



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)
OVERSIGHT COMMITTEE
Monterey County Business Council
1732 Fremont Blvd. Suite 200, Seaside, CA 93955
(Second Floor above the Grand Chinese Buffet Restaurant)

Wednesday, September 15, 2010
8:30 a.m.

Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl,
Past WIB Chair

Oversight Committee Members:

Mary Ann Leffel,
Chair

Al Davis
Dr. Phoebe Helm
Cesar Lara
Lupe Palacio
Judith Profeta
Ken Scherpinski
Larry Silva
Teresa Sullivan
Brian Turlington

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 August 12, 2010 Oversight Committee meeting. (<i>See attached</i>) | Mary Ann Leffel |
| 2. Action: Approve the Final Monitoring report for OET Fiscal and Procurement review conducted by EDD Compliance Review Division for PY2008-09 (<i>See attached</i>) | Loyanne Flinn |
| 3. Action: Approve the Final Monitoring report for OET Disability Program Navigator (DPN) for PY 2009-10 (<i>See attached</i>). | Manley Bush |
| 4. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10 and PY2010-11. (<i>See attached</i>) | Marleen Esquerra |
| 5. Information: Discussion and review regarding the services and activities of OET and the One-Stop Operation for PY2010-11 (<i>See attached</i>) | Lynda Dunn |
| 6. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11. (<i>See attached</i>) | Wil Moore |
| 7. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-11. (<i>See attached</i>) | Deborah Carrillo |

ANNOUNCEMENTS OF EVENTS OR SERVICES

 Mary Ann Leffel

Upcoming Oversight Meetings:

- October 14, 2010 - (*Mo Co Business Council*)
- November 10 or 12, 2010 – To be determined

Upcoming WIB Meetings:

- October 6, 2010 –(Salinas One-Stop ACE Room)
- December 1, 2010 - TBD

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.

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
Salinas, CA 93905



Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
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(831) 759-6644
Fax (831) 796-3512
flinnlg@co.monterey.ca.us
www.onestopmonterey.org



Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Director

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730 La Guardia Street, Salinas, CA 93905
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Website: www.montereycountywib.org
General Phone: (831) 796-3313
Fax: (831) 796-3512

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, August 12, 2010, 8:30 A.M.

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Judith Profeta	Business
Teresa Sullivan	Older Americans
Cesar Lara	Labor
Al Davis	Community Based Organization
Lupe Palacio	Community Based Organization
Brian Turlington	Business
Larry Silva	Business
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Mary Ann Leffel (<i>Chair</i>)	Business
Teresa Sullivan	Older Americans
Ken Scherpinski	Labor Organizations
Dr. Phoebe Helm	Economic Development/Education
OTHERS PRESENT	REPRESENTING
Deborah Carrillo	Turning Point
Wil Moore	Shoreline Workforce Development Services
Ruben Garcia	EDD
Harry Gamotan	OET
Lynda Dunn	OET
Deborah Carrillo	Turning Point
Yuri Anderson	WIB Staff
Manley Bush	WIB Staff
Marleen Esquerra	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Profeta called the meeting to order at 8:48am. She welcomed those in attendance and called for introductions. A quorum was not initially established.

CHANGES TO THE AGENDA: The Disability Program Navigator monitoring report & Information Item #8 will be moved to subsequent meeting.

PUBLIC COMMENT: NONE.

BUSINESS MEETING:

4. Information: Discussion and update on the California Gang Reduction and Intervention Prevention (CalGRIP) grant modification.

Mr. Bush stated that a modification to the grant has been submitted to the state. He stated that changes included a reduction in enrollments to increase supportive and training services provided to the participants. He continued to say that WIB staff submitted the grant modification to EDD and is currently under review. Mr. Lara asked when EDD would reply to the request. Mr. Bush stated that WIB staff is awaiting final approval of the grant modification. He noted that WIB staff is currently conducting a program and fiscal monitoring review of the grant for fiscal year 2009-10.

5. Information: Discussion and update on the Monterey County Workforce Investment Board (WIB) members' attendance roster.

The committee reviewed the attendance roster. Ms. Flinn added that board member attendance is crucial to the success of the WIB. In response to Mr. Gamotan's question, Ms. Flinn stated that the WIB composition is being reviewed by the Executive Committee.

6. Information: Discussion and review of the American Recovery and Reinvestment Act (ARRA) incentive funds for exemplary performance for fiscal year 2007-09 and 2008-09.

Action 01

Ms. Esquerra stated Monterey County has been awarded \$21,271 for exemplary performance. Ms. Flinn stated that performance is based on the state base wage files. The committee then reviewed the local performance table which measures the performance of the Local Workforce Investment Board.

7. Information; Discussion and review the Office of the Inspector General final monitoring report with response from the Monterey County Workforce Investment Board.

The committee reviewed the report. In response to Mr. Silva's question, Ms. Flinn replied that the agreement between WIB and OET is being drafted. Mr. Silva commented that the MCWIB has too many committee meetings in one year. Ms. Flinn stated that she is working on reducing the number of meetings or combining the committees.

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

Item was moved to the subsequent meeting.

9. Information: Review of the Local Workforce Investment Area Budget and One-Stop Operational Costs as of June 30, 2010 for PY2009-10

Ms. Dunn reviewed the budget as provided in the packet. In response to Mr. Silva's questions, Ms. Dunn replied that 40 One-Stop employees were permanent and 30 were contracted. Mr. Silva commented that he felt the staff salaries were high. Ms. Dunn commented that for PY2009-10 an increase in the workload prompted them to hire temporary workers. In response to Mr. Silva's question Ms. Dunn replied that One-Stop operational costs are divided between the WIB, EDD, and Calworks.

