



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB) OVERSIGHT COMMITTEE

Seaside One Stop Career Center
1760 Fremont Blvd. Building D-2, Seaside, CA 93955

Thursday, March 11, 2010
8:30 a.m.

David Bernahl, II,
WIB & Executive Chair

Erik Cushman,
WIB Vice Chair

Joanne Webster,
WIB 2nd Vice Chair

Robert Brower, Sr.,
Past WIB Chair

Oversight Committee Members:

Mary Ann Leffel,
Chair

Al Davis
Cesar Lara
Jim Nakashima
Michael Oprish
Judith Profeta
Teresa Sullivan

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
Fax (831) 796-3512
wernerj@co.monterey.ca.us
www.montereycountywib.org

AGENDA

CALL TO ORDER/INTRODUCTIONS Mary Ann Leffel, *Chair*
CHANGES TO THE AGENDA
PUBLIC COMMENT – For items not listed on the agenda. Limited to 3 min.

BUSINESS MEETING

1. Action: Approve the minutes of the February 11, 2010 Oversight Committee meeting. (*See attached*) Mary Ann Leffel

2. Information: Review the Draft Monitoring Report for Shoreline's Adult Program for PY 2009-10 (*See attached*) Manley Bush

3. Information: Consider and approve WIB Policy #2010-02 entitled "Maintenance of Case Records and Local Monterey County Workforce Investment Board (WIB) definition of Adult and Dislocated Worker Eligibility Documentation and Verification." (*See attached*) Marleen Esquerra

4. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10. (*See attached*) Marleen Esquerra

5. Information: Review of the Local Workforce Investment Area Budget and One-Stop Operational Costs for PY2008-09 and PY2009-10 Rod Powell

6. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY 2009-10. (*See attached*) Wil Moore

7. Information: Discussion and review regarding the services and activities of Arbor's Adult Program for PY 2009-10. (*See attached*) Mary Concepcion

8. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY 2009-10. (*See attached*) Deborah Carrillo

9. Information: Discussion regarding the Memorandum of Understanding with the Monterey County Workforce Investment Board and the One Stop Operators. (*See attached*) Yuri Dew

ANNOUNCEMENTS OF EVENTS OR SERVICES Mary Ann Leffel

Upcoming Oversight Meetings:

- April 8, 2010 (*Seaside One-Stop*)
- May 13, 2010 (*Seaside One-Stop*)

Upcoming WIB Meetings:

- April 7, 2010 (*Shoreline in Marina*)
- June 2, 2010 (*One-Stop Salinas*)

ADJOURN

Mary Ann Leffel

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. Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-3313 or visit our website www.montereycountywib.org.



David Bernahl, II,
WIB & Executive Chair

Erik Cushman,
WIB 1st Vice Chair

Joanne Webster,
WIB 2nd Vice Chair

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Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Director

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WIB STAFF:

Miguel Banda, (831) 796-3311, bandam@co.monterey.ca.us
Manley Bush, (831) 796-3320, bushm@co.monterey.ca.us
Yuri Dew, (831) 796-3349, dewy@co.monterey.ca.us
Marleen Esquerria, (831) 796-3381, esquerraml@co.monterey.ca.us
Stephanie Shonley, (831) 796-3387, shonleys@co.monterey.ca.us
Gloria Torrez, (831) 796-3313, torrezg@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

Lynda Dunn, Deputy Director
Phone: (831) 796-3330
Email: dunni@co.monterey.ca.us
Website:
www.onestopmonterey.org

CalWORKs Employment Services (CWES), Community Action Partnership (CAP), Monterey County Child Care Planning Council (CCPC)

Barbara Verba, Deputy Director
Phone: (831) 796-1520
Email: verbab@co.monterey.ca.us
Website:
<http://mcdses.co.monterey.ca.us>

Employment Development Department (EDD)

Ruben Garcia, Manager
Phone: (831) 796-3632
Email: RGarcia@edd.ca.gov
Website:
www.edd.ca.gov

Monterey County One-Stop Career Center Locations

Salinas One-Stop

Salinas Airport Business Park
730 La Guardia Street
Salinas, CA 93905
(831) 796-3600

Seaside One-Stop

University Plaza Shopping Center
1760 Fremont Blvd, Ste. D-2
Seaside, CA 93955
(831) 899-8236

King City One-Stop

Towne Square Shopping Center
200 Broadway Street, Ste. 62
King City, CA 93930
(831) 386-6801

UNADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, February 11, 2010, 8:30 A.M.
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel (<i>Chair</i>)	Business
Jim Nakashima	Housing
Teresa Sullivan	Older Americans
Michael Oprish	Business
Cesar Lara	Labor
Al Davis	Community Based Organization
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Judith Profeta	Business
OTHERS PRESENT	REPRESENTING
Lynda Dunn	OET Deputy Director
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Harry Gamotan	OET
Chris Berthiaume	OET
Richard Arias	OET
Mary Concepcion	Arbor
Doug Orlando	State EDD
Vanessa Estrada	Shoreline
Manley Bush	WIB Staff
Yuri Dew	WIB Staff
Marleen Esquerra	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:41am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: Ms. Dunn provided the committee with a revised budget for Information Item #7.

PUBLIC COMMENT: Mr. Orlando commented that Information Item #3 is not a review.

BUSINESS MEETING:

1. Action: Approve the minutes of the January 14, 2010 Oversight Committee meeting.

Motion: Mr. Oprish moved to accept the minutes, as stated.

Second: Mr. Nakashima

Motion Passed Unanimously

2. Action: Approve the Final Monitoring Report for the Office for Employment Training Adult and Dislocated Worker program for PY 2008-09

Mr. Bush reviewed the final monitoring report as provided in the packet. He noted that there were 4 observations, 2 of which have been closed. In response, to Ms. Leffel's question Mr. Bush replied that OET did not respond to the report. Ms. Bush then reviewed the monitoring process with the committee. Ms. Leffel asked Ms. Dunn why there was no OET response; she replied that one of the findings was based on a missing case file, which has led to discussion with the HR department making the issue personnel related and prohibited from comment. She continued saying that one of the finding was a result of an outdated 2003 jobs search assistance policy. She commented that OET plans to draft a new policy. Ms. Dunn added that WIB policy has a broader scope for supportive services than does OET. In response, to Mr. Nakashima's question, Ms. Dunn replied that she replied to WIB staff verbally. Mr. Nakashima followed up by commenting on the importance of adhering to establish policy and procedure. Mr. Lara stated that he did not feel comfortable approving the action since the findings have not been closed. Ms. Sullivan asked if the monitoring of OET and the subcontractors is the same. Mr. Bush replied that the same guidelines are followed. He added that the monitoring of OET can take place over for two fiscal years. Ms. Flinn commented that the WIB has an annual plan for OET and that is what the monitoring is based on. Mr. Orlando commented that the monitoring is a review of the system, the next step is to correct any observations and it is not an audit. Ms. Sullivan asked if coding of the case notes resulted in a finding. Ms. Dunn replied that the coding done by OET

captures statistics. Ms. Dunn added that the increase in need has led OET to change the way it works. She added that a verbal response to the finding was given. Ms. Leffel recommends that an independent agent be hired to work with OET and WIB staff to insure proper communication among the two. Ms. Leffel expressed her frustrations at the lack of communication between WIB staff and OET. Ms. Leffel requested that at the next Oversight Committee meeting WIB staff include a discussion on the 2003 policy that Ms. Dunn found to be outdated.

Motion: Mr. Davis moved to approve the action, as stated.

Second: Mr. Oprish

Oppose: Mr. Lara

Motion Passed Unanimously

3. Information: Discussion regarding review of Work Experience and On-the-Job-Training Activities

Mr. Orlando stated that when he attends MCWIB meetings it is not to perform a review; he is trying to understand what is going on locally. Mr. Orlando advised the committee to take or continue their own independent action and not rely on an official report from EDD. He added that his goal is to advise the management team, providing technical assistance as needed or requested. Ms. Dunn commented that the state monitoring begins March 15, 2010. Ms. Lara asked Ms. Dunn if the Adult Program had been suspended she replied that staff has been given two weeks to review their files and make sure that everything is up to date. Ms. Flinn stated that she is developing a work plan to improve the local monitoring program. She added that she is researching the possibility of hiring a consultant to assist WIB staff and OET.

4. Information: Discuss and review the WIB monitoring schedule for PY2009-10 and invitation to Oversight Committee members to assist WIB staff in compliance monitoring

Ms. Bush reviewed the monitoring schedule. He invited the committee members to join him. He added that he will email the dates to the committee. Ms. Flinn suggested the invitation be extended to all WIB members. The committee agreed.

5. Information: Discussion regarding implementation of the Monterey County Business Council WorkKeys program

Ms. Leffel reported that the WorkKeys program has generated 341 certificates. She added that Santa Cruz and San Benito Counties will be joining the consortium. She added that the Monterey and Salinas adults' schools as well as Hartnell will be sites. She continued to say that WORK2FUTURE will not release any monies for work experience until participants take the assessments. Ms. Leffel requested a meeting with Mr. Berthiaume.

6. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10.

Ms. Esquerra reviewed the reports. She added that she has met with Arbor and Turning Point to discuss job development and new outreach strategies. She added that she advised them to contact OET to share job orders.

7. Information: Review of the Local Workforce Investment Area Budget and One-Stop Operational Costs for PY2008-09 and PY2009-10

Ms. Dunn reviewed the budget as provided in the handout. She added that she plans to request a transfer of funds from Dislocated Worker to Adult at the next Planning Committee meeting. She stated that OET is reviewing North County since they have not been able to meet their goal; they are working on how to better serve this population. She added that Santa Cruz County is able to serve the residents of Monterey County. Ms. Flinn added that she has made a request to receive information on the number of Monterey County residents served by Santa Cruz County.

8. Information: Discussion regarding the services and activities of Shoreline's Adult Program for PY 2009-10.

Mr. Moore reviewed the report; he commented that Shoreline has achieved their contract goal. Mr. Moore thanked Ms. Estrada for recruiting employers and participants, helping Shoreline meet their contract goal.

9. Information: Discussion regarding the services and activities of Arbor's Adult Program for PY 2009-10.

Ms. Concepcion reviewed the report. She continued to say that Arbor is working with WIB staff to come up with new outreach strategies. In response to Ms. Leffel's question, Ms. Concepcion replied that she has 2 full time employees.

10. Information: Discussion regarding the services and activities of Turning Point's Adult Program for PY 2009-10.

Ms. Chavez reviewed the report. Ms. Chavez added that will start offering part-time OJT's. She added that they are also working with WIB staff on new outreach strategies.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms. Flinn announced the opening of the Day Reporting Center; she added that they have an employment program in which we can share resources. She continued to say that they will also implement WorkKeys.

ADJOURNMENT:

Motion: There was a motion to adjourn the meeting by Mr. Nakashima

Second: Mr. Davis

Ms. Leffel adjourned the meeting at 10: 15

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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE DRAFT MONITORING REPORT OF SHORELINE
WORKFORCE DEVELOPMENT'S ADULT ON-THE-JOB TRAINING (OJT)
PROGRAM FOR PY 2009-10
DATE: MARCH 11, 2010

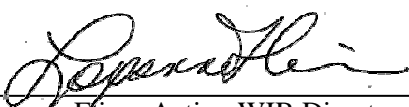
DISCUSSION:

The monitoring review of Shoreline's Adult OJT program for program year 2009-10, covered the period of July 1, 2009 – January 31, 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

A program exit interview was conducted with Mr. Wil Moore, Employment Services Manager, and Vanessa Estrada, Employment Specialist on February 12, 2010. A draft monitoring report was issued to Shoreline on February 23, 2010. There was one finding and one observation.

ATTACHMENTS:

2a. Shoreline's 2009-10 DRAFT Adult Program Monitoring Report (3 pages)



Loyanne Flinn, Acting WIB Director
Monterey County Workforce Investment Board
This report was written by: Manley Bush, WIB Management Analyst

03/04/2010

Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

DAVID BERNAHL, II, CHAIR

JOSEPH WERNER, EXECUTIVE DIRECTOR



730 La Guardia Street
P.O. Box 2135
Salinas, CA 93902
Phone (831) 759-6644
Fax (831) 796-3512
wernerj@co.monterey.ca.us

February 23, 2009

Mr. Wil Moore
Shoreline Workforce Development Services
1252 North Main Street
Salinas, CA 93906

DRAFT 2009-10 Workforce Investment Act (WIA) Title I Adult Subcontract Monitoring Report

Dear Mr. Moore:

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Shoreline Workforce Development Services for program year 2009-10. The monitoring review covered the period of July 1, 2009 – January 31, 2010 and focused on the areas of program oversight and fiscal expenditures. WIB staff Manley Bush conducted the monitoring review.

The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

ENTRANCE INTERVIEW

A program entrance interview was conducted on February 8, 2010 with Mr. Wil Moore, Program Services Manager and Vanessa Estrada Placement Specialist of Shoreline Workforce Development Services and Shoreline program staff. It was explained that we would review participant case files, evaluate reported program performance, and conduct in-person interviews with selected staff, WIA participants, and employers. Various fiscal documents would also be reviewed at Shoreline's facility in Salinas, CA.

DESK REVIEW

Shoreline's performance was reviewed for compliance with the contract plan for the period July 1, 2009 through January 31, 2010. Shoreline's total actual expenditures are \$98,639 (71%) of their 2nd quarter budget with an OJT set aside expenditure total at \$42,918 (141%) of plan. Supportive Service expenditures are \$10,017 (140%) of their quarterly projections. Shoreline's total enrollments are 45 (140%) over their total planned goal of 32 with OJT enrollments at 45 (225%) over their total planned goal of 20. Once again, Shoreline staff should be commended for achieving and exceeding their enrollment goals during tough economic times and within scheduled timeframe. Geographic enrollments continue to be much higher than planned for the Central, South and West regions while Northern area is below planned level at 2.0% of 10%.

FIELD REVIEW

A 20% File Review of 9 participant case files were conducted. The files were reviewed to ensure compliance with OJT contract requirements and WIA regulations. The files were standardized, well organized and easy to review. In terms of eligibility, applicant statements were used but only as a last resort. The assessment format was simple yet adequate in developing the participant's Individual Employment Plan (IEP). Case notes were sequential, easy to follow and descriptive. There were no observations or findings.

Tour of Shoreline Facility

WIB staff toured Shoreline's Salinas and Marina facilities. The Alliance on Aging agency and one staff member is now co-located with Shoreline in the Salinas location as per a Memorandum of Understanding (MOU). The Marina facility has been expanded and is now in operation as a subsidized employment training facility and soon to be a mini One-Stop. Shoreline is now capable of offering job placement services, workshop activities and On-the-Job Training (OJT) to job seekers and employers in Marina and the Monterey Peninsula. The Shoreline staff assigned to the Marina location consists of a job developer that provides services to both WIA and DSES participants and case management. The Marina location also has a Veterans representative that provides access to rehabilitative services to veterans on a referral basis.

Participant and Employer Interviews

WIB Staff conducted interviews with 3 OJT employers and 4 participants on February 9 - 10, 2010. All participants and employers interviewed were pleased with their experience in the OJT program. Shoreline staff has developed an excellent working relationship with a cross section of private sector businesses. As a direct result of their efforts employers have requested repeat business.

Financial Accounting Internal Controls

A fiscal review was conducted on February 11-19, 2010 at Shoreline's Salinas's location. A sample of the fiscal data was reviewed to assess, internal controls, general expense payments, payroll expenditures, and support service payments. This review included timely posting and adherence to established fiscal procedures and WIB policies. The process for payroll expenditures and internal controls were found to be in compliance with Shoreline and WIB policies. However there was one fiscal observation noted below regarding Shoreline's Cost Allocation plan.

EXIT INTERVIEW

A program exit interview was conducted on February 12, 2010 with Mr. Wil Moore, Employment Services Manager, and Vanessa Estrada Employment Specialist. A fiscal exit interview was conducted on February 19, 2010, with Bill Barker, Finance Director and Wil Moore.

CONCLUSION

The results of the performance and interviews with Shoreline staff, participants, and employers indicate that Shoreline has satisfactorily met their contract provisions.

Observation: Shoreline does not have a written cost allocation plan or policy in accordance with OMB Circular A-87, Attachment C, paragraph D3. In PY2009 Shoreline implemented new software to track current year projected allocations. To ensure that expenditures are charged to the correct project or contract, managers use a purchase order to charge expenses or cost allocation approved by the Department Head and Director.

Recommendation: A corrective action plan or policy must be submitted to WIB staff that demonstrates Shoreline's actions to address their cost allocation process and procedures noted in the observation.

Finding: Shoreline is underserved in the North County of Monterey as required by WIB policy 2010-1 dated January 6, 2010. Geographical minimum goal not met is North County 10% actual is 2%. The cities contained in North County are Castroville, Aromas, Elkhorn, Las Lomas, Moss landing, Prunedale and Pajaro. To meet the required contract goal for North, Shoreline will need to increase their enrollments 8% or 4 participants.

Recommendation: Corrective action plan must be submitted to WIB staff that demonstrates Shoreline's actions to improve outreach to the area noted in the finding.

