

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting
Monday, July 28, 2008, 3:00 pm.
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
David Bernahl, <i>Chair</i>	Business
Erik Cushman	Business
Mary Ann Leffel	Business
Robert Weakley	Business
Joanne Webster	Business
Joseph Werner	WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Robert Brower	Business
Diana Carrillo	Center for Employment Training
OTHERS PRESENT	REPRESENTING
Marleen Esquerro	WIB Staff
Delfia Knighton	WIB Staff
Rosie Chavez	Turning Point
Mary Concepcion	Arbor Career Center
Wil Moore	Shoreline Workforce Development Services
Lynda Dunn	Office for Employment Training
Chris Berthiaume	Office for Employment Training

CALL TO ORDER/INTRODUCTIONS:

Mr. Bernahl called the meeting to order at 3:03pm. He welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA:

In accordance with the WIB protocol and procedures policy, Mr. Bernahl approved the change to the agenda to add informational item #3 for discussion regarding Ms. Rosalinda Batsford's board membership application. The chair accepted and distributed Ms. Batsford's application for review.

PUBLIC COMMENT: None.

BUSINESS MEETING:

1. Action: Approve the May 27, 2008 Executive Committee minutes

Motion: Mr. Weakley motioned to accept the minutes as stated.

Second: Ms. Leffel

Abstained: Mr. Cushman

Motion approved unanimously

2. Action: Review the credentials and act upon the nomination of Mike Hutchinson, representing Business

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

Second: Ms. Webster

Mr. Werner stated that Mr. Hutchinson is the Vice President of Professional Services with Salinas Valley Memorial Healthcare (SVMH) System. Mr. Hutchinson is engaged in multiple Monterey County initiatives that involve partnerships with SVMH and Hartnell College.

Motion approved unanimously

3. Information: Review the credentials of Rosalinda Batsford, representing Business

The members reviewed Ms. Batsford's application. Mr. Werner stated that Ms. Batsford is the HR Director of Dole Fresh Vegetables. Dole has been a member of the Private Industry Council and the WIB and has been a great partner on a wide variety of issues for over 20 years.

4. Action: Approve the development of a Request for Proposal for WIA Title I Adult OJT services for PY 2009-10.

Mr. Werner stated the existing OJT contracts for the subcontractors are expected to expire this fiscal year. It's recommended that the board consider developing a new Request for Proposal (RFP) for OJT contracts. Mr. Werner presented several options for consideration to include the consolidation of WIA Title I dislocated worker and adult funds since EDD published a new directive that allows for the transfer of funds between the dislocated worker and adult funding streams. Another option would be to customize the

OJT reimbursement process to employers to address employment retention. Fifty percent of the wages can be made up front to employers; followed by the remaining 50% upon follow-up. The amounts may vary based on the board's priority to serve more individuals in the system at lesser costs. Overall, this will help to improve placement and retention rates. The RFP recommendation and allocation of funds will go before the Planning Committee for review. The amount of funds available will be based upon funds allocated to the local workforce investment area. This year, the board subcontracted out approximately \$783,000 to adult providers and in previous years the board has approved subcontracts totaling approximately \$1.4 million. The contracts include a caveat to allow extensions of up to 2 subsequent years, following the initial contract period. Mr. Bernahl inquired if 6-month proposals can be written. Mr. Werner stated that the goal of the contracts is to have all the enrollments done in the first 9 months and to review the contracts based on performance. In most cases, most of the subcontracts have exceeded the performance goals. Mr. Cushman inquired if the recommendation was to go through Planning. At the last Planning Committee, a quorum was not established and so that is the reason why the item was brought for consideration at today's Executive Committee meeting.

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

Second: Mr. Weakley

Ms. Leffel inquired if the new RFP language caused any negative impacts. The board has directed WIB staff to develop a plan to resource OJT's. Mr. Werner stated that the goal is to commit resources to subcontract OJT services for economically disadvantaged adults and dislocated workers. The funds will not be dedicated solely for core services for the One Stop Career Center system. Mr. Werner stated that any one of our One Stop operators could submit a proposal for consideration. Ms. Leffel inquired if additional staff time is required to monitor the subcontracts and Mr. Werner stated that it does not require any more work than what is presently done.

Motion approved unanimously

5. Action: Approve the development of a grant application in an amount not to exceed \$450,000 for the Governor's 25% Discretionary Funds to serve workers in the agriculture and construction industries.