A quorum was established at 9: 15

1. Action: Approve the minutes of the May 13, 2010 Oversight Committee meeting.

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

Second: Mr. Davis

Abstained: Ms. Palacio, Mr. Turlington

Motion Passed Unanimously

2. Action: Approve the monitoring schedule for PY 2010-11, for WIA Title I Adult, Dislocated Worker and Youth programs.

Mr. Bush reviewed the monitoring schedule. He invited committee members to join him in the on-site monitoring. Ms. Profeta stated that she had participated in the monitoring and found the experience to be rewarding. She encouraged board members to participate.

Motion: Mr. Lara moved to accept the action, as stated.

Second: Mr. Silva

Motion Passed Unanimously

3. Action: Review and approve the percentage goals in WIB Policy #2010-01 entitled "Monterey County WIA Geographic Service Goals".

Ms. Esquerra reviewed the report as provided in the packet. In response to Mr. Silva's question, Ms. Esquerra replied that exited participants meant that they no longer need services. Mr. Silva stated that the success of the programs should be whether or not the participant found a job. Ms. Esquerra stated that the state measures performance on base wage files. She added that the performance measures will not be available until the end of the year. Mr. Silva requested clarification to attachment 3B at the next Oversight Committee meeting.

Motion: Mr. Silva moved to accept the action, as stated.

Second: Mr. Lara

Motion Passed Unanimously

10. Information: Discussion regarding the closeout of the Subcontractor's monitoring reports for PY2009-10.

Mr. Bush reviewed the report as provided in the packet. Mr. Bush noted that historically all the sub-contractors have had problems with North County enrollments.

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

Mr. Moore reviewed the report. He stated that Shoreline's target population is high school dropouts and individuals with limited English. Mr. Moore introduced Ms. Garcia and Ms. Tamayo whom he credited to the success of Shoreline's Adult OJT program. Ms. Garcia and Ms. Tamayo stated that they interview participants and recruit new employers.

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

Ms. Bush provided a closeout report to the committee members on the status of Arbor's program operations and the transition of files and documents to the Office for Employment Training for disposition. He also noted that Arbor Employment Training had officially closed down.

Action 01

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

Ms. Carrillo reviewed the report. She added that they were working on new outreach strategies. Ms. Carrillo stated that Turning Point's targeted population is ex-offenders. In response to Mr. Turlington's question Ms. Carrillo stated that the employer is allowed to choose their employee. She added that they do disclose the conviction to the employer.

ANOUNCEMENTS:

Mr. Moore commented that Goodwill Industries was a recipient of a grant by the Department of Labor that will allow his staff to go to Maryland to receive training. By the end of the training they will be certified in career development classified case workers.

1ADJOURNMENT:

Motion: There was a motion to adjourn the meeting by Ms. Palacio

Second: Mr. Turlington

Ms. Profeta adjourned the meeting at 9:40

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR OFFICE FOR EMPLOYMENT TRAINING (OET) FISCAL AND PROCUREMENT REVIEW BY EDD COMPLIANCE REVIEW DIVISION FOR PY2008-09
DATE: SEPTEMBER 15, 2010

DISCUSSION:

The monitoring review of OET's Fiscal and Procurement review for program year 2008-09, covered the period of July 1, 2008 – June 30, 2009. 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 interviews with OET representatives and WIB staff and a review of documentation retained by OET for a sample of expenditures and procurements for PY2008-09.

A program exit interview was conducted with Ms. Lynda Dunn, Deputy OET Program Director, and WIB staff on June 26, 2009. A draft monitoring report was issued to OET by EDD on or about July 23, 2009. EDD staff received OET's corrective action response on March 11, 2010. OET was issued their final report on August 20, 2010.

ATTACHMENTS:

2a. Final Monitoring report on OET's Fiscal and Procurement review for PY2008-09 (7 pages)



Loyanne Flinn, Acting WIB Director
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/02/2010

Date



Arnold Schwarzenegger
Governor

August 20, 2010
22M:393:mem:9129:9130

RECEIVED

AUG 26 2010

Mr. Elliott Robinson, Director
Monterey County Department of Employment and Social Services
1000 South Main Street, Suite 209A
Salinas, CA 93901

**MONTEREY COUNTY
SOCIAL SERVICES
DIRECTOR'S OFFICE**

Dear Mr. Robinson:

**WORKFORCE INVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2008-09**

This is to inform you of the results of our review for Program Year (PY) 2008-09 of the Monterey County Department of Social and Employment Services' (DSES) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Ms. Molly Maloney from June 22, 2009 through June 26, 2009. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, cost/resource sharing, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients, and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by DSES with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2008-09.

We collected the information for this report through interviews with representatives of DSES, a review of applicable policies and procedures, and a review of documentation retained by DSES for a sample of expenditures and procurements for PY 2008-09.

We received your response to our draft report on March 11, 2010, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed findings one, two and three cited in the draft report, no further action is required at this time. However, these issues will remain open until we verify the implementation of your stated corrective action plan during a future onsite review. Until then, these findings are assigned Corrective Action Tracking System (CATS) numbers 90264, 90265 and 90266.

BACKGROUND

The DSES was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2008-09, DSES was allocated: \$2,155,719 to serve 1,205 adult participants; \$2,217,746 to serve 331 youth participants; and \$2,157,297 to serve 950 dislocated worker participants.

For the quarter ending March 2009, DSES reported the following expenditures and enrollments for its WIA programs: \$1,425,976 to serve 89 adult participants; \$1,662,438 to serve 142 youth participants; and \$1,585,388 to serve 32 dislocated worker participants.