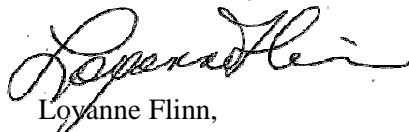
Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your contract, program and fiscal operations. As you know, it is your responsibility to ensure that your systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

The protocols and monitoring guidelines normally provide you up to 15 working days after the receipt of this report to submit your response. If we do not receive a response by March 15, 2010, we will release this draft as the final report. Please submit your response, if any, to the following address:

Monterey County Workforce Investment Board
Attn: Manley Bush
730 La Guardia Street
Salinas, CA 93905

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,



Lorraine Flinn,
Acting Executive Director
Monterey County Workforce Investment Board

cc: Manley Bush, WIB Management Analyst
WIB Shoreline Contract File

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) PLANNING COMMITTEE
FROM: LOYANNE FLINN, ACTING DIRECTOR
SUBJECT: CONSIDER AND APPROVE WIB POLICY #2010-02 ENTITLED
"MAINTENANCE OF CASE RECORDS AND LOCAL MONTEREY COUNTY
WORKFORCE INVESTMENT BOARD (WIB) DEFINITION OF ADULT AND
DISLOCATED WORKER ELIGIBILITY DOCUMENTATION AND
VERIFICATION"
DATE: MARCH 11, 2010

RECOMMENDATION:

It is recommended that the Planning Committee approve the attached WIB Policy #2010-02 entitled "Maintenance of Case Records and Local Monterey County Workforce Investment Board (WIB) definition of Adult and Dislocated Worker Eligibility Documentation and Verification" intended for all County of Monterey providers of Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Program Services.

INFORMATION:

The purpose of this policy is to provide all County of Monterey providers of WIA Title I Adult and Dislocated Worker Program Services information and guidance pertaining to the local WIB's definition of Adult and Dislocated Worker eligibility documentation and verification procedures, as specified in the WIA Eligibility Technical Assistance Guide.

Additionally, this policy supersedes WIB Policies #2003-13 – "Local WIB definition of WIA Programs Eligibility Determination and Maintaining Case Records, #2003-16 – "Local WIB definition of "Eligibility Documentation and Verification" and #2008-03 – "Local Monterey County Workforce Investment Board (WIB) definition of Adult and Dislocated Worker Eligibility Documentation and Verification".

ATTACHMENTS: 3a. WIB Policy #2010-02 "Maintenance of Case Records and Local Monterey County Workforce Investment Board (WIB) definition of Adult and Dislocated Worker Eligibility Documentation and Verification"



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst

03/04/2009
Date



Monterey County Workforce Investment Board (WIB)

<<< **DRAFT** >>>

LOCAL POLICY BULLETIN #2010-02

INTERIM

Pending adoption by the Monterey County Workforce Investment Board on April 7, 2010.

Effective Date: June 1, 2004

Supersedes WIB Policies 2003-13; 2003-16 and 2008-03

Revision Date: April 7, 2010

To: All County of Monterey Providers of Workforce Investment Act (WIA) Title I Adult and Dislocated Worker Program Services

Subject: Maintenance of case records and local Monterey County Workforce Investment Board (WIB) definition of Adult and Dislocated Worker Eligibility Documentation and Verification

Purpose: This policy provides information and guidance pertaining to the Monterey County Workforce Investment Board's definition of WIA Title I Adult and Dislocated Worker eligibility documentation and verification procedures, as specified in the WIA Eligibility Technical Assistance Guide, as well as the maintenance of case records.

Reference:

- WIA Final Rule, 20 Code of Federal Regulations (CFR), Part 663—Adult and Dislocated Worker Activities under Title I of the Workforce Investment Act, Subpart A, Delivery of Adult and Dislocated Worker Services through the One-Stop Delivery System, Sections 663.105– 663.165
- Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website: http://www.edd.ca.gov/Jobs_and_Training/pubs/rwiad04-18.pdf
- EDD Information Notice # WSIN09-40

Policy: The Monterey County Workforce Investment Board adopts the following eligibility definitions and acceptable documentation, as specified in the WIA Eligibility Technical Assistance Guide. (Reference Attachment 1 – for a list of acceptable eligibility documentation and verification.)

Definitions:

1. **Verification** – means to confirm an eligibility requirement through examination of official documents or by verbally confirming information by speaking with representatives of appropriate agencies. In the case of verbal confirmation, written documentation of the conversation should be included in the file. (A case note in the file is sufficient written documentation.)
2. **Documentation** – means to maintain evidence of information obtained during the verification process. Such evidence is documented on Attachment # 2, titled Workforce Investment Act - Data Element Verification Form (revised 06/2008).
3. **Significant Staff Assistance** – is defined based on the nature of the service, not the amount of time involved. Services that assist the customer in deciding on appropriate next steps in the search for employment or related services, including assessment of an individual's immediate employability and barriers to employment, are significant staff assisted services. Initial assessment or job placement is a significant staff-assisted service and requires program enrollment and the collection of the applicable data detailed in Attachment 1.

Because the One Stop Career Center is establishing a “paperless” customer flow, WIA Title I Providers are not required to retain a customer signature on documents with the exception of the release of information. The Virtual One-Stop System (VOS) is the Office for Employment



Training's reporting and case management system. To the extent possible, case managers should use VOS as both a reporting and a case management tool. Services should be documented as "Activities" in VOS with a detailed description in the case notes.

Initial Data Collection Requirements – All Customers:

(Customers receiving self-service and information and intensive or training services)

These items are self-reported by the client. *The items in **bold** must be validated when the customer completes a staff-assisted service.

- Name
- Social Security Number
- Address
- County of Residence
- **Date of Birth***
- Disability Status
- Race/Ethnicity
- Gender
- Highest Grade completed
- **Veterans Status***
- Employment Status
- Farm Worker
- Until further notice, scanned or photo copies of the items in **bold** listed above will be retained in VOS or in the case file.

Attachments:

1. **Attachment 1** - WIB Policy #2008-3 – List of Adult and Dislocated Worker Eligibility Documentation and Verification. This attachment details the additional data collection, reporting requirements, and supporting documentation for eligibility and enrollment of a customer who receives staff assisted core, intensive or training services, including training funded by the TAA program.
2. **Attachment 2** – WIA Data Element Verification Form

Inquiries: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board (MCWIB) staff at (831) 796-3313.

This policy is posted on the MCWIB website located at:
<https://www.onestopmonterey.org/gsipub/index.asp?docid=591>

Sincerely,
Joseph Werner
Executive Director,
Monterey County Workforce Investment Board

Monterey County
Workforce Investment
Board (WIB)

Joseph Werner,
Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
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wernerj@co.monterey.ca.us
www.onestopmonterey.org

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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: PRESENTATION OF MIS AND FISCAL REPORTS FOR WIA TITLE I ADULT
SUBCONTRACTORS FOR PY 2009-10
DATE: MARCH 11, 2010

INFORMATION/DISCUSSION:

At the Oversight Committee meeting on Thursday, March 11, 2010, WIB staff plans to present an update, as available, on fiscal plan vs. actual performance reports for Title I Adult subcontractors for program year 2009-10.

Subsequent to this report, the adult subcontractors will be given an opportunity to present a verbal update to the Oversight Committee regarding their program and performance for 2009-10.

ATTACHMENTS:

Attachment 4a – Consolidated Fiscal Report for Subcontractors



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Manley P. Bush, Management Analyst

03/04/2010
Date

**Adult Subcontractors
Program Year 2009-10**

Information#4a

<i>Program Year 2009-10</i>		Arbor Adult	Shoreline Adult	Turning Point Adult
Expenditures		1/31/10	12/31/09	1/31/10
Total Expenditure <i>(Less OJT Expenditures)</i>	Actual	\$114,703	\$121,282	\$164,087
	Plan (Jan 58%)	\$122,661	\$160,427	\$192,512
	<i>Total Plan</i>	\$211,485	\$276,598	\$331,917
	% of Qtr Plan	94%	76%	85%
OJT Expenditure	Actual	\$9,592	\$48,535	\$22,881
	Plan (Jan 58%)	\$26,689	\$35,323	\$42,388
	<i>Total Plan</i>	\$46,015	\$60,902	\$73,083
	% of Qtr Plan	36%	137%	54%
Supportive Services Expenditure	Actual	\$832	\$11,976	\$5,975
	Plan (Jan 58%)	\$4,536	\$8,280	\$11,716
	<i>Total Plan</i>	\$7,820	\$14,275	\$20,200
	% of Qtr Plan	18%	145%	51%
Staff Salaries and Benefits	Actual	\$81,706	\$100,434	\$111,124
	Plan (Jan 58%)	\$80,617	\$138,570	\$125,412
	<i>Total Plan</i>	\$138,995	\$238,913	\$216,228
	% of Qtr Plan	101%	72%	89%

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING DIRECTOR
SUBJECT: REVIEW OF THE LOCAL WORKFORCE INVESTMENT AREA (LWIA)
BUDGET AND ONE-STOP OPERATIONAL COSTS FOR PROGRAM YEAR
2008-09 AND 2009-10.
DATE: MARCH 11, 2010

INFORMATION:

Mr. Rod Powell, Management Analyst III of the Office for Employment Training (OET), plans to present the LWIA fiscal and One-Stop operational costs update for program year 2008-09 and 2009-10, to the Oversight Committee meeting on March 11, 2010. OET will also provide update on expenditures and activities as of January 31, 2010 or 1st Quarter 2009-10. The report will illustrate number of enrollments, cost per participant, employer services and geographical percentages by region.

