made by Mary Ann Leffel to approve the minutes from January 17, 2018, seconded by Paula Calvetti. ALL AYES**

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

1. Action: Review list of future local and regional procurements and approvals needed to enter into resulting contracts.  
**A motion was made by Mary Ann Leffel to consider and approve the list of future local and regional procurements and approvals needed to enter into resulting contracts, seconded by Paula Calvetti. ALL AYES**
2. Action: Consider making a recommendation to the full Workforce Development Board that it authorize the Executive Director to sign future WIOA and non-WIOA-funded contracts with specified types of vendors, limited to \$45,000 or less for a term of one year, plus up to 3 one-year extensions to a maximum of four (4) years total.  
**Item was pulled for additional County Counsel review.**
3. Action: Consider making a recommendation to the full Workforce Development Board that it adopt the following New and Revised WDB Policies:
  - #2018-01: Nondiscrimination & Equal Opportunity Procedures
  - #2018-02: Reasonable accommodation and modification for individuals with disabilities
  - #2018-03: Limited English Proficiency Policy and Guidance
  - #2018-04: Selective Service Registration Policy and Guidance
  - #2018-05: Supportive Service Policy and Guidance**A motion was made by Mary Ann Leffel to recommend approval of the New and Revised WDB Policies to the full Workforce Development Board, seconded by Dr. Willard Lewallen. ALL AYES**
4. Action: Consider making a recommendation to the full Workforce Development Board that it approve the Request for Proposal (RFP) Selection Committee's recommendation of Council for Adult and Experiential Learning (CAEL) as the Coastal Region Healthcare Sector Partnership Plan (HSPP) contractor and forward the selection and proposed agreement with CAEL to the Chief Elected Official, the Monterey County Board of Supervisors, for approval.  
**A motion was made by Mary Ann Leffel to recommend approval of the RFP Selection Committee's recommendation of Council for Adult and Experiential Learning as the Coastal Region Healthcare**

**Sector Partnership Plan contract to the full Workforce Development Board, seconded by Dr. Willard Lewallen. ALL AYES**

5. Action: Consider and approve submission of a request to transfer \$200,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs from second round allocation for program year 2017-18.  
**A motion was made by Dr. Willard Lewallen to approve submission of a request to transfer \$200,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs from second round allocation for program year 2017-18, seconded by Mary Ann Leffel. ALL AYES**
6. Report on regional and local labor market data.  
**The committee received a report on regional and local labor market data.**
7. Update on WIOA Adult, Dislocated Worker and Youth Program Performance, through January 31, 2018.  
**The committee received an update on the WIOA Adult, Dislocated Worker and Youth Program Performance through January 31, 2018.**
8. Review and discuss the DRAFT WDB Agenda in preparation for the full Workforce Development Board April 4, 2018 meeting.  
**The committee reviewed and discussed the DRAFT WDB Agenda for the full Workforce Development Board April 4, 2018 meeting.**

**Adjournment:** Mr. Cushman adjourned the meeting at 10:28 a.m.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER (1) APPROVAL OF THE REQUEST FOR QUOTE SELECTION COMMITTEE'S CHOICE OF CONTRACTOR TO PERFORM WIOA TITLE I COMPLIANCE MONITORING SERVICES FOR PY2017-18, SUBJECT TO SUBSEQUENT RATIFICATION BY THE MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD; AND (2) WHETHER TO AUTHORIZE THE WDB EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT FOR MONITORING SERVICES

**DATE:** APRIL 26, 2018

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**RECOMMENDATION:**

It is recommended that the Executive Committee of the Monterey County Workforce Development Board (WDB):

1. Approve, on behalf of the full WDB, the selection of Brennan Workforce Consulting to provide WIOA Title I sub recipient services; and
2. Authorize the WDB Executive Director to sign the resulting agreement for services.

**DISCUSSION:**

**Background**

The Workforce Innovation and Opportunity Act (WIOA 2014) and federal regulations require the competitive procurement of services over the small purchase threshold of \$3,500. Due to staff vacancies (Management Analyst III and Management Analyst I) and the temporary reassignment of its Management Analyst II, the WDB cannot complete mandatory annual compliance reviews this program year.

On March 7, 2018, the Executive Committee of the WDB authorized the release of an RFQ for WIOA programmatic and fiscal/procurement compliance monitoring services in an amount not to exceed \$25,000, and approved staff to proceed with the development of any resulting contract(s), as approved by the WDB at its April 4, 2018 meeting. Monterey County's Contracts and Purchasing Department issued the RFQ on behalf of the WDB as detailed below. The RFP was formally sent to 10 agencies and individuals within California.

**Competitive Procurement and Selection Process**

Below is the solicitation timeline:

- Request for Qualifications and Quote was released on Tuesday, March 20, 2018 with a submittal deadline of April 11, 2018;
- Two proposals were submitted for evaluation: Civic Solutions Initiative (CSI-Works) to provide program and fiscal/procurement monitoring services for \$24,800, and Brennan Workforce Consulting (BWC) for program and fiscal/procurement monitoring services for \$25,000;

## BUSINESS ITEM #1

- The three-person Selection Committee was composed of staff with workforce development and fiscal expertise. The RFQ review panel reviewed proposals on April 19, 2018;
- Proposals were evaluated on four criteria with 100 maximum points possible (see below).