FISCAL REVIEW RESULTS

While we concluded that, overall, DSES is meeting applicable WIA requirements concerning financial management, we noted instances of noncompliance in the areas of expenditure reports and excess cash. The findings that we identified in these areas, our recommendations, and DSES's proposed resolution of the findings are specified below.

FINDING 1

Requirement: 29 CFR Section 97.20(a)(2) states, in part, that fiscal control and accounting procedures of subgrantees must be sufficient to permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions.

20 CFR Section 97.20(b)(1) states, in part, that accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.

29 CFR Subpart C, Section 97.20(b)(6) states, in part, that accounting records must be supported by such source

documentation as cancelled checks, paid bills, payroll, time and attendance records, contract and subgrant award documents, etc.

20 CFR Section 667.300(b)(1) states, in part, that a State may impose different forms or formats, shorter due dates, and more frequent reporting requirements on subrecipients.

Observation:

We reviewed DSES's March 2009 dislocated worker and youth quarterly reports and found that DSES was unable to adequately trace internal records to the amounts reported in the Job Training Automation (JTA) system. The DSES staff identified a \$3,883 difference in total expenditures between the internal documents and the JTA reports for the youth quarterly report but was unable to explain the difference.

The internal documents DSES kept to support the March 2009 dislocated worker quarterly report demonstrated an intention to move the balance of the dislocated worker money to the adult program, but did not support the March 2009 dislocated worker JTA report. The total expenditures reported to JTA for the dislocated worker grant was \$973,391.26. The DSES internal documentation reported total expenditures for the same grant as \$69,850.26.

Recommendation:

We recommended that DSES provide the Compliance Review Office (CRO) with a corrective action plan (CAP), including a timeline, to ensure that, in the future, DSES maintains adequate documentation to trace internal documents to its JTA quarterly reports.

DSES Response:

The DSES stated that in the period since the initial on-site monitoring conducted by CRO in June 2009, DSES has had an opportunity to locate and review additional internal documentation and determine that the initial expenditure reporting discrepancy involving Youth funds resulted from previously unreported accruals. Consequently, all accruals have been posted and applicable State reports have been updated and reconciled. The DSES provided CRO the youth program accrual documentation.

Regarding Dislocated Worker expenditure reporting, DSES concedes that the intended transfer of Dislocated Worker funds to the Adult program was premature. In the future, the intent to transfer funds will be noted, but State approval will occur before actual transfer. The DSES provided documents showing a

transfer of \$500,000 Dislocated Worker funds to the Adult program.

State Conclusion: The DSES's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, DSES's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 90264.

FINDING 2

Requirement: 29 CFR Section 97.20(a)(2) states, in part, that fiscal control and accounting procedures of subgrantees must be sufficient to permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of restrictions and prohibitions.

29 CFR Subpart C, Section 97.20(b)(6) states, in part, that accounting records must be supported by such source documentation as cancelled checks, paid bills, payroll, time and attendance records, contract and subgrant award documents, etc.

29 CFR Subpart C, Section 97.20(b)(7) states, in part, that procedures for minimizing the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by grantees and subgrantees must be followed whenever advance payment procedures are used.

WIAD04-14 states, in part, that all subrecipients must monitor their cash draws to ensure their account does not reflect an "excess cash" balance. Excess cash is defined as any amount which has not been shown as disbursed within three or four working days.

Observation: We observed that one of four cash draw downs was not adequately documented. Specifically, we were unable to trace the funds requested to expenditures for a draw down dated February 3, 2009. Additionally, we observed that the amount requested resulted in excess cash. The DSES staff stated that the cash draw down, in the amount of \$1,260,000, was deliberately \$1,016,696 more than immediately needed because of a concern that California's larger economic crisis could lead to a freeze on the WIA funds. The DSES had excess cash on hand

from February 6, 2009 through April 3, 2009, for a total of 56 calendar days.

Recommendation: We recommended that DSES provide CRO with a CAP, including a timeline, to ensure that cash drawn down reflects immediate need and that the amount requested does not result in excess cash.

DSES Response: The DSES stated that they concede an error in prematurely requesting an excess of funds in anticipation of a larger economic crisis. To prevent any future confusion and/or question in regard to appropriate WIA cash draw downs, DSES has implemented a specific Cash Management policy which comprehensively addresses the day-to-day operational funding needs of its WIA programs.

The DSES provided their Cash Management policy dated January 1, 2010.

State Conclusion: The DSES's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, DSES's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 90265.

PROCUREMENT REVIEW RESULTS

While we concluded that, overall, DSES is meeting applicable WIA requirements concerning procurement, we noted an instance of noncompliance in the area of equipment and supplies. The finding that we identified in this area, our recommendation, and DSES's proposed resolution of the finding is specified below.

FINDING 3

Requirement: 29 CFR Part 97 Section 97.3 states, in part, that equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Additionally, supplies mean tangible personal property other than equipment.

29 CFR Part 97 Section 97.20(b)(3) states, in part, that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets.

Grantees and subgrantees must adequately safeguard all such property and must assure that it is solely used for authorized purposes.

WIAD03-9 states, in part, that all property records must be maintained from date of acquisition, through final disposition and that subrecipients must retain those records for a period of three years from the date of their last expenditure report submitted to the Workforce Investment Division.

The DSES's Procurement Office Procedures and Guidelines states, in part, that property records should be maintained and a physical property inventory must be taken and reconciled with the property records at least once every two years. Additionally, the Procedures and Guidelines state that DSES should implement measures to control small and attractive assets in order to minimize identified risk, periodically perform a follow up risk assessment to determine if the additional control implemented is effective in managing the identified risks.