ATTACHMENTS:

5a Budget Adjustment Memo - 2 pages
5b Reference LWIA Budget - 11 pages
5c Budget Summary - 1 page



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Lynda Dunn, OET Deputy Director

03/04/2010
Date

REVENUE

Adjustments to Revenue include the acceptance of \$565,030 of additional Dislocated Worker funds. We do not have specific information on the timelines of that funding but have been advised it will expire June 30, 2011. \$200,000 has been added to Salaries and Benefits and \$365,030 to Participant Costs.

The transfer of \$750,000 from the Dislocated Worker Grant to the Adult Disadvantaged Worker Grant is reflected in the Change Column and the Mid Year Plan. For the last several years we have transferred \$500,000 allowing us to serve more individuals who do not qualify as dislocated workers. This year, with the available ARRA funds, we can transfer the larger amount as well as \$150,000 of ARRA Dislocated Worker funds to ARRA Disadvantaged Worker Funds. In today's, economy, many of our customers qualify for both but can be more easily identified as Disadvantaged Adults.

EXPENDITURE PLAN CHANGES

In addition to the revenue changes, the mid-year plan includes several expenditure line adjustments. The most current change is the move of all WIB expenditures out of ARRA Grants and charge all WIB expenditures to Formula Funds. This move comes as a result of recent exposure of the Inspector General's concerns with regard to charging non-program expenditures to ARRA Grants. Although the circumstances are somewhat different in Monterey County than where the concern arose, it seems prudent to apply WIB costs where they would be if we did not have the ARRA funding.

Other changes occurred in budget lines and expenditures to reflect more accurate salary expenditures. Salaries for Core Services were moved from ARRA to Formula Grants as most Core Services create an Enrollment in our Formula (Adult and Dislocated Worker funds). Customers are enrolled and use ARRA funding for more intensive and training services. We were posting Core Service Salaries to ARRA initially when they should be shown as Formula fund expenditures.

Other budget adjustments have occurred to move planned expenditures from one line item to another as we get close to fully spending a grant to reflect actual expenditures in the grant.

EXPENDITURE SUMMARY

The Expenditure Summary Page shows obligations that are not yet posted to the grants. The obligations include contracts with training vendors as well as internship contracts with employers and our sub-contractor obligations. These obligations may or may not represent actual expenditures for the year. Contracts are sometimes de-obligated and subcontractors often under-spend their funds. We will be asking for an update on anticipated expenditures from sub-contractors this month so we can be sure to obligate or spend the required 80% of our formula funds.

On a final note: The actual expenditure lines for participant costs will likely decrease over the next months since we will be transferring many of the costs associated with adult internship programs to a new funding stream, making more funds available to help customers. We will keep you posted as we move forward.

REVENUE FOR FISCAL YEARS (08-09 & 09-10)	FY 09-10 Plan	MID YEAR PLAN	Grant Terms	% OF BUDGET	CHANGE
ADULT DISADVANTAGED FORMULA FUNDS 09-2011k074152	\$ 2,129,584	\$ 2,879,584	7/1/09 - 6/30/11		750,000
ADULT CARRY-IN FROM PRIOR YEAR	\$ 232,896	\$ 232,896	7/1/08 - 6/30/10		
ADULT DISADVANTAGED ARRA FUNDS (Original \$1,224,451)	\$ 1,045,092	\$ 1,195,092	2/17/09 - 6/30/11		150,000
CAL GRIP FUNDS CARRY-IN (Original \$500,000)	\$ 442,167	\$ 442,167	2/1/09 - 3/31/11		
TOTAL ADULT FUNDS	\$ 3,849,740	\$ 4,749,740		31%	
DISLOCATED WORKER FORMULA FUNDS	\$ 2,665,428	\$ 1,915,428	7/1/09 - 6/30/11		(750,000)
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR	\$ 303,184	\$ 303,184	7/1/08 - 6/30/10		
DISLOCATED WORKER 25% CARRY-IN (Original \$364,451)	\$ 314,653	\$ 314,653	12/1/08 - 12/31/10		
DISLOCATED WORKER FORMULA AUGMENTATION		\$ 565,030	NEW MONEY		565,030
DISLOCATED WORKER ARRA FUNDS (Original \$2,786,244)	\$ 2,650,868	\$ 2,500,868	2/17/09 - 6/30/11		(150,000)
TOTAL DISLOCATED WORKER FUNDS	\$ 5,934,132	\$ 5,599,163		36%	
RAPID RESPONSE FORMULA FUNDS	\$ 219,056	\$ 219,056	7/1/09 - 6/30/10		
RAPID RESPONSE ARRA FUNDS (Original \$292,724)	\$ 252,386	\$ 252,386	2/17/09 - 6/30/11		
DISABILITY NAVIGATOR FUNDS	\$ 58,000	\$ 58,000	7/1/09 - 6/30/10		
TOTAL NON-PARTICIPANT FUNDS	\$ 529,442	\$ 529,442		3%	
YOUTH FORMULA FUNDS	\$ 2,199,189	\$ 2,199,189	4/1/09 - 6/30/11		
YOUTH FORMULA CARRY-IN	\$ 157,737	\$ 157,737	4/1/08 - 6/30/10		
YOUTH ARRA FUNDS / SYEP (Original \$2,833,111)	\$ 2,022,085	\$ 2,022,085	2/17/09 - 6/30/11		
TOTAL YOUTH FUNDS	\$ 4,379,011	\$ 4,379,011		28%	
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START	\$ 44,981	\$ 44,981	6/30/09 - 6/30/10		
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START	\$ 106,401	\$ 106,401	4-1-09 to 6-30-11		
TOTAL WIA MISC GRANTS	\$ 151,382	\$ 151,382		1%	
TOTAL WIA REVENUE	\$ 14,843,707	\$ 15,408,737		100%	

PLANNED REVENUE	FY 09-10 PLAN
ADULT DISADVANTAGED FORMULA FUNDS 09-2011k074152	\$ 2,879,584
ADULT CARRY-IN FROM PRIOR YEAR	\$ 232,896
ADULT DISADVANTAGED FORMULA FUNDS	\$ 1,195,092
CAL GRIP FUNDS CARRY-IN (Original \$500,000)	\$ 442,167
TOTAL ADULT FUNDS	\$ 4,749,740

ADULT DISADVANTAGED FORMULA FUNDS & CARRY -IN	3,112,480
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	1,008,367	561,916	411,831	73%	150,085
SERVICES AND SUPPLIES	246,153	224,307	89,795	40%	134,512
PARTICIPANTS COSTS	0	837,896	314,268	38%	523,628
WIB EXPENDITURES CHARGED TO GRANT SALARIES	319,869	214,053	123,442	58%	90,611
WIB EXPENDITURES CHARGES TO GRANT OPERATING		111,350	94,451	85%	16,899
SUB-CONTRACTED SERVICES (WIB)	691,078	1,000,000	486,976	49%	513,024
ADMINISTRATIVE COSTS/ SALARIES	242,832	79,850	40,963	51%	38,887
ADMINISTRATIVE COSTS/ OPERATING		83,108	30,324	36%	52,784
TOTALS	2,508,298	3,112,480	1,592,050	51%	1,520,430

ADULT DISADVANTAGED ARRA FUNDS	1,195,092
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	44,686	338,084	254,500	75%	83,584
SERVICES AND SUPPLIES	17,860	179,361	87,403	49%	91,958
PARTICIPANTS COSTS	24,120	560,202	480,467	86%	79,735
SUB-CONTRACTED SERVICES (WIB)	70,393	0	0	0%	0
ADMINISTRATIVE COSTS/SALARIES	10,900	57,549	2,440	4%	55,109
ADMINISTRATIVE COSTS/OPERATING		59,896	1,201	2%	58,695
TOTALS	167,959	1,195,092	826,011	69%	369,081

CAL GRIP FUNDS CARRY-IN	442,167
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	12,103	43,824	104,316	238%	-60,492
SERVICES AND SUPPLIES	3,811	0	0		0
PARTICIPANTS COSTS	35,623	299,029	113,211	38%	185,818
WIB EXPENDITURES CHARGED TO GRANT	596	0		0%	0
SUB-CONTRACTED SERVICES	0	55,000	4,201	8%	50,799
ADMINISTRATIVE COSTS/ SALARIES	5,700	21,714	10,252	47%	11,462
ADMINISTRATIVE COSTS/ OPERATING		22,600	10,049	44%	12,551
TOTALS	57,833	442,167	242,029	55%	200,138

PLANNED REVENUE	FY 09-10 PLAN
DISLOCATED WORKER FORMULA FUNDS	\$ 1,915,428
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR	\$ 303,184
DISLOCATED WORKER 25% CARRY-IN (Original \$364,451)	\$ 314,653
DISLOCATED WORKER FORMULA AUGMENTATION	\$ 565,030
DISLOCATED WORKER ARRA FUNDS (Original \$2,786,244)	\$ 2,500,868
TOTAL DISLOCATED WORKER FUNDS	\$ 5,599,163

