



# 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)

Thursday, October 14, 2010

8:30 a.m.

Erik Cushman,  
WIB & Executive Chair

Joanne Webster,  
WIB Vice Chair

Anthony Aniello,  
WIB 2<sup>nd</sup> Vice Chair

David Bernahl,  
Past WIB Chair

### Oversight Committee Members:

Mary Ann Leffel,  
Chair

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

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  
flinnlg@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. <b>Action:</b> Approve the minutes of the September 15, 2010 Oversight Committee meeting. (See attached)                                       | Mary Ann Leffel |
| 2. <b>Information:</b> Presentation on the Career Development Facilitator initiative. (See attached)  | Wil Moore       |
| 3. <b>Information:</b> Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11. (See attached)     | Wil Moore       |
| 4. <b>Information:</b> Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-11. (See attached) | Rosie Chavez    |
| 5. <b>Information:</b> Discussion and update on current grant activities for PY 2010-11. (See attached)   | Loyanne Flinn   |
| 6. <b>Information:</b> Discussion and update on recent monitoring activities for PY2010-11. (See attached)  | Loyanne Flinn   |
| 7. <b>Information:</b> Strategic planning discussion regarding Continuous Improvement of One Stop Career Center services. (See attached)          | Loyanne Flinn   |

#### ANNOUNCEMENTS OF EVENTS OR SERVICES

Mary Ann Leffel

##### Upcoming Oversight Meetings:

- November 10, 2010 – (location TBD)
- December 9, 2010 – (location TBD)

##### Upcoming WIB Meetings:

- December 1, 2010 – (Location TBD)
- February 2, 2011 – (Location 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](http://www.montereycountywib.org).



Erik Cushman  
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[www.onestopmonterey.org](http://www.onestopmonterey.org)



## Monterey County Workforce Investment Board (WIB)

Contact Information

### Loyanne Flinn, WIB Acting Director

Salinas One-Stop Career Center  
730 La Guardia Street, Salinas, CA 93905  
Phone: (831) 759-6644  
Email: [flinnlg@co.monterey.ca.us](mailto:flinnlg@co.monterey.ca.us)  
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General Phone: (831) 796-3313  
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### WIB STAFF:

Miguel Banda, (831) 796-3311, [bandam@co.monterey.ca.us](mailto:bandam@co.monterey.ca.us)  
Manley Bush, (831) 796-3320, [bushm@co.monterey.ca.us](mailto:bushm@co.monterey.ca.us)  
Yuri Dew, (831) 796-3349, [dewy@co.monterey.ca.us](mailto:dewy@co.monterey.ca.us)  
Marleen Esquerria, (831) 796-3381, [esquerraml@co.monterey.ca.us](mailto:esquerraml@co.monterey.ca.us)  
Stephanie Shonley, (831) 796-3387, [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)  
Gloria Torrez, (831) 796-3313, [torrezg@co.monterey.ca.us](mailto: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](mailto:dunni@co.monterey.ca.us)  
Website:  
[www.onestopmonterey.org](http://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](mailto: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](mailto:RGarcia@edd.ca.gov)  
Website:  
[www.edd.ca.gov](http://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**

Wednesday, September 15, 2010, 8:30 A.M.

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

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Mary Ann Leffel ( <i>Chair</i> )	Business
Teresa Sullivan	Older Americans
Dr. Phoebe Helm	Economic Development/Education
Al Davis	Community Based Organization
Lupe Palacio	Community Based Organization
Brian Turlington	Business
Larry Silva	Business
Judith Profeta	Business
Ken Scherpinski	Labor Organizations
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Teresa Sullivan	Older Americans
Cesar Lara	Labor Organizations
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Rosie Chavez	Turning Point
Veronica Tamayo	Shoreline Workforce Development Services
Ruben Garcia	EDD
Harry Gamotan	OET
Lynda Dunn	OET
Rod Powell	OET
Timothy Jones	Turning Point
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 established.

**CHANGES TO THE AGENDA:** There was one change to the agenda regarding Informational Item 5.

Ms Dunn presented the committee members two handouts: 1) Fiscal update on expenditures and enrollments and 2) OET Newsletter. The handouts were approved by the committee for distribution.