Observation: The DSES does not have a system in place to effectively control and account for supplies such as desktop computers and fax machines. We selected ten pieces of equipment/supplies to physically verify the location, safeguards, and use of the equipment/supplies. Four items, including two printers, a flat panel monitor, and a portable copier, could not be located. Subsequent to the review, DSES provided a surplus transfer record to account for the missing items.

Recommendation: We recommended that DSES provide CRO with a CAP, including a timeline, to ensure that all supplies are effectively controlled and that the disposition of equipment is accurately recorded and records consistently maintained.

DSES Response: The DSES stated that additional training has been provided to staff involved in the procurement and inventory of equipment and supplies. Also, a new inventory has been conducted to allow for additional comparison and to ensure a full accounting of all equipment/supplies. Finally, DSES stated that their Finance Manager will perform an additional review/audit of all equipment/supplies annually.

The DSES provided an inventory list dated March 1, 2010.

State Conclusion: Based on DSES's response, we cannot resolve this issue at this time. The DSES did not provide a CAP to ensure that all supplies are effectively controlled and that the disposition of equipment is accurately recorded and records consistently maintained. We recommend that DSES provide the requested CAP. Until then, this issue remains open and has been assigned CATS number 90266.

We provide you up to 20 working days after receipt of this report to submit to the Compliance Review Office your response to this report. Because we faxed a copy of this report to your office on the date indicated above, we request your response no later than September 20, 2010. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22M
P.O. Box 826880
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is DSES's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain DSES's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Mechelle Hayes at (916) 654-1292.

Sincerely,



JESSIE MAR, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Jose Luis Marquez, MIC 50
Dathan O. Moore, MIC 50
Doug Orlando, MIC 50
Daniel Patterson, MIC 45

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE FINAL MONITORING REPORT OF OFFICE FOR
EMPLOYMENT TRAINING (OET) DISABILITY PROGRAM NAVIGATOR
(DPN) PROGRAM FOR PY 2009-10
DATE: SEPTEMBER 15, 2010

DISCUSSION:

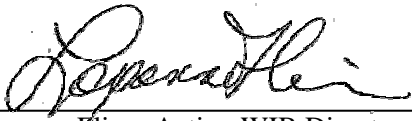
The monitoring review of OET's DPN program for program year 2009-10, covered the period of July 1, 2009 – June 30, 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through a review of the Disability Navigator grant, MIS reports, correspondence, the general ledger, and staff payroll.

A program exit interview was conducted with Ms. Alma Mchoney OET Management Analyst on August 2, 2010. A draft monitoring report was issued to OET on August 5, 2010. WIB staff received OET's corrective action response on August 24, 2010. OET was issued their final report on August 31, 2010.

WIB staff has accepted OET's response to the one observation and one finding identified in the draft report and no further action is necessary at this time. WIB staff will conduct validation review of OET's stated corrective action response at a future monitoring review.

ATTACHMENTS:

3a. OET's Final DPN Monitoring Report for PY2009-10 (4 pages)



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

09/02/2010

Date



WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

ERIK CUSHMAN, CHAIR

LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

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

August 31, 2010

Lynda Dunn, Deputy Director
Office for Employment Training
730 La Guardia Street
Salinas, CA 93905

Final OET Disability Program Navigator (DPN) Grant Monitoring Report for PY2009-10

Dear Ms. Dunn:

This is to report the results of our contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Disability Program Navigator Grant. The monitoring review covered the period of July 1, 2009 – June 30, 2010 and focused on the areas of program oversight and fiscal expenditures.

The purpose of this review was to evaluate compliance with the provisions of the Workforce Investment Act, associated regulations, directives and the provisions of the contract. Information collected for this report was obtained through, review of the Disability Program Navigator Grant, MIS reports, correspondence, the general ledger, and staff payroll. This information was used to determine adequate fiscal controls and programmatic compliance.

GRANT SUMMARY

The Monterey County Workforce Investment Board (MCWIB) in collaboration with the Office for Employment Training (OET) submitted a grant request to the State of California EDD to fund the DPN for the seventh consecutive year, in the amount of \$90,000. Monterey County's request for grant funding was approved, however, due to a reduction in grant funds available, the funding was significantly reduced to \$58,000. The primary objective of the DPN initiative is to increase services, training and employment for people with disabilities. Additionally local areas are required to contribute a 10% match based on their approved allocation or \$5,800. On August 2, 2009 the State of California EDD awarded the MCWIB \$58,000. The term of the grant is from July 1, 2009 through June 30, 2010.

ENTRANCE INTERVIEW

A program entrance interview was conducted on June 24, 2010, with Ms. Alma McHoney, DPN Management Analyst and Mr. David Fowler, DPN staff. It was explained that WIB staff would review participant enrollments, evaluate reported program performance, deliverables, and conduct in-person interviews with selected staff. Various fiscal documents would also be reviewed regarding time distribution and expenditures plan vs. actual.

DESK REVIEW

The Office for Employment Training's performance and expenditures plan vs. actual was reviewed for compliance with the contract plan for the period July 1, 2009 – June 30, 2010.

DPN Expenditures Plan vs. Actual	TOTAL		
	Plan	Actual	%
July 1, 2009 – June 30, 2010			
A. Salary and Benefits	\$49,790	\$42,707	86%
B. Supplies	\$3,210	\$9,493*	295%*
C. Admin	\$5,000	\$5,800	116%
Totals	\$58,000	\$58,000	100%

* Include OET In-Kind 10% match of \$5,800 (\$5,800+\$3693=\$9,493)

FIELD REVIEW

WIB Staff reviewed the Disability Program Navigator (DPN) deliverables; year-end report, and the Disability Advisory Committee minutes for the periods July 2009 thru December 2009. The DPN program has gone through several transitional changes. 1) The DAC is no longer a Brown Act Committee, and 2) The DAC Committee partners will continue to meet every other month and minutes recorded. The DPN reporting process and deliverables under the new DAC configuration will remain the same.