DISLOCATED WORKER FORMULA FUNDS & CARRY-IN 2,783,642

PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	786,275	701,185	481,391	69%	219,794
SERVICES AND SUPPLIES	187,035	389,729	113,572	29%	276,157
PARTICIPANTS COSTS	601	966,200	\$ 7,605	1%	958,595
WIB EXPENDITURES CHARGED TO GRANT/SALARIES	124,238	382,490	183,481	48%	199,009
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		127,496	55,296	43%	72,200
SUB-CONTRACTED SERVICES (WIB)	0	0	0	0%	0
ADMINISTRATIVE COSTS/ SALARIES	122,700	106,106	50,586	48%	55,520
ADMINISTRATIVE COSTS/ OPERATING		110,436	36,715	33%	73,721
TOTALS	1,220,850	2,783,642	928,647	33%	1,854,995

DISLOCATED WKR 307 STIMULUS CARRY-IN 314,653

PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS		65,000		0%	65,000
SERVICES AND SUPPLIES	31,241	30,000	\$ 2,904	10%	27,096
PARTICIPANTS COSTS	13,643	183,653	57,225	31%	126,428
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	15	7,500		0%	7,500
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		2,500		0%	2,500
SUB-CONTRACTED SERVICES (WIB)	0	0	0	0%	0
ADMINISTRATIVE COSTS/ SALARIES	4,900	12,740	3,350	26%	25,868
ADMINISTRATIVE COSTS/ OPERATING		13,260	1,650	12%	25,868
TOTALS	49,799	314,653	65,129	21%	280,260

DISLOCATED WORKER ARRA FUNDS 2,500,868

PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	77,763	736,115	449,078	61%	287,037
SERVICES AND SUPPLIES	12,049	327,445	197,861	60%	129,584
PARTICIPANTS COSTS	21,456	963,684	853,664	89%	110,020
SUB-CONTRACTED SERVICES	0	0	-	0%	0
ADMINISTRATIVE COSTS/ SALARIES	12,400	109,576	82,436	75%	27,140
ADMINISTRATIVE COSTS/ OPERATING		114,048	37,149	33%	76,899
CARRY IN 2010-2011		250,000			250,000
TOTALS	123,668	2,500,868	1,620,188	65%	880,680

PLANNED REVENUE	FY 09-10 PLAN
RAPID RESPONSE FORMULA FUNDS	219,056
RAPID RESPONSE ARRA FUNDS (Original \$292,724)	252,386
DISABILITY NAVIGATOR FUNDS	58,000
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START	151,382
TOTAL NON-PARTICIPANT FUNDS	680,824

RAPID RESPONSE FORMULA FUNDS	219,056
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	96,508	145,056	98,435	68%	46,621
SERVICES AND SUPPLIES	22,050	54,000	34,612	64%	19,388
PARTICIPANTS COSTS	0	0	0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	29,537	7,500	7,500	100%	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		2,500	2,500	100%	
SUB-CONTRACTED SERVICES (WIB)	0	0	0	0%	0
ADMINISTRATIVE SALARIES COSTS	16,455	4,900	2,243	46%	2,657
ADMINISTRATIVE OPERATING COSTS		5,100	1,104	22%	3,996
TOTALS	164,550	219,056	146,394	67%	72,662

RAPID RESPONSE ARRA FUNDS	252,386
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	23,111				
SERVICES AND SUPPLIES	8,559	0	0		0
PARTICIPANTS COSTS	0	0	0		0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	4,678	1,790		0%	1,790
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		596			
SUB-CONTRACTED SERVICES (WIB)	0	250,000	0	0%	250,000
ADMINISTRATIVE COSTS	3,990	0	0		0
TOTALS	40,338	252,386	-	0%	251,790

DISABILITY NAVIGATOR FUNDS	58,000
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	37,128	49,700	\$32,693	66%	17,007
SERVICES AND SUPPLIES	21,835	3,300	\$10,774	326%	(7,474)
PARTICIPANTS COSTS	0	0	0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	5,838	0		0%	0
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING					
SUB-CONTRACTED SERVICES	0	0	0	0%	0
ADMINISTRATIVE SALARIES COSTS	7,200	2,450	2,000	82%	450
ADMINISTRATIVE OPERATING COSTS		2,550	2,100	82%	450
TOTALS	72,000	58,000	47,567	82%	10,433

CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START	151,382
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
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PROGRAM SALARIES & BENEFITS	37,128				-
SERVICES AND SUPPLIES	21,835				-
PARTICIPANTS COSTS	0	0	0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	5,838	0		0%	0
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING					
SUB-CONTRACTED SERVICES	0	151,382	0	0%	0
ADMINISTRATIVE COSTS	7,200				-
TOTALS	72,000	151,382	-	0%	-

PLANNED REVENUE	FY 09-10 PLAN
YOUTH FORMULA FUNDS	2,199,189
YOUTH FORMULA CARRY-IN	157,737
YOUTH ARRA FUNDS / SYEP (Original \$2,833,111)	2,022,085
TOTAL YOUTH FUNDS	4,379,011

YOUTH FORMULA FUNDS 2,356,926

PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS*	866,928	431,353	299,917	70%	131,436
SERVICES AND SUPPLIES	218,689	124,046	68,035	55%	56,011
PARTICIPANTS COSTS*	267,505	686,606	313,539	46%	373,067
					-
WIB EXPENDITURES SALARIES CHARGED TO GRANT	205,384	327,167	120,610	37%	206,557
WIB EXPENDITURES OPERATING CHARGED TO GRANT		69,056	36,228	52%	32,828
					-
SUB-CONTRACTED SERVICES (WIB)	265,656	520,000	96,447	19%	423,553
					-
ADMINISTRATIVE COSTS SALARIES	209,152	90,971	63,499	70%	27,472
ADMINISTRATIVE COSTS OPERATING		94,684	38,012	40%	56,672
TOTALS	2,033,314	2,343,883	1,036,288	44%	1,307,595

YOUTH ARRA FUNDS 2,022,085

PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS*	249,959	300,000	266,104	89%	33,896
SERVICES AND SUPPLIES	94,893	147,233	147,233	100%	(0)
PARTICIPANTS COSTS*	362,660	1,444,174	1,355,182	94%	88,992
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES					-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING					-
SUB-CONTRACTED SERVICES (WIB)	0	0	0	0%	0
ADMINISTRATIVE COSTS SALARIES	73,700	54,327	53,506	98%	821
ADMINISTRATIVE COSTS OPERATING		76,351	13,846	18%	62,505
TOTALS	781,212	2,022,085	1,835,871	91%	186,214

*PROGRAM SALARIES & BENEFITS includes youth OET permanent and temporary staff.

*PARTICIPANTS COSTS includes youth work experience wages, incentives, stipends, supportive services, & contracted training.

PLANNED BUDGET	FY 09-10 PLAN
TOTAL ADULT FUNDS	4,749,740
TOTAL DISLOCATED WORKER FUNDS	5,599,163
TOTAL NON-PARTICIPANT FUNDS	529,442
TOTAL YOUTH FUNDS	4,379,011
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START	151,382
TOTAL WIA FUNDS (Adult, DW, Non-part, Youth)	15,408,737

PLANNED EXPENDITURES	FY 08-09	FY 09-10 YTD ACTUAL	%	BALANCE	
PROGRAM SALARIES & BENEFITS	3,202,827	3,372,233	2,398,265	71%	973,968
SERVICES AND SUPPLIES	864,175	1,479,421	752,189	51%	727,232
PARTICIPANTS COSTS	725,608	5,941,444	3,495,161	59%	2,446,283
			-		
WIB EXPENDITURES-salaries CHARGED TO GRANT	690,154	940,500	435,033	46%	505,467
WIB EXPENDITURES-service and supplies CHARGED TO GRANT		313,498	188,475	60%	125,023
SUB-CONTRACTED SERVICES (WIB)	1,027,126	1,976,382	587,625	30%	1,388,757
ADMINISTRATIVE COSTS salaries	709,929	585,000	311,275	53%	273,725
ADMINISTRATIVE COSTS service and supplies		550,259	172,150	31%	378,109
CARRY-IN TO 2010-11		250,000			250,000
TOTALS	7,219,819	15,408,737	8,340,173	54%	\$ 7,068,564

TOTAL ALL WIA FUNDS	\$ 15,408,737
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PLANNED EXPENDITURES	1,253,998	8.14%
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PLANNED EXPENDITURES	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	539,301	940,500	\$ 435,033	46%	
SERVICES AND SUPPLIES	203,376	313,498	\$ 188,475	60%	
WIB EXPENDITURES CHARGED TO GRANTS	742,677	1,253,998	\$ 623,508	50%	1,877,506

WIB EXPENDITURES CHARGED TO GRANTS, IN DETAIL	FY 09-10	YTD ACTUAL	%	BALANCE
TOTAL ADULT FUNDS	325,403	217,893	67%	107,510
TOTAL DISLOCATED WORKER FUNDS	519,986	238,777	46%	281,209
TOTAL NON-PARTICIPANT FUNDS	12,386	10,000	81%	2,386
TOTAL YOUTH FUNDS	396,223	156,838	40%	239,385
TOTALS	1,253,998	\$ 623,508	50%	630,490