Mr. Werner briefly described the development of a discretionary grant application. Approximately two years ago, our local area received \$1.5 million to serve dislocated workers who had lost their jobs in Monterey County. Our area applied and received a second grant for \$650,000 that was used as follow-up grant funds to serve displaced workers from the agricultural and construction industries of which many are experiencing staff restructuring and lay offs. Mr. Bernahl inquired about the grant terms for the \$1.5 million and Mr. Werner stated that it was good for two years. The \$650,000 was received last year to expand services. Mr. Werner stated that we could ask for a grant extension if we can demonstrate that we can serve the individuals. Mr. Werner stated the grant funds are based on the demand. If the layoffs increase, then we can increase the request for funds.

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

Second: Mr. Weakley

Motion approved unanimously

6. Action: Concur with the July 17, 2008 Disability Advisory Committee action to approve the submission of a revised grant application for the Disability Program Navigator for \$170,600, increasing the original grant by \$80,600.

Mr. Werner stated that we submitted an original grant request for \$90,000. The state contacted Ms. Dunn and inquired if we could use additional funds and she applied for an additional \$80,600 to increase the DPN services. The increase allows for sufficient funds to support the Employer/Employee recognition event for \$8,000.

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

Second: Ms. Leffel

Motion approved unanimously

7. Action: Concur with the July 15, 2008 Oversight Committee action to approve the payment from Arbor Career Center for \$3,191.99 to resolve the finding of disallowed cost identified in the WIB Monitoring for PY 2007-08.

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

Second: Ms. Webster

Motion approved unanimously

8. Action: Concur with the July 15, 2008 Oversight Committee action to accept payment from Shoreline Workforce Development Services in the amount of \$4,048.64 as approved by the WIB at their June 4, 2008 meeting to resolve WIA Title I contract issues for PY 2007-08.

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

Second: Mr. Weakley

Motion approved unanimously

9. Action: Concur with the July 11, 2008 Ad&PR Committee action to approve the radio campaign to promote the Veterans' Program.

At the request of the Planning Committee, the Ad&PR Committee approved the broadcast of a one-month ad campaign on three local radio stations to promote the Veterans' Program. At present, the grant is under expended, due to significant outreach and recruitment challenges. The Veteran's grant ends on September 30, 2008. Ms. Esquerro stated that a previous campaign was broadcasted and this new campaign would replicate the information on the same radio stations. Ms. Esquerro recognized the Monterey County Weekly newspaper that featured an article on July 3, 2008 entitled "Hundreds of thousands of dollars for veterans' training will go away in

two months". She referenced the newspaper article. Mr. Bernahl inquired about the impact of the newspaper article. Ms. Dunn stated that it was successful in that it produced lots of phone calls. Mr. Cushman inquired about the eligibility requirements and Ms. Dunn stated that its low income economically disadvantaged adults. Ms. Leffel inquired if the individuals have to be out of the military and Ms. Dunn stated yes. Ms. Leffel inquired if OET had talked to people at the Defense Language Institute (DLI) and Ms. Dunn stated yes. In addition to the Veterans Transition Center and the Veterans Affairs Office, Ms. Dunn stated that they have provided constant information to several other interested parties.

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

Second: Mr. Weakley

Motion approved unanimously

10. Action: Approve the WIB policies for WIA client data collection and reporting, priority of service to assist clients in Core & Intensive services and the use of the CA Family Economic Self-Sufficiency Standard data to determine income eligibility through the One Stop Career Center system.