**PUBLIC COMMENT:** NONE.

**BUSINESS MEETING:**

**1. Action: Approve the minutes of the August 12, 2010 Oversight Committee meeting.**

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

**Second:** Mr. Silva

**Motion Passed Unanimously**

## ACTION 1

### **2. Action: Approve the Final Monitoring report for OET Fiscal and Procurement review conducted by EDD Compliance Review Division for PY2008-09.**

Ms. Flinn reviewed the report as provided in the packet. Ms. Dunn stated that OET did not provide a corrective action plan for one of the findings. She added that the finding was missing inventory items that were later found. She noted that OET's fiscal operations have improved their inventory tracking. In response to Mr. Silva's question, Ms. Dunn replied that money obligated by OET is posted and the state doesn't always capture the information in a timely manner. She added that the expenditures were reconciled and accepted by the state. Furthermore, Ms. Flinn replied that the findings will remain open until the state comes back. Ms. Dunn noted that a date has not been set yet.

**Motion:** Ms. Helm moved to accept the action, as stated.

**Second:** Mr. Davis

**Motion Passed Unanimously**

### **3. Action: Approve the Final Monitoring report for OET Disability Program Navigator (DPN) for PY 2009-10.**

Mr. Bush reviewed the report as provided in the packet. He stated that although OET has increased their enrollments they are still underserved in terms of their disabled demographics. Mr. Bush noted that the current goal requirement of 16% was determined by data from the 2000 Census. He noted that the present goals will be reviewed when the 2010 Census data is released. In response to Ms. Leffel's question, Mr. Bush replied that once OET staff identifies an individual with disabilities they are directed to the DPN. He acknowledged that job seekers are hesitant to disclose any disability that they might have for fear they would jeopardize their opportunity to secure employment. Ms. Helm commented that Hartnell College has a disability program and she will provide the contact name to OET. In response to Ms. Leffel's question, Ms. Dunn replied that they have worked with Interim to receive referrals.

After review of the budget for the grant, Mr. Silva requested further information on staff salaries and hours worked. He also requested a report on job placements and retention. Ms. Flinn commented that the state will provide a retention rate at the end of the year. Mr. Silva commented that the job placements are what he would like to receive. Mr. Scherpinski commented that part of the services provided by the subcontractors' is to prepare the individual for the workforce. Mr. Silva stated that he would like to ensure that money is prioritized for participants more than staff salaries. Ms. Dunn explained that the Disability Program Navigator provides services to the individuals with disabilities through referrals to the One-Stop or partner agencies that are equipped to help customers secure employment.

Ms. Profeta asked how many years participants are tracked after exit. Ms. Dunn commented that they are tracked for 3 quarters after exit. Ms. Profeta commented that it would be beneficial to track individuals past 3 quarters. She noted that it would be interesting to see if the participants come back for services. Mr. Powell stated that OET staff has tried many ways to encourage individuals to stay in contact, but sometimes the participant moves or they don't return phone calls. He stated that the best way to find out if participants are employed is when the state releases the Base Wage data; however the data is delayed by at least six months. Mr. Scherpinski suggested that participants sign a contract stating that they will provide OET with an update of their employment status. Mr. Powell replied that they sign waivers so that OET can get that information. Ms. Flinn commented under WIA we are a customer choice system and rely on participants input and continued engagement.

The committee expressed their concern about the employment wage that participants are receiving. In response to Ms. Profeta's question, Ms. Flinn replied that participants are assessed and provided information and services to assist them in their chosen career path.. Mr. Powell stated that the state

mandates what salary they expect participants to earn. He added that OET is in compliance with state requirements.

In response to Mr. Turlington's question, Ms. Flinn stated the WIB Disability Advisory Committee had merged with agencies that serve people with disabilities in Monterey County. She added since both committees were working on similar projects the merging of the two allows for more collaborative and efficient activities.

**Motion:** Ms. Profeta moved to accept the action, as stated.

**Second:** Mr., Scherpinski

**Motion Passed Unanimously**

**4. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10 and PY2010-11.**

Ms. Esquerra reviewed the report as provided in the packet. She added that the report is only for the subcontractors. Ms. Leffel commented that the committee has asked for a similar report from OET. Ms. Esquerra stated that OET has drafted a report form that includes more information than previous reports. Ms. Esquerra commented that the subcontractors serve a targeted population that benefits from the expertise of partner agencies. Ms Esquerra commented that creative technology will added as an industry cluster.