*BOTH WIB AND ADMINISTRATIVE LINES
 INCLUDE SALARY & BENEFITS AND SERVICES AND SUPPLIES
 SEPARATE TABS SHOW INDIVIDUAL BUDGET FOR THESE LINES*

TOTAL ALL WIA FUNDS	15,408,737
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PLANNED EXPENDITURES	1,135,259	7.37%
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	FY 08-09	FY 09-10	YTD ACTUAL	%	BALANCE
SALARIES & BENEFITS	559,875	585,000	311,275	53%	273,725
SERVICES AND SUPPLIES	150,054	550,259	172,150	31%	378,109
TOTAL EXPENDITURES	709,929	1,135,259	483,426	43%	651,833

	FY 08-09	FY 09-10 YTD ACTUAL		%	BALANCE	IGATIONS
ADULT DISADVANTAGED FORMULA FUNDS + CARRY-IN	2,508,298	3,112,480	1,592,050	51%	1,520,430	513,024
ADULT DISADVANTAGED ARRA FUNDS	178,959	1,195,092	826,011	69%	369,081	
CAL GRIP FUNDS CARRY-IN	442,167	442,167	242,029	55%	200,138	93,231
TOTAL ADULT FUNDS	3,129,424	4,749,740	2,660,090	56%	2,089,649	
DISLOCATED WORKER FORMULA FUNDS + CARRY-IN	1,220,850	2,218,612	928,647	42%	1,289,965	175,000
DISLOCATED WORKER 25% CARRY-IN	49,798	314,653	65,129	21%	249,524	17,206
DISLOCATED WORKER STIMULUS AUGMENTATION		565,030		0%	565,030	
DISLOCATED WORKER ARRA FUNDS	135,376	2,500,868	1,620,188	65%	880,680	431,915
TOTAL DISLOCATED WORKER FUNDS	1,406,024	5,599,163	2,613,964	47%	2,985,199	
RAPID RESPONSE FORMULA FUNDS	164,550	219,056	146,394	67%	72,662	
RAPID RESPONSE ARRA FUNDS	40,338	252,386	-	0%	252,386	250,000
DISABILITY NAVIGATOR FUNDS	72,000	58,000	47,567	82%	10,433	
TOTAL NON-PARTICIPANT FUNDS	276,888	529,442	193,961	37%	335,481	
YOUTH FORMULA FUNDS + CARRY-IN	2,033,314	2,356,926	1,036,288	44%	1,320,638	
YOUTH ARRA FUNDS / SYEP	811,026	2,022,085	1,835,871	91%	186,214	74,227
TOTAL YOUTH FUNDS	2,844,340	4,379,011	2,872,158	66%	1,506,853	
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START		44,981	-	0%	44,981	
CA DEPT OF CORRECTIONS (CDCR) 15% - NEW START		106,401	-	0%	106,401	
TOTAL WIA MISC GRANTS		151,382		0%	151,382	
TOTALS	7,656,676	15,408,737	8,340,173	54%	7,068,564	1,554,603

Totals above include WIB, Sub-Contractor and Admin Dollars



1,483,394

2,536,078

85,481

1,432,626

5,537,579

MONTEREY COUNTY OFFICE FOR EMPLOYMENT TRAINING
ENROLLMENTS, ACTIVITIES AND EXPENSES

JULY THROUGH JANUARY, 2010

Information 5c
 revised 2/28/2010

	DWKR FORMULA	DWKR ARRA	DWKR STIMULUS	ADULT FORMULA	ADULT ARRA	ADULT TOTALS	YOUTH FORMULA	YOUTH ARRA	YOUTH TOTALS
CARRY-IN	65	78	8	46	72	111	37	542	
ENROLLMENT	916	372	8	715	319	1,631	92	109	
TOTAL PARTICIPANTS	981	450	16	761	391	1,758	129	651	780
ACTIVITIES	6,782	1,669	50	6,009	1,253	15,763	1,462	4,167	5,629
WK EXP/INTERNSHP	1	102		56	67	226	85	659	744
OJT	2	22		7	4	35			-
CRT	2	72	6	-	36	116	10	4	14
JOB REF/DEV	485	192	1	466	203	1,347	31	27	58
OTHER WORKSHOPS, ETC	187	167	11	236	119	720	655	148	803
YEAR TO DATE EXP	\$ 928,647	\$ 1,620,188	\$ 65,129	\$ 1,105,074	\$ 826,011	\$ 4,545,049	\$ 939,841	\$ 1,835,871	
OBLIGATIONS	\$ 175,000	\$ 431,000	\$ 17,000	\$ 113,000		\$ 736,000		\$ 74,000	
						\$ -			
TOTAL	\$ 1,103,647	\$ 2,051,188	\$ 82,129	\$ 1,218,074	\$ 826,011	\$ 5,281,049	\$ 939,841	\$ 1,909,871	\$ 2,849,712
COST PER PARTICIPANT	\$ 1,125	\$ 4,558	\$ 6,318	\$ 1,601	\$ 2,113	\$ 3,004	\$ 7,286	\$ 2,934	\$ 3,653
COST PER ACTIVITY	\$ 163	\$ 1,229		\$ 203	\$ 659	\$ 335	\$ 643	\$ 458	
COST PER WORK EXP.									\$ 3,830
EMPLOYER SERVICES									
JOB ORDER ASSISTANCE					703				
CANDIDATE PRE-SCREENING					139				
REVIEW RESUMES AND MAKE REFERRALS					112				
REFERRED QUALIFIED APPLICANTS					168				
GEOGRAPHIC REGION %			NEW GOALS						
Central		1104	55%			63%		413	53%
North County		53	11%			3%		57	7%
South County		214	18%			12%		183	23%
West County		362	16%			21%		122	16%
Unknown or Out of County		25				1%		5	0
		1758						780	

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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES OF SHORELINE'S ADULT PROGRAM FOR PY2009-10
DATE: MARCH 11, 2010

DISCUSSION:

Wil Moore will present a monthly update of the Shoreline's plan vs. actual achievement goals of enrollments and On-the-Job Training Shoreline's for February 2010. Mr. Moore will report on the Number of Placements by Industry Clusters, Geographical Areas Served, Target Population Served, Current Performance goals and Upcoming Activities.

ATTACHMENTS:

6a. Shoreline Monthly Report for February 2010



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

This report was written by: Manley P. Bush, Management Analyst

03/04/2010

Date



Monterey County Workforce Investment Board
Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report
On-the-Job Training (OJT)

Information #6a

Subcontractor / Program: Shoreline Workforce Development Services
For the period ending: February 2010

ENROLLMENT & ON-THE-JOB TRAINING (OJT) GOALS

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	48	40	45	112%
2. Total number of On-the-Job Training (OJT) contracts	45	33	45	136%
3. Total number of WorkKeys assessments completed			0	
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	35	78%
▪ Agriculture:		
▪ Building/Design (<i>Green jobs</i>):		
▪ Healthcare:	29	
▪ Education:	3	
▪ Hospitality/Tourism:	3	
▪ Creative/Technology:		
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	10	

GEOGRAPHIC AREAS SERVED

Quarter ending 3/10	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	54%	98%
North	11%	10%	2%	18%
South	18%	10%	24%	133%
West	16%	10%	20%	125%

TARGET POPULATIONS SERVED

Quarter ending 3/10	Plan	Actual	%
Veterans	10%	4.44%	44%
Older Workers	5%	4.44%	89%
Receiving Temporary Assistance for Needy Families (TANF)	12%	22.22%	185%
High School Dropout	20%	26.66%	133%
Disabled	16%	2.22%	14%
Limited English	10%	11.11%	111%
Ex Offender	20%	4.44%	22%
Homeless	5%	6.66%	133%

PERFORMANCE GOALS

Quarter ending 3/10	Plan	Actual
1. Total number of exits	27	34
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	75.5%	88.23%
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	76.5%	n/a
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	\$10,500	n/a
5. Average hourly wage		\$10.92

UPCOMING ACTIVITIES

Shoreline's program manager Wil Moore, in collaboration with the Santa Cruz SCORE, participated in two radio interviews (KSCO) to promote both the OJT and the Subsidized Employment Training Programs in Monterey and Santa Cruz Counties.

Shoreline continues to actively participate in community activities to include the Monterey County Job Fair.

TESTIMONIAL

N/A

MEMORANDUM

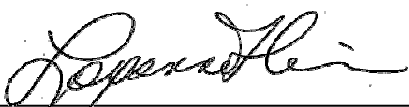
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES OF ARBOR'S ADULT PROGRAM FOR PY2009-10
DATE: MARCH 11, 2010

DISCUSSION:

Mary Concepcion will present a monthly update of the agency's plan vs. actual achievement goals of enrollments and On-the-Job Training Shoreline's for February 2010. Ms. Concepcion will report on the Number of Placements by Industry Clusters, Geographical Areas Served, Target Population Served, Current Performance goals and Upcoming Activities.