The total number of OET adult and dislocated worker participants enrolled from July 1, 2009 to June 30, 2010 is a significant increase (55% or 1,597 participants) from the previous year (1,964 participants) to 3,561. The total number of disabled participants by grant and the percentage include (ARRA Dislocated Worker 19 of 544 or 3%; ARRA Adult 33 of 494 or 7%; Adult 201, 79 of 1037 or 8%; Dislocated Worker 501, 51 of 1420 or 4%; OET CalGRIP Adult 3 of 63 or 5%. The total disabled adult and dislocated worker population served by OET is 5%. OET is underserved in the disabled adult and dislocated worker populations.

During the same time period the California Department of Rehabilitation (DOR) and Central Coast Center for Independent Living (CCCIL) referred 31 applicants to the One-Stop Career Center. The OET DPN provided services to 51 customers and referred 10 applicants to DOR. The services included access to job search, resume assistance, job clubs, JobLink services, and mock interviews. Both the DPN and OET Management Analyst coordinated One Stop staff training with Larry Robins and Associates on serving people with disabilities. The DPN also provided staff members to access a 30 second training series by email on topics regarding disability protocol. The DPN participated in presentations at the Salinas Adult School, and engaged with local employers to promote the hiring of individuals with disabilities such as Kohls, Michaels, Target, Bed Bath and Beyond & REI in Marina.

Staff Time Distribution

DPN Staff Time Distribution	January thru March 2010			
	Hours Worked			
	Jan 2010	Feb 2010	Mar 2010	Total Hours
Disability Program Navigator	38	28	36	102
OET Management Analyst	2	5	1.5	8.5
Work Hours Charged to Grant	40	33	37.5	110.5

WIB Staff conducted a sampling of two pay periods for the third quarter PY2010 on the number of hours OET and the WIB charged to the DPN grant from, Jan 2010 thru March 2010. The total hours charged to the grant was 110.5 hrs. The DPN activities that the OET Analyst, DPN and WIB staff participated in monthly DAC meetings, staff training, and engaging with integrated resource teams, . The DPN and OET Management Analyst also met with OET Business services; provide program media information on DPN services to the community event sponsored by the City of Monterey Job Fair, Fiesta of Hope and various Rapid Response meetings. Total Salaries for the assigned staff during the same period was \$5,441.84.

EXIT BRIEFING: Exit briefing was conducted with Alma McHoney, OET DPN Management Analyst on Monday, August 2, 2010.

Observation: The OET Disability Program Navigator stated there are three methods currently in use to train staff on assisting and or providing services to individuals with disabilities. 1) 30 Second weekly training via email access that covers general disability information 2) Power Point DPN training presentation and, 3) Providing tips to One-Stop staff on working with the disabled. Although the DPN has a training program in place there was no training conducted for the OET Youth Staff, new incoming staff and refresher training. There was no evidence that the training was on-going, comprehensive and focused on new incoming staff and refresher training on effective practices to enable One-Stop Career Center staff to provide comprehensive employment services to persons with disabilities more consistently.

Recommendation: WIB staff will conduct a review and analysis on the “on-line” Navigator Training tools available to the OET DPN and One-Stop staff. Upon completion of the review WIB staff will provide OET DPN staff a recommendation on the results for OET’s consideration and implementation. OET DPN staff can access the Navigator Training on-line by Interwork Institute, San Diego State University. The training series is called “Way to Work.” The training is at no cost and available to staff on-line at: <http://interwork.sdsu.edu/navigator/>.

OET Response: The OET Management Analyst and Disability Program Navigator receive weekly updates, training information, etc. from the San Diego State University. These weekly mailings are periodically reviewed and information incorporated into the Monterey County DPN program. This website is where the 30-Second Trainings originated.

WIB Response: WIB staff completed their analysis of the on-line basic training, Way to Work! Expanding Employment Opportunities for People with Disabilities by San Diego State University. The basic and advance training has five modules each. The basic level describes the Introduction to disability, Disability awareness and etiquette, Benefits program, Civil Rights and legal issues and Accessibility issues. At the end of each module are five to nine questions. The student must pass each module at 100% before moving to the next. At the successful conclusion of the training a certificate of completion will be awarded to the student. Total time to complete basic modules average 9.5 to 10 hours or approximately two hours for each module. WIB staff recommend that OET/One-Stop staff review and consider the basic on-line training for all staff and the Intermediate training for Management. The certificates of completion will note that staff has successfully completed the DPN training. By decentralizing the current disability training methodology will allow the DPN to focus more on outreach and recruitment. WIB staff accepts the OET response and no further action will be necessary. However a validation of this observation will be done at a future monitoring review.

Finding: As of June 30, 2010 the state JTA report reflected that OET continues to be underserved in the Demographic enrollments for Disabled as required by WIB Policy 2005-4. Demographic goals not met are Adult Disabled 16%, actual 5%. The combined total Adult and Dislocated Worker enrollments which include ARRA Dislocated Worker, ARRA Adult, Dislocated Worker 501 and Adult 201 are 3,561enrollments. The total number of individuals with disabilities is 185 (3,561/185= 5%). To meet the required contract goal for individuals with disabilities, OET will need to increase their enrollments by 11% or 391 participants with disabilities. OET will need to implement a more effective outreach strategy to identify and document individuals with disabilities.

Recommendation: Corrective action plan must be submitted to WIB staff that demonstrates OET’s actions to improve outreach to the areas noted in this finding. The Adult and Dislocated Worker WIB policy regarding demographic enrollments for Adult Disabled at 16% is currently under review. The policy recommendation will include minimum and maximum goals for disabled adults.