<b>Evaluation Parameters</b>	<b>Possible Points</b>	<b>Civic Solutions Initiative (CSI -Works)</b>	<b>Brennan Workforce Consulting</b>
Experience & Expertise	30	22	25
Understanding of WIOA Programs, Performance, and Assessments	25	23	22
Knowledge & Experience with Fiscal Management & Procurement Practices	25	19	21
Suitability of Proposed Monitoring Tools	20	15	18
<b>Total Points</b>	<b>100</b>	<b>80</b>	<b>86</b>

### **Selection Committee Recommendation**

The Selection Committee recommended Brennan Workforce Consulting to provide all program and fiscal/procurement compliance monitoring services for the WDB's two WIOA Title 1 service providers:

1. Monterey County Department of Social Services – WIOA Adult, Dislocated Worker, and Youth services; and
2. Turning Point of Central California, Inc. – WIOA Youth services

### **NEXT STEPS:**

Upon the Executive Committee's approval, WDB staff will develop an agreement with Brennan Workforce Consulting in the amount of \$25,000, and the Executive Director will sign the agreement in accordance with the authority granted by the WDB at its April 4, 2018 meeting and the approval of the Monterey County Board of Supervisors granted at its April 24, 2018 meeting.



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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER APPROVAL OF AN AMENDMENT TO THE HEALTHCARE SECTOR PARTNERSHIP PLAN WITH THE COUNCIL OF ADULT AND EXPERIENTIAL LEARNING

**DATE:** APRIL 26, 2018

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee approve Amendment #1 to the Agreement between the Monterey County WDB and the Council of Adult and Experiential Learning (CAEL) for the provision of the Healthcare Sector Partnership Plan to:

1. Add a career pathways sector analysis for the Agriculture/Wine and Hospitality Sectors in the Coastal Region to the scope of work;
2. Increase funds from \$75,000 to \$95,000; and
3. Extend the agreement term to October 31, 2018.

**BACKGROUND:**

On January 26, 2018, the MCWDB released a Request for Proposals (RFP) to seek qualified and interested consultants for the Coastal Region Healthcare Sector Partnership Plan. The \$75,000 of funding for the RFP was the remainder of a grant provided by the California Workforce Development Board for Regional Healthcare Apprenticeship and Credentialing. MCWDB issued this RFP on behalf of the Coastal Region Workforce Development Boards of Santa Barbara, San Luis Obispo, Santa Cruz and Monterey Counties to carry out a regional sub-regional and local (county) workforce skills analysis including both workforce knowledge and skills needs, workforce development activities (including education and training), industry sector/cluster analysis and occupational analysis based on career pathways and/or apprenticeships within a targeted industry cluster, Healthcare

**DISCUSSION:**

The Council of Adult and Experiential Learning (CAEL), a nonprofit corporation, was awarded the agreement for a period from April 4, 2018 through May 30, 2018. In addition to the RFP's scope of work as described above, the Directors of the Coastal Region Workforce Development Boards have requested to expand the industry career pathways and industry sector analysis to include the region's priority sectors – Agriculture/Wine and Hospitality.

The Regional Implementation Plan identified the need to develop career pathway strategies for job seekers and businesses. To expand career pathways development into new sectors, staff recommends setting aside an additional \$20,000 from a prior \$300,000 Regional Implementation Grant for industry career pathways development to the \$75,000 already allocated to CAEL, based on the contractor's previous experience providing career pathways analysis for other workforce development boards.

**FISCAL IMPACT:**

There is no impact to the WDB's budget or to its WIOA Title I allocation as these agreements are fully funded by (1) the California Workforce Development Board Apprenticeship and Credentialing Grant, and (2) the Regional Implementation Grant.

**NEXT STEPS:**

Amendment #1 to the Agreement will be placed for consideration and approval on the MCWDB agenda for its meeting of June 6, 2018, and will be sent to the Board of Supervisors for its consideration at its meeting of June 12, 2018.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** REPORT OUT ON THE RESULTS OF ELIGIBLE TRAINING PROVIDER MONITORING  
**DATE:** APRIL 26, 2018

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**INFORMATION:**

As part of the annual compliance review process, the Monterey County Workforce Development Board (WDB) staff conducted on-site monitoring activities with training providers on the Eligible Training Provider List (ETPL) for the local area. The reviews and on-site visits are to ensure that training providers receiving WIOA Title I funding are compliance with federal and state ETPL and nondiscrimination and equal opportunity (EO) requirements for the period from July 1, 2017 to June 30, 2018. Out of our 14 current, eligible service providers, a sample of 7 were selected due to the large number of WIOA participants in training with those service providers:

- Wayne's College of Beauty
- Salinas Beauty College
- Watsonville Institute of Cosmetology
- Alliance Career Training
- Mission Trails ROP
- Coastal Trucking Institute
- Truck Driver Institute

The other seven schools will undergo a desk review due to low numbers of participants attending these schools.

The ETPL and EO monitoring process included:

1. Completion, review, and discussion of the ETPL Training Provider Monitoring Guide and Nondiscrimination & Equal Opportunity Survey;
2. An on-site walk-through of the facility and classrooms;
3. Interviews with key staff providing services funded by WIOA;
4. Interviews with one or two participants receiving WIOA funded services, arranged prior to the visit; and
5. Review of school materials that may include: personnel policies and procedures, proof of insurance, documents related to and in support of services provided to participants receiving WIOA funded services, promotional materials, school catalog, registration forms, curricula related to participant training, work readiness preparation, remedial skills training and/or other participant activities.

**Summary of Results:**

The monitor concluded that, overall, all the monitored service providers were meeting applicable program requirements as stipulated in the Master ETPL contract regarding training program administration and delivery. There were no instances of noncompliance in the areas of training services, and the participants interviewed were satisfied with the instruction and training received; however, there were deficiencies in physical accessibility, as required by WIOA's nondiscrimination provisions. WDB staff have provided applicable EO resources and will continue to monitor this aspect of training provider compliance until the identified deficiencies are corrected.

WDB staff reiterated the importance of participants receiving an industry-recognized certification and/or credential as an outcome of successful training. The one area of potential improvement regarding some of the training providers was general cleanliness of the training facility.