ATTACHMENTS:

7a. Arbor Monthly Report for February 2010



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

This report was written by: Manley P. Bush, Management Analyst

03/04/2010
Date



Monterey County Workforce Investment Board
Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report
On-the-Job Training (OJT)

Information #7a

Subcontractor / Program: ARBOR CAREER CENTER

For the period ending: FEBRUARY 28, 2010

ENROLLMENT & ON-THE-JOB TRAINING (OJT) GOALS

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	34	28	14	50%
2. Total number of On-the-Job Training (OJT) contracts	34	28	11	39%
3. Total number of WorkKeys assessments completed				
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	11	39%
▪ Agriculture: <i>Enter text here...</i>	0	
▪ Building/Design (<i>Green jobs</i>): Maintenance, appliance repair, service repair	6	50%
▪ Healthcare: <i>Enter text here...</i>	0	0%
▪ Education: <i>Enter text here...</i>	0	
▪ Hospitality/Tourism: <i>cook</i>	1	10%
▪ Creative/Technology: computer assembly	1	10%
▪ Other (<i>Finance, Retail, Sales, etc.</i>): office manager, receptionist, sales	3	30%

GEOGRAPHIC AREAS SERVED

Quarter ending _____	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	13	93%
North	11%	10%	0	0
South	18%	10%	0	0
West	16%	10%	1	7

TARGET POPULATIONS SERVED

Quarter ending _____	Plan	Actual	%
Veterans	10%	0	0
Older Workers	5%	0	0
Receiving Temporary Assistance for Needy Families (TANF)	12%	1.5	11%
High School Dropout	20%	2	14%
Disabled	16%	0.5	4%
Limited English	10%	1	7%
Ex Offender	20%	4.5	32%
Homeless	5%	0.5	4%

PERFORMANCE GOALS

Quarter ending _____	Plan	Actual
1. Total number of exits	22	7
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	75.5%	43%
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	76.5%	N/A
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	\$10,500	N/A
5. Average hourly wage		10.17

UPCOMING ACTIVITIES

Arbor has seen an increase in walk-in activity seeking assistance with resumes, referrals for school training, and ON-Line computer assistance. Several participants have had numerous interviews, but employer not hiring at this time. We referred participants to tourism/hospitality employer and still waiting for decision on employment. Arbor continues outreach for participants and new employers.

TESTIMONIAL

N/A this month.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES OF TURNING POINT'S ADULT PROGRAM FOR PY2009-10
DATE: MARCH 11, 2010

DISCUSSION:

Rosie Chavez, Turning Point's Adult Program Director, will present a monthly update of the agency's plan vs. actual achievement goals of enrollments and On-the-Job Training Shoreline's for February 2010. Ms. Chavez will report on the Number of Placements by Industry Clusters, Geographical Areas Served, Target Population Served, Current Performance goals and Upcoming Activities.

ATTACHMENTS:

8a. Turning Point Monthly Report for February 2010



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Manley P. Bush, Management Analyst

03/04/2010
Date



Monterey County Workforce Investment Board
Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report
On-the-Job Training (OJT)

Information #8a

Subcontractor / Program: Turning Point of Central California, Inc.
For the period ending: February 2010

ENROLLMENT & ON-THE-JOB TRAINING (OJT) GOALS

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	54	48	24	50%
2. Total number of On-the-Job Training (OJT) contracts	54	48	24	50%
3. Total number of WorkKeys assessments completed				
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	14	58%
▪ Agriculture:	1	
▪ Building/Design (<i>Green jobs</i>): Painter, Roofer, Restoration	7	
▪ Healthcare:		
▪ Education:		
▪ Hospitality/Tourism: Shuttle Driver, Cook, Host	6	
▪ Creative/Technology:		
▪ Other (<i>Finance, Retail, Sales, etc.</i>): <i>Financial Manager, Office Manager, Transportation, Cashier, Automotive, Sales, Pest Control, Marketing, Stocker</i>	10	

GEOGRAPHIC AREAS SERVED

Quarter ending _____	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	16	67%
North	11%	10%		
South	18%	10%	1	4%
West	16%	10%	7	29%

TARGET POPULATIONS SERVED

Quarter ending _____	Plan	Actual	%
Veterans	10%	2	8%
Older Workers	5%	1	4%
Receiving Temporary Assistance for Needy Families (TANF)	12%	N/A	N/A
High School Dropout	20%	11	46%
Disabled	16%	18	75%
Limited English	10%	0	
Ex Offender	20%	24	100%
Homeless	5%	6	25%

PERFORMANCE GOALS

Quarter ending _____	Plan	Actual
1. Total number of exits	14	18
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	75.5%	72.2%
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	76.5%	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	\$10,500	
5. Average hourly wage		\$10.83

UPCOMING ACTIVITIES

Staff attended the Fourth Annual South County Business Expo and Job Fair in Soledad, and will be attending the Community Human Services Employment Achievement Fair in Monterey and the Rite Aid Job Fair in Salinas ? Outreach and recruitment has been conducted at Cease Fire call-ins, Sun Street Centers, PACT meetings, Pacific Grove Adult School, Heald's Business College and Alisal High School. North County recruitment has been a focus activity which is being addressed with mail-outs to parolees and probationers in that geographic area as well as calls to supervising agents for referrals. New employer recruitment continues to find a genuine interest in the programs mission and benefits but many employers are still holding back on hiring.



Monterey County Workforce Investment Board
Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report
On-the-Job Training (OJT)

TESTIMONIAL

My name is Ashlyn and I'm 22 years old. I'm proud to say that I graduated from High School and attended junior college for two years. Unfortunately I made some bad decisions which resulted in a criminal record. Seeking employment as a convicted felon was demeaning, and seemed hopeless, until I received assistance from Turning Point. Working with Turning Point gave me practical skills and the moral support to present myself to employers with self-confidence. They taught me how to set goals in support of self-sufficiency and most importantly treated me with respect that I thought I no longer deserved. Thanks to Turning Point I'm employed F/T in a job I love and plan to return to school next semester.

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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND DISCUSS THE DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD AND THE ONE-STOP OPERATORS CONSTORIUM
DATE: MARCH 11, 2010

INFORMATION:

In accordance with Section 121(c) of the Workforce Investment Act of 1998 (WIA), which directs local workforce investment boards, as empowered by the Chief Local Elected Official, aka MC Board of Supervisors, to initiate a MOU development process to meet the intent of Section 121 of the WIA and the implementing regulations. WIA emphasizes full and effective partnerships between local boards and One-Stop partners, while the regulation emphasizes that it a legal obligation for the partners of the local WIB to engage in good faith negotiations to reach agreement on the MOU.

The OSO is a tripartite agreement comprised of the State of California Employment Development Department (EDD); Monterey County Department of Social and Employment Services, Office for Employment and Training (OET); and Monterey County Department of Social and Employment Services, Work Opportunity and Responsibility to Kids (CalWORKs) Employment Services (CWES).

OSO leadership have reviewed the draft MOU, provided feedback for edit, and agreed that the terms, as stated, will be a valuable tool in facilitating our work together.

The MOU must be vetted through the WIB Executive Committee and Full Board before going forward to the Board of Supervisors for final approval.

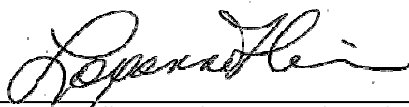
FISCAL, PROGRAM, AND MANAGEMENT INFORMATION (MIS) ISSUES OR IMPACTS:

There are no fiscal impacts resulting from this MOU.

DISCUSSION:

The attached MOU was presented for action at the March 4, 2010 Planning Committee meeting. The committee tabled the action to a special meeting to be held on March 25, 2010. In the interim, staff will be updating the MOU, incorporating WIB member feedback.

ATTACHMENTS: 9a. Draft MOU between the MCWIB and the OSO.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Yuri C. Dew, WIB Management Analyst

03/05/2010

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE **MONTEREY COUNTY WORKFORCE INVESTMENT BOARD** AND
 THE **STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT; MONTEREY COUNTY DEPARTMENT OF SOCIAL AND
 EMPLOYMENT SERVICES, OFFICE FOR EMPLOYMENT AND TRAINING AND THE DEPARTMENT OF SOCIAL AND EMPLOYMENT
 SERVICES, WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS**
 TO **COLLABORATIVELY OPERATE THE MONTEREY COUNTY ONE-STOP CAREER CENTER(S)**

In accordance with Section 121(c) of the Workforce Investment Act of 1998 (WIA), this Memorandum of Understanding has been developed with the agreement of the chief elected official, Monterey County Board of Supervisors, of the designated local workforce investment area, and entered into between the Monterey County Workforce Investment Board, and the partners in the Monterey County One-Stop Operator Consortium.

I. Parties to the Agreement

This Memorandum of Understanding (MOU) is by and between the Monterey County Workforce Investment Board (MCWIB) and the One-Stop Operator Consortium (OSO), as established in the MCWIB Five-Year Plan and for Monterey County Board of Supervisors review on April 20, 2010. The OSO is a tripartite agreement comprised of the State of California Employment Development Department (EDD); Monterey County Department of Social and Employment Services, Office for Employment and Training (OET); and Monterey County Department of Social and Employment Services, Work Opportunity and Responsibility to Kids (CalWORKs) Employment Services (CWES).