OET Response: The Disability Advisory Committee has combined with the Monterey County Committee for Employing People with Disabilities (MCCEPD), in an effort to do more outreach and better serving our community and not duplicating services.

The DPN is attending Mobile Career Center outreach trainings in rural areas. When the DPN is not available to attend, there are flyers and information which is kept stocked in the Mobile Career Center.

The WIB Policy regarding demographic enrollments at 16% is a long standing policy.

OET requests the policy be reviewed with today's economy and life styles in mind.

WIB Response: WIB staff accepts the OET response and no further action will be necessary. WIB staff will conduct a validation of OET's stated corrective action at a future monitoring

FINANCIAL ACCOUNTING INTERNAL CONTROLS

A sample of expenditures was reviewed to assess accurate application of cost allocation, timely posting, and adherence to established fiscal procedures. **No Discrepancies were noted**

CONCLUSION

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, 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.

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
Alma McHoney, OET Management Analyst
Lynda Dunn, OET Deputy Director
WIB Monitor File

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: 3-YEAR COMPARISON OF MIS AND FISCAL REPORTS FOR WIA TITLE I
ADULT SUBCONTRACTORS
DATE: SEPTEMBER 15, 2010

INFORMATION/SUMMARY:

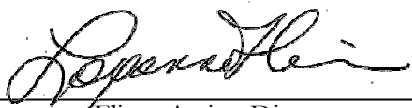
This report summarizes the fiscal expenditures and MIS information for all WIA Title I Adult subcontractor activities and plan vs. actual performance, for program year 2009-10. Subsequent to this report, the adult subcontractors will be given an opportunity to present a verbal update to the Oversight Committee regarding their program and performance for 2010-11.

DISCUSSION:

The following is an end of the year analysis and 3-year comparison of the WIA Title I Adult subcontractor's performance and expenditures for 2007-08, 2008-09 and 2009-10.

Based on the final 2009-10 budget figures reported by the subcontractors through June 30, 2010, Arbor under expended its budget by \$26,821, Turning Point under expended its budget by \$37,704 and Shoreline under expended its budget by \$27,749, due to lower than anticipated staff salaries and participant costs. A total of \$92,275 will be returned to the WIA Title I Adult allocation to be used by the Office for Employment Training's Adult program.

ATTACHMENT: Actual to plan 3-year comparison of subcontractors.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Marleen Esquerra, Management Analyst

09/03/2010

Date

Subcontractor Performance Actual to Plan 2007 - 2010 (3 years)