**5. Information: Discussion and review regarding the services and activities of OET and the One-Stop Operation for PY2010-11.**

Ms. Dunn provided the committee with handouts. She reviewed a report and a newsletter of OET activities. In response to Mr. Silva's question, Ms. Flinn replied that OET was able to hire more employees based on need and the availability of ARRA funds. Ms. Dunn stated that they will be reducing staff in the upcoming weeks. Ms. Dunn asked the committee to provide her with feedback on the report provided; she added that she can change the report to include available information the committee members request. In response to Mr. Schepinski's question, Ms. Dunn replied that the funding is not specific to any geographic location.

One highlight of the newsletter was the mobile career center. In response to Ms. Leffel's question, Ms. Dunn replied that the calendar for the mobile career center is available on the WIB website.

Ms. Flinn asked for the committee members support to move the subcontractor reports to the beginning of the agenda because they are generally quick and then the organization representatives can choose to stay for the rest of the agenda or apply their time to implementing their contracts.

**6. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11.**

Ms. Tamayo reviewed the report as provided in the packet. In response to Ms. Leffel's question Ms. Tamayo, replied that the job placements in South County are mostly retail. Ms. Tamayo added that by the end of September the number of clients enrolled in TANF will increase significantly.

**7. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-11.**

Mr. Jones reviewed the report as provided in the packet. He noted that Turning Point is now tracking individuals who come in for services but do not come in for on the job training. He noted that 21 individuals received services like job search assistance and help with their resume.

Ms. Chavez stated that Turning Point has been administrating the WorkKeys pre-assessment and 90% of the participants are receiving certificates. She added that the participants are proud of their scores once they receive them.

## ACTION 1

**ANNOUNCEMENTS:** Ms. Leffel announced the Best Places to Work event which will be held on September 24 at Tarpy's Restaurant. She stated that information for the event will be forwarded to Ms. Torrez who will send out the information to the committee. She also announced that CSUMB and the Monterey Business Council have been awarded a grant. Due to this partnership the Monterey Business Council will be relocating to the CSUMB campus in November 2010. Mr. Bush informed the committee member that Thursday, November 11, 2010 will be a holiday and ask the committee members to select a date for the next OS meeting date. The committee unanimously chose Wednesday, October 10, 2010.

**ADJOURNMENT:**

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

**Second: Ms. Profeta**

**Ms. Leffel adjourned the meeting at 10:35**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** CAREER DEVELOPMENT FACILITATOR  
**DATE:** OCTOBER 14, 2010

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**INFORMATION/SUMMARY:**

The WIB 2010-2015 Strategic Plan identifies continuous improvement under the Model One-Stop Delivery System priority. Career Counselor certification is one of the strategies, and the action step is to report on WIB/OET training and certification. This certification program presentation by Will Moore, Shoreline Workforce Services, will provide the Oversight Committee with an introduction to this initiative.

**DISCUSSION:**

Attached is a list of Career Development Facilitator (CDF) competencies. The training plan incorporates these competencies into a 120 hour course that revolves around the "life Cycle" of a lifelong learner: Discover, Build, Search, and Support.

Shoreline has tentatively scheduled a two day launch January 13<sup>th</sup> and January 14<sup>th</sup> followed by class sessions every Monday starting on January 17<sup>th</sup> and end on June 27<sup>th</sup>. There is a national certification for those who complete the training and meet the GCDF American Counseling Association requirements. The National Career Development Association website provides the following information:

A Career Development Facilitator (CDF) is a person who works in any career development setting or who incorporates career development information or skills in their work with students, adults, clients, employees, or the public. A CDF has received in-depth training in the areas of career development in the form of up to 120+ class/instructional hours, provided by a nationally trained and qualified instructor.

  
\_\_\_\_\_  
Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board

10/07/2010  
\_\_\_\_\_  
Date

## INFORMATION 2

This occupational title designates individuals working in a variety of career development settings. A CDF may serve as a career group facilitator, job

search trainer, career resource center coordinator, career coach, career development case manager, intake interviewer, occupational and labor market information resource person, human resource career development coordinator, employment/placement specialist, or workforce development staff person.