II. Purpose

The purpose of this MOU is to define the working relationship between the MCWIB and the OSO in order to successfully operate the Monterey County One-Stop Career Center(s) under the provisions of the Workforce Investment Act of 1998 (WIA), with the purpose of accomplishing shared goals and mutual accountability for outcomes.

III. Workforce Investment Board Vision for the One-Stop System

The goals of WIA and the guiding principles of the Monterey County Workforce Investment System are to:

- A. **Streamlined Services** – We will develop agreements to join together private business, community-based organizations, government agencies, educational institutions, and other entities to create a comprehensive, integrated system that maximizes services and resources while providing greater ease and access to employers and job seekers.
- B. **Empowered Individuals** – We will provide job seekers access to information about basic literacy and numeracy, education, counseling, streamlined job search, case management, vocational and related intensive services through a Virtual One Stop website and phone support. The system will provide customers with sufficient information to evaluate the quality of services to make informed choices.
- C. **Universal Access** – Tier I Core Services will be available at all comprehensive and satellite One-Stop Career Center locations for all job seekers, with the right to work in the United States to individuals who are 18 years of age or older. Specialized services for specific populations such as persons with disabilities and older workers will be available.
- D. **Increased Accountability** – The One-Stop Career Center will follow a performance-based system, which focuses on outcomes, with special attention to quality principles that are driven by customer satisfaction. Services will be continuously evaluated to ensure goals and objectives are met in a cost-effective manner. Results will be made available to job seekers and employers, upon request.
- E. **Business Services Designed to Meet Emerging Needs** – Our Business Services Unit will allow us to identify the emerging needs of the private sector and industry clusters within our local labor market. As emerging needs are identified, we will evaluate the services available from all sources and, under the direction of the MCWIB, work with our partners to ensure these newly emerging needs are met.
- F. **Improved Youth Program** – We will develop a comprehensive, integrated youth system to enable youth, particularly those most in need, to acquire the necessary skills to successfully transition into and compete in the labor force and to further their education and training.

- G. **Job Seeker Services** – All One-Stop Career Center and satellite locations will provide Core and Intensive services as well as access to training. Services will be provided in English and Spanish or any other language, as requested. All One-Stop Career Centers and satellite locations will have TTDY phone line access and meet the requirements of the Americans with Disabilities Act. EDD services including CalJOBS will be available at the comprehensive One-Stop Career Center location and on a scheduled basis at the satellite locations.

IV. **Monterey County Workforce Investment Board (MCWIB) Responsibilities**

MCWIB provides strategic planning, policy development, and oversight and evaluation of the local Workforce Investment System. MCWIB provides leadership to support the best practices of the public and private sectors to create a dynamic, efficient, and effective workforce investment system. MCWIB develops innovative models that effectively acquire and leverage alternative funding sources to offer access to all services. MCWIB contributes to a healthy economy that is filled with jobs that are built with integrity and offer positive experiences by empowering the community members and businesses with the knowledge and skills to be successful.

The MCWIB retains responsibility for:

- A. Developing and revising workforce development policy and for the entire Monterey County Workforce Investment System. This role is separate and distinct from the role of the OSO to develop One-Stop Career Center(s) operational policies and procedures.
- B. Developing the annual Local Plan and funding proposals for the utilization of WIA allocations. Annual plans and budget modifications shall be approved in accordance with processes established by the MCWIB. The budget may be revised as funding amounts change.
- C. Negotiating with the State on reasonable performance standards on behalf of the Monterey County Workforce Investment System.
- D. Designate the One-Stop Center Operator(s) and oversight of the workforce investment system in Monterey County. This includes, but is not limited to, monitoring the provision of service by the OSO in the Monterey County One-Stop Career Center(s), and working with the State and Federal monitors and auditors. The goal of monitoring is to ensure that local workforce investment system provides the highest quality services to Monterey County employers, workers, job-seekers and partners.
- E. Providing guidance on advertising and community outreach activities of the Monterey County Workforce Investment System.

The MCWIB reserves the right to:

- A. Designate staff to operate a One-Stop Career Center(s) quality assurance program, coordinating with the OSO to design and implement resulting work plans to continuously improve operations and client experience.
- B. The MCWIB reserves the right to engage community-based organizations in the implementation and expansion of the Monterey County Workforce Investment System..

V. **One-Stop Operators (OSO) Responsibilities**

The OSO is the designated One-Stop Career Center Operator for Monterey County and shall be responsible for the day-to-day operations of the Monterey County One-Stop Career Center(s) and satellite locations, including.

- A. Operationalizing the policies, procedures, performance goals, service levels, strategic plans and modifications put forth by the MCWIB.
- B. Design and implementation of services emanating from the One-Stop Career Center(s) that are demand driven and focus on the needs of businesses and major industry clusters that provide comprehensive economic and workforce development activities in Monterey County.
- C. Ensuring businesses are provided value-added services including, but not limited to: referral of qualified job-seekers; job-seeker and employee skills assessments; lay-off aversion and Rapid Respond services; employee bonding; and information on available tax credits or hiring incentives.

- D. Ensuring job-seekers are matched with employment, training and other related services through partners, providers, businesses, and activities sponsored through the center(s).
- E. Design and implementation of systems to compile and report on data required to successfully operate the One-Stop Career Center(s).
- F. Ensuring they, their employees and representatives, shall at all times comply with all applicable State, Federal and local laws, regulations, and policies in the performance of this MOU.

VI. **Joint Responsibilities of the Monterey County Workforce Investment Board and the One-Stop Operator Consortium**

All parties agree to:

- A. Share responsibility for developing the best possible Monterey County One-Stop Career Center(s).
- B. Meet on a regular basis, but no less than quarterly, for the purpose of discussing the status of the One-Stop Career Center(s) operations. Meetings will serve to jointly coordinate services and outline policies and procedures that result in the ongoing development of the One-Stop Career Center(s), implementation of the MCWIB Local Plan, and support the achievement of State and local performance measures.
- C. Immediately communicate with one another regarding differences that may impede the successful flow of workforce development services in the county.
- D. Share responsibility for ensuring, and systematically, assessing satisfaction of all customer groups.
- E. Assume responsibility for requesting items to be placed on the MCWIB agenda in a timely manner.
- F. Preserving the confidentiality of customer and client information obtained or used in performance of the One-Stop Career Center(s).
- G. Notify each other of any issue or activity impacting the operation of the One-Stop Career Center(s) has or is likely to occur.
- H. A collaborative promotional strategy that informs employers, job seekers, individuals, economic development representatives, and the community-at-large of the services available through the Monterey County One-Stop Career Center(s).

VII. **Term, Modification(s), and Termination of the Memorandum of Understanding**

This MOU:

- A. Is effective from the date of signature through June 30, 2012, wherein after it may be renewed on an annual basis, based on the performance of the OSO as determined by the MCWIB. The term shall extend from July 1 through June 30 of each fiscal year.
- B. May be modified at any time by written agreement of the parties. This MOU is to be reviewed and updated as needed, but no less than every third year beginning in **FY2015**.

Written notice of the intent to terminate participation in this MOU must be submitted by the terminating party to the MCWIB 180 calendar days in advance of the renewal date.

VIII. **Resolution of Disputes**

Disputes between the MCWIB and the OSO

- A. Any party of this MOU may request a meeting of all parties to discuss and resolve disputes.
- B. The parties shall first attempt to resolve all disputes informally.
- C. Should informal resolution efforts fail, the dispute shall be referred to the MCWIB Chair, who shall place the dispute upon the agenda of regular or special meeting of the MCWIB, or the agenda of an appropriate MCWIB committee.

Disputes between parties of the One-Stop Operator Consortium (OSO)

- A. Any party of the OSO may request a meeting of all parties to discuss and resolve disputes.
- B. The parties shall first attempt to resolve all disputes informally.

C. Staff representing the MCWIB, may be called in to help mediate any disputes between OSO representatives.

IX. Non-Financial Agreement

This MOU is non-financial in nature and binds no party to financial obligation(s) to any other. Financial or fiduciary arrangements relating to the operation of the One-Stop Career Center(s) will be outlined in separate financial agreements between the MCWIB and related partner agencies as required.

X. Authority and Signatures

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

Monterey County Workforce Investment Board

State of California, Employment Development Department

Signature of Authorized Officer

Signature of Authorized Officer

Date

Date

David Bernahl, II, MCWIB Chair

Ruben Garcia, Manager

Name and Title (print)

Name and Title (print)

730 La Guardia Street
Salinas, CA 93905

730 La Guardia Street
Salinas, CA 93905

Monterey County Department of Social and Employment Services, Office for Employment and Training

MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES, WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS

Signature of Authorized Officer

Signature of Authorized Officer

Date

Date

Lynda Dunn, Deputy Director

Barbara Verba, Deputy Director DSES-CWES

Name and Title (print)

Name and Title (print)

730 La Guardia Street, 2nd Floor
Salinas, CA 93901

1000 S. Main Street, Suite 209-A
Salinas, CA 93901