WIA Adult Subs 3-Year Comparison		Arbor				Turning Point				Shoreline				Subs	
CATEGORY		2007-08	2008-09	2009-10	Total	2007-08	2008-09	2009-10	Total	2007-08	2008-09	2009-10	Total	Grand Total	
1. Total Subcontract Funding (Plan)		\$426,353	\$248,000	\$257,500	\$931,853	\$383,310	\$325,814	\$405,000	\$1,114,124	\$315,854	\$210,000	\$332,700	\$858,554	\$2,904,531	
2. Total Expenditures		Actual	\$290,482	\$203,988	\$202,101	\$696,571	\$286,326	\$261,892	\$305,867	\$854,085	\$223,400	\$135,726	\$249,566	\$608,692	\$2,159,348
<i>(Less OJT Expenditures)</i>		Plan	\$343,553	\$208,000	\$211,485	\$763,038	\$307,630	\$261,486	\$331,917	\$901,033	\$257,832	\$170,000	\$276,598	\$704,430	\$2,368,501
		% of Plan	85%	98%	96%	91%	93%	100.16%	92%	95%	87%	80%	90%	86%	91%
3. OJT Expenditures		Actual	\$50,845	\$27,051	\$28,579	\$106,475	\$57,139	\$51,001	\$61,428	\$169,568	\$57,113	\$34,484	\$55,385	\$146,982	\$423,024
		Plan	\$82,800	\$40,000	\$46,015	\$168,815	\$75,680	\$64,328	\$73,083	\$213,091	\$58,022	\$40,000	\$56,102	\$154,124	\$536,030
		% of Plan	61%	68%	62%	63%	76%	79%	84%	80%	98%	86%	99%	95%	79%
Supportive Services Expenditure		Actual	\$10,815	\$5,988	\$3,131	\$19,934	\$19,307	\$12,132	\$20,947	\$52,386	\$11,620	\$8,320	\$13,648	\$33,588	\$105,908
		Plan	\$12,353	\$10,000	\$7,820	\$30,173	\$26,600	\$12,132	\$21,000	\$59,732	\$12,250	\$10,000	\$14,275	\$36,525	\$126,430
		% of Plan	88%	60%	40%	66%	73%	100%	99.75%	88%	95%	83%	96%	92%	84%
4. Average Cost per OJT		Actual	\$7,769	\$9,429	\$7,369	\$8,189	\$6,847	\$5,676	\$5,180	\$5,901	\$5,430	\$4,550	\$5,129	\$5,036	\$19,126
<i>(Subcontract funding / OJT enrollments)</i>		Plan	\$7,753	\$7,500	\$7,500	\$7,500	\$7,251	\$7,500	\$7,500	\$7,417	\$6,886	\$7,500	\$7,500	\$7,295	\$22,212
		% of Plan	100%	126%	98%	109.18%	94%	76%	69%	80%	79%	61%	68%	69%	86%
Staff Salaries and Benefits		Actual	\$182,965	\$139,148	\$143,183	\$465,296	\$181,670	\$173,790	\$201,904	\$557,364	\$183,541	\$105,314	\$215,005	\$503,860	\$1,526,520
		Plan	\$201,469	\$139,148	\$144,995	\$485,612	\$170,264	\$173,377	\$215,428	\$559,069	\$209,375	\$134,078	\$239,222	\$582,675	\$1,627,356
		% of Plan	91%	100%	99%	96%	107%	100.24%	94%	100%	88%	79%	90%	86%	94%
Total Enrollments		Actual	55	34	30	119	41	44	55	140	39	35	46	120	379
		Plan	56	43	34	133	38	43	54	135	39	31	48	118	386
		% of Plan	98%	79%	88%	89%	108%	102%	102%	104%	100%	113%	96%	102%	98%
5. Total OJT Enrollments*		Actual	36	21	27	84	39	44	55	138	39	28	46	113	335
		Plan	41	33	34	108	38	43	54	135	35	28	45	108	351
		% of Plan	88%	64%	79%	78%	103%	102%	102%	102%	111%	100%	102%	105%	95%
Percentage of Total Enrollments	Central (Salinas)	10%	85.71%	88%	79%	84.24%	68.29%	70.00%	78.00%	72.10%	46.00%	64.00%	52.00%	54.00%	70.11%
	West	10%	5.36%	3%	18%	8.79%	2.44%	18.00%	18.00%	12.81%	36.00%	25.00%	20.00%	27.00%	16.20%
	North	10%	1.79%	6%	0%	2.60%	17.07%	5.00%	0.00%	7.36%	8.00%	0.00%	2.00%	3.33%	4.43%
	South	10%	7.14%	3%	4%	4.71%	12.20%	7.00%	4.00%	7.73%	10.00%	11.00%	26.00%	15.67%	9.37%
	Veterans	10%	10.71%	3%	2%	5.24%	4.88%	5.00%	9.00%	6.29%	5.00%	7.14%	4.34%	5.49%	5.67%
	Older Workers	5%	0.00%	3%	0%	1.00%	2.44%	5.00%	2.00%	3.15%	5.00%	0.00%	4.34%	3.11%	2.42%
	Receiving TANF	12%	10.71%	6%	5%	7.24%	n/a	n/a	n/a	0.00%	15.00%	14.28%	23.91%	17.73%	8.32%
	High School Dropout	20%	33.93%	17%	11%	20.64%	39.02%	36.00%	33.00%	36.01%	10.00%	21.42%	26.08%	19.17%	25.27%
	Disabled	16%	7.14%	9%	2%	6.05%	90.24%	75.00%	89.00%	84.75%	5.00%	0.00%	2.17%	2.39%	31.06%
	Limited English	10%	3.57%	2%	18%	7.86%	2.44%	0.00%	0.00%	0.81%	8.00%	17.85%	10.86%	12.24%	6.97%
Ex Offender	20%	58.93%	41%	27%	42.31%	100.00%	100.00%	102.00%	100.67%	5.00%	3.57%	4.34%	4.30%	49.09%	
Homeless	5%	5.36%	2%	7%	4.79%	46.34%	43.00%	35.00%	41.45%	0.00%	0.00%	6.52%	2.17%	16.14%	
6. Industry Clusters - OJT Placements		>= 50%	64%	57%	76%	66%	67%	55%	42%	55%	69%	57%	78%	68%	
7. Entered Employment Rate		>= 75.5%	70%	74%	32%	59%	88%	78%	65%	77%	113%	85.71%	102%	100%	
8. Average Hourly Wage		>= \$10.00	\$10.19	\$10.70	\$9.77	\$10.22	\$10.24	\$10.68	\$11.64	\$10.85	\$12.48	\$11.84	\$10.91	\$11.74	
Funds Returned to Monterey County WIA Youth Program		Arbor				Turning Point				Shoreline				Subs	
CATEGORY		2007-08	2008-09	2009-10	Total	2007-08	2008-09	2009-10	Total	2007-08	2008-09	2009-10	Total	Grand Total	
9. Total Funds Returned		\$85,026	\$16,961	\$26,821	\$128,808	\$39,845	\$12,921	\$37,704	\$90,470	\$35,341	\$39,790	\$27,749	\$102,880	\$322,159	
Total funds returned in 2007-08		\$160,212													
Total funds returned in 2008-09		\$69,672													
Total funds returned in 2009-10		\$92,275													

MEMORANDUM

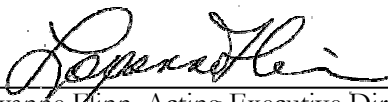
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES OF THE OFFICE FOR EMPLOYMENT TRAINING (OET) AND ONE-STOP OPERATIONS FOR PROGRAM YEAR 2010-11.
DATE: SEPTEMBER 15, 2010

INFORMATION:

Ms. Lynda Dunn, Deputy Director for OET, plans to present the services and activities of the LWIA with the fiscal and One-Stop operational costs update for program year 2009-10 and 2010-11, to the Oversight Committee meeting on September 15, 2010. OET will also provide update on expenditures as of July 31, 2010 or 1st Quarter 2010-11. The report will illustrate number of enrollments, cost per participant, employer services and geographical percentages by region.

HANDOUT:

Fiscal expenditures, enrollments and geographical information will be provided as a handout



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

09/03/2010

Date

MEMORANDUM

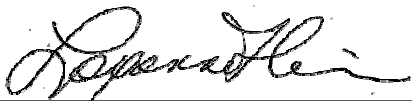
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES
OF SHORELINE'S ADULT PROGRAM FOR PY2010-11
DATE: SEPTEMBER 15, 2010

DISCUSSION:

Mr. Wil Moore Employment Services Manager, Shoreline Workforce Development Services, will present a monthly update of the Shoreline's plan vs. actual achievement goals of enrollments and On-the-Job Training Shoreline's for July 31, 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 July 31, 2010



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

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

09/03/2010

Date



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

Information 06a.