Ms. Dunn explained the recommendation to approve the WIB policies and procedures intended to reduce the record retention burden, change the priority of service to serve all customers in Core and Intensive services and use the latest CA Family Economic Self-Sufficiency Standard data to determine income eligibility for economically disadvantaged adult workers for WIA Title I training funds. Ms. Dunn defined the tiered service levels. She stated that the Salinas One Stop has implemented the learning lab process. Although our local area is not considered a learning lab, Mr. Werner stated that he attended a California Workforce Association meeting to evaluate the learning lab criteria. Ms. Dunn explained the policy that changes the eligibility criteria that allows for individuals who earn more income to be determined eligible for services. She stated that it improves the standards to help with recruitment efforts for the Office for Employment Training and the WIA Title I subcontractors. Maintaining the self-sufficiency standards according to the Office of Management Budget (OMB) and Lower Living Income Standard Levels (LLISL) is not reasonable, stated Ms. Dunn. Mr. Bernahl asked the committee to look at the policies very seriously to determine whether they wanted to bring back the policies to the Executive Committee next month for review. Mr. Bernahl requested whether it would be reasonable to change the action to consider an interim approval for the policies. Mr. Werner stated that the interim approval of the policies does not affect the services of the One Stop operations. Mr. Werner stated that there are WIB policies in place intended to help determine eligibility criteria. Mr. Cushman inquired about the changes in the new policy that warrant the replacement of the existing policies. Mr. Werner offered to have staff develop a side-by-side view of the changes. Mr. Werner explained that OET is changing the way they determine lower living standards. Over the years, they used 150% of the LLISL and now they are asking to use different criteria that recognize sustainable wages in Monterey County using a different methodology. Mr. Cushman inquired if this policy would help to qualify individuals for Tier 3 services and Ms. Dunn stated yes. Mr. Bernahl asked for clarification on the process for document eligibility and verification. Mr. Werner stated that the state has given direction to relax this standard, which is being widely adopted to allow the local areas to reduce the record retention burden and document the verification of customer data in an electronic format rather than maintain hard copy files. The committee inquired about how many individuals does that make eligible in our community. Mr. Cushman stated the process is not for INS; it's just for eligibility of services. Mr. Werner stated that it would increase the amount of individuals served. Mr. Bernahl inquired if the policy addresses the authenticity of documents used for eligibility verification and Ms. Dunn stated that the staff could not challenge it. Mr. Werner stated that if a worker wants to challenge the authentication of a document, then we have an obligation to check into it. Ms. Leffel stated that the new policy reduces identify theft. Ms. Webster added that there is federal legislation that employers use to verify right to work documentation, which does not require photocopying documents. Congress is looking into electronic eligibility.

Ms. Dunn stated there are measurements that calculate the income needed by working families to meet their basic needs in Monterey County for 156 family types. If a customer visits the One Stop to receive help, OET is prepared to serve everyone. Mr. Cushman inquired about the consequences of serving everyone and asked if low-income advocates would be concerned. Ms. Dunn stated that she is not concerned because they get specific CalWorks funding from social services to serve low-income customers. Mr. Werner stated that it would be important to have each One Stop operator report quarterly on the increase in services and volume based on the Tier 1 and 2 levels. Mr. Bernahl asked the committee to decide if they should interim approve the policies or move forward as is. Mr. Werner stated that the policy allows them to serve more people by making them eligible. Ms. Webster stated this will show that the One Stop is effective. Mr. Werner stated once the policies are approved, the Planning Committee can review the outcomes and its impacts. Mr. Werner added that the board has the right to revoke the policies. Ms. Dunn stated that if the board opposes not to adopt the new income standards, then she can fix what they did. It is not undoable. Ms. Webster stated that she understands that the government does not give local areas enough time to react since the information is often delayed.

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

Second: Ms. Leffel

Ms. Leffel stated that she hopes OET is providing training to their staff on the policy changes. Ms. Dunn stated that all her staff have received individualized 2-hour training sessions and have attended meetings. Ms. Leffel stated the training is important to ensure that everyone interprets the data accurately.

Motion approved unanimously

11. Information: Review the Office for Employment Training's budget for Program Year 2008-09.

Ms. Dunn reviewed the budget and estimated revenue for the coming year. She referenced the staff report and stated the figures are fixed, as of today to include WIA revenue of \$6,887,253 and non-WIA funds of \$933,000. She expects the youth carry in of \$181,491

to be less. Rapid Response funds are \$165,000 instead of \$125,000 and the DPN funds could be more. Ms. Dunn stated that the \$250,000 from Cal Learn represents non-WIA funds allocated to serve pregnant and parenting teens. Currently, they have two full time staff working with parent teens and the state limits 40 cases per staff member. They are currently carrying approximately 118 cases. Ms. Dunn added that the Silver Star program is operated at the former Natividad Hospital. OET was told that they will receive \$100,000 from that program and they only received \$30,000. As for the \$200,000 from Calworks, they share customers and provide case management and training. The Temporary Assistance Program (TAP) was developed through OET and the HR Department of Monterey County designed to save money rather than use an outside agency. The Virtual One Stop system could be used to register customers who will be using the TAP program. In addition, OET will have an internship program developed and housed at the One Stop. In total, they have estimated the WIA and non-WIA funds to be \$7.8 million. Ms. Dunn referenced the subsequent spreadsheet that includes budget, expenditures, and the remaining funds for the various categories. One block grant is for the adults that include both dislocated worker and adult funds. They plan to divide up the customers to include 50% adults and 50% dislocated workers.