Subcontractor / Program: Shoreline Workforce Development Services
For the period ending: 8/10

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

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	61	21	14	67%
2. Total number of On-the-Job Training (OJT) contracts	58	10	14	140%
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:	5	36%
▪ Agriculture:	1	
▪ Building/Design (<i>Green jobs</i>):		
▪ Healthcare:	4	
▪ Education:		
▪ Hospitality/Tourism:		
▪ Creative/Technology:		
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	9	

GEOGRAPHIC AREAS SERVED

Quarter ending 6/10	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	6	43%
North	11%	10%	0	%
South	18%	10%	6	43%
West	16%	10%	2	14%

TARGET POPULATIONS SERVED

Quarter ending 3/10	Plan	Actual	%
Veterans	10%	0	0%
Older Workers	5%	0	0%
Receiving Temporary Assistance for Needy Families (TANF)	12%	2	14.28%
High School Dropout	20%	4	28.57%
Disabled	16%	0	0%
Limited English	10%	0	0%
Ex Offender	20%	2	14.28%
Homeless	5%	0	0%

PERFORMANCE GOALS

Quarter ending 3/10	Plan	Actual
1. Total number of exits	0	
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	75.5%	
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	n/a
5. Average hourly wage		\$10.12

*1ST Qtr Follow up

UPCOMING ACTIVITIES

Activities during the last month:

- Prepared to sunset the SET program and transition eligible participants into an OJT
- Attended Kick Off Conference for Good Prospects Grant
- Attended Career Development Facilitator Training
- Hosted Larry Robbins seminar, which emphasized marketing to the business community
- Hosted Internal OJT Shoreline Planning meeting with Santa Cruz OJT Staff
- Worked with OET & WIB on NEG Grant submission

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 TURNING POINT'S ADULT PROGRAM FOR PY2010-11
DATE: SEPTEMBER 15, 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 July 31, 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:

7a. Turning Point's Monthly Report for July 31, 2010



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

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

09/03/2010

Date



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

Information 07a.

Subcontractor / Program: Turning Point of Central California, Inc.
For the period ending: August 31, 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	60	12	20	167%
2. Total number of On-the-Job Training (OJT) contracts	60	12	20	167%
3. Total number of WorkKeys assessments completed	60		20	100%
▪ Applied Mathematics	60		20	100%
▪ Reading for Information	60		20	100%
▪ Locating Information	60		20	100%

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	20	100%
▪ Agriculture:		
▪ Building/Design (<i>Green jobs</i>): construction	3	15%
▪ Healthcare:		
▪ Education:		
▪ Hospitality/Tourism: Driver, Host	8	40%
▪ Creative/Technology:		
▪ Other (<i>Finance, Retail, Sales, etc.</i>): <i>Cashier, Maintenance, inancial Manager, Office Manager, Transportation, Cashier, Automotive, Sales, Pest Control, Marketing, Stocker</i>	9	45%

GEOGRAPHIC AREAS SERVED

Quarter ending _____	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	16	80%
North	11%	10%	0	0
South	18%	10%	2	10%
West	16%	10%	2	10%

TARGET POPULATIONS SERVED

Quarter ending _____	Plan	Actual	%
Veterans	10%	3	15%
Older Workers	5%	1	5%
Receiving Temporary Assistance for Needy Families (TANF)	12%	N/A	N/A
High School Dropout	20%	11	55%
Disabled	16%	18	90%
Limited English	10%	0	0
Ex Offender	20%	20	100%
Homeless	5%	8	40%

PERFORMANCE GOALS

Quarter ending _____	Plan	Actual
1. Total number of exits		
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>		
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>		
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>		
5. Average hourly wage		\$10.00

ACTIVITIES

As enrollments reflect, the office is bursting with activity adding energy to an already enthusiastic environment. Exceptional customer services, effective partnerships and refined employer and participant recruitment are key factors in this year's achievements. All planned goals are either met or vastly exceeded except North County and Limited English. With the assistance of Jack Borges, of the Salinas Parole Office, three agencies in the Santa Cruz area have been identified to assist in correcting the lack of enrollments in the North County area. S&M Trucha Services, Hartnell College ESL classes and Salinas Adult School are targeted partnerships for reaching the Limited English goal. WorkKeys testing has been a welcome addition to our assessment process and participants are responding to it much more positively than we ever anticipated. 95% of the participants tested have received at least one certificate and we're noticing an increased level of self-confidence with simply completing the test as much as with earning a certificate. Those participants who need additional training are referred to OET for the WIN



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instruction. In addition to the above 20 OJT's, 21 parolees have been placed into unsubsidized employment in the month of August bringing the total direct placements to 34 for this fiscal year. Timothy Jones, Employment Specialist and Deborah Carrillo, Deputy Regional Director will be attending the Meeting of the Minds Conference on September 7-9 in Monterey and we look forward to gleaming innovative ideas from their participation.

TESTIMONIAL

Hello my name is John and coming to Turning Point has helped me realize that there are good people in the world who are willing to give you a second chance. Turning Point helped me see myself differently and gain confidence that I never had without the assistance of drugs. The staff really knows how to find jobs and encouraged me to work with them so I could better appreciate the job that I finally got. I was mad at first that I had to work so hard as part of the employment process but I finally realized that this skill development process was a big factor in my increased sense of self-worth. Turning Point has also helped me build a large support system which they are an important part of. While I still have a lot of amends to make and much to learn, I am on my way to rebuilding my life with a focus on reuniting someday with my two children.