Mr. Bernahl inquired if Ms. Dunn was going to provide a cost allocation for the One Stops in Seaside and Salinas. Ms. Dunn stated that they have 1 person that works at the Seaside location 2 days a week for 6 hours on a full time basis. They have youth staff that serve the youth and provide workshops. Mr. Weakley inquired if they finalized the rent to determine what the expenditures are. Ms. Dunn stated that she will provide the building space allocation information to the next Planning Committee meeting. At present, OET's cost allocation represents 8% of the entire building, based on the space. Mr. Werner stated a formalized agreement will be made available to the Planning Committee as information. Ms. Leffel inquired as to how the remaining 92% is divided up. Ms. Leffel asked how clients receive services at the Seaside One Stop if they show up on a day that their staff is not present. Ms. Dunn stated that it's handled by phone. Mr. Bernahl asked OET to keep the board informed as to how the dollars are utilized. Mr. Werner asked Ms. Dunn if she could provide a more detailed report on where the funds are being spent and Ms. Dunn stated yes. As for the space at the Seaside One Stop, Ms. Dunn stated that we are charged for the OET conference room because it is used to conduct various meetings and workshops. Upon inquiry, Ms. Dunn stated that they provide at least 2 to 3 workshops per week and services to youth. They also pay for space in the Employment Center and for two office cubicles. Mr. Bernahl requested that Ms. Dunn bring back information on the cost allocation to see what rooms and square footage is being charged against the budget to ensure we are receiving a return on investment. Ms. Dunn referenced the OET budget recap spreadsheet. Mr. Bernahl inquired about the \$256,602 and Ms. Dunn stated the funds are used for participant supportive services and care. In terms of staffing levels, OET has dropped a total of 11 positions. Mr. Werner clarified that of the 11 positions; 6 were WIB staff and 5 were OET. Ms. Dunn stated that they have 3 vacancies, based on attrition. They are not filling positions. OET's plan is, should they receive funding for dislocated workers, the majority of the funds will go into support and care. Ms. Leffel inquired as to what percentage is allocated for staff and salaries. Ms. Dunn stated that she does not have the figures available to comment. However, she stated that there has been a significant change in staff salaries. For example, OET's line staff went from 40 to 20 staff.

12. Information: Update on the WIA Title I Adult and Youth subcontracts for Program Year 2008-09.

On June 24, 2008, the Board of Supervisors approved the WIB's recommendation to extend the WIA Title I adult and youth subcontracts for program year 2008-09 for a total of \$1,103,814. Ms. Dunn added that the Virtual One Stop (VOS) system issues are finally resolved to be able to report on performance of our local workforce investment area.

13. Information: Update on the annual Monterey County WIB Retreat scheduled for August 6, 2008.

Mr. Werner stated that this year's retreat, scheduled for August 6, 2008, will encompass a morning business meeting followed by a presentation of the WIB's accomplishments and workforce challenges. The latter part of the retreat will focus on the selection and creation of four workgroups, facilitated by Mr. John Chamberlin, a long time valued WIB consultant. The workgroups will be designed to help the board members strategically plan and develop initiatives of the board. The members of the WIB's Executive Committee will be asked to help facilitate the workgroups. The topics will focus on the WIB's relationship with the Board of Supervisors, agreement with the One Stop operators, evolution of the One Stop system and Economic and Educational partnerships.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms. Leffel announced that the Monterey County Business Council hosted a forum on "Clean Technology – Green Jobs" held on July 24, 2008. A representative gave an interesting presentation on WorkKeys. So far, 17 states have adopted WorkKeys and she recommended addressing WorkKeys as a topic for discussion at the upcoming WIB Retreat. Ms. Leffel announced that on August 9, the Monterey County Agricultural Education will be having a "Farm Day" fund raiser. Mr. Bernahl announced the Big Sur Fire Relief Gala scheduled on Saturday, August 9. Live entertainment will be provided and Mr. Weakley is working to get the best chefs to help. The cost to attend is \$100 per person. For more information or to donate, please visit <http://BigSurFireRelief.org>. Six hundred people are expected to attend to support the peninsula and community. Please share the information. On that note, Mr. Werner stated that WIB staff is working with state officials to get information to declare the Big Sur fire area as a state disaster to qualify for relief and national emergency grants.

ADJOURNMENT:

Motion: Mr. Cushman motioned to adjourn the meeting.

Second: Ms. Leffel

Motion approved Unanimously

Mr. Bernahl adjourned the meeting at 4:30 pm