The counseling profession has made great progress in defining professional counseling and career counseling. However, several professional groups recognized that many individuals who are currently providing career assistance are not professional counselors. The CDF credential was developed to provide standards, training specifications, and credentialing for these career providers. The goal was to define and differentiate two levels of career practice.





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

**Subcontractor / Program:** Shoreline Workforce Development Services

**For the period ending:** 9/10

### 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	29	39	134.48%
2. Total number of On-the-Job Training (OJT) contracts	58	16	39	243.75%
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:	16	41.02%
▪ Agriculture:	1	
▪ Building/Design ( <i>Green jobs</i> ):	2	
▪ Healthcare:	7	
▪ Education:	6	
▪ Hospitality/Tourism:		
▪ Creative/Technology:		
▪ Other ( <i>Finance, Retail, Sales, etc.</i> ):	23	

### GEOGRAPHIC AREAS SERVED

Quarter ending <u>6/10</u>	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	18	46%
North	11%	10%	4	10%
South	18%	10%	11	28%
West	16%	10%	6	16%

### TARGET POPULATIONS SERVED

Quarter ending <u>9/10</u>	Plan	Actual	%
Veterans	10%	0	0%
Older Workers	5%	1	2.56%
Receiving Temporary Assistance for Needy Families (TANF)	12%	21	53.84%
High School Dropout	20%	10	25.64%
Disabled	16%	0	0%
Limited English	10%	0	0%
Ex Offender	20%	3	7.69%
Homeless	5%	0	0%

### PERFORMANCE GOALS

Quarter ending <u>3/10</u>	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		\$10.29

\*1<sup>ST</sup> Qtr Follow up

### UPCOMING ACTIVITIES

Activities during the last month:

- Attended Kick Off Conference for Good Prospects Grant
- Drafted tentative schedule for Tri-County wide Career Development Facilitator Training
- Recruited staff for NEG Grant; worked with Santa Cruz County to develop cross county procedures
- Closed TANF ECF SET program
- Toured Pajaro Rescue Mission with Turning Point and OET Adult Program staff

### TESTIMONIAL

n/a

# INFORMATION 4



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

**Subcontractor / Program:** Turning Point of Central California, Inc.  
**For the period ending:** September 30, 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	19	25	131%
2. Total number of On-the-Job Training (OJT) contracts	60	19	25	131%
3. Total number of WorkKeys assessments completed	60	19	25	131%
▪ Applied Mathematics	60	19	25	131%
▪ Reading for Information	60	19	25	131%
▪ Locating Information	60	19	25	131%

### INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	25	100%
▪ Agriculture:		
▪ Building/Design ( <i>Green jobs</i> ): construction	4	15%
▪ Healthcare:		
▪ Education:		
▪ Hospitality/Tourism: Driver, Host	9	40%
▪ Creative/Technology:		
▪ Other ( <i>Finance, Retail, Sales, etc.</i> ): <i>Cashier, Maintenance, Financial Manager, Office Manager, Transportation, Cashier, Automotive, Sales, Pest Control, Marketing, Stocker</i>	12	45%

### GEOGRAPHIC AREAS SERVED

Quarter ending _____	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	18	72%
North	11%	10%	0	0
South	18%	10%	2	8%
West	16%	10%	5	20%

### TARGET POPULATIONS SERVED

Quarter ending _____	Plan	Actual	%
Veterans	10%	4	16%
Older Workers	5%	1	4%
Receiving Temporary Assistance for Needy Families (TANF)	12%	N/A	N/A
High School Dropout	20%	12	48%
Disabled	16%	23	92%
Limited English	10%	0	0
Ex Offender	20%	25	100%
Homeless	5%	11	44%

### 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		\$10.54

### ACTIVITIES

North County and Limited English enrollments continue to be challenging. Activities such as parolee mail-outs and intense Parole Officer Education for the North County area have been increased to meet this geographic goal; however transportation remains the single most cited reason for lack of program participation. ESL class presentations at Hartnell and Salinas Adult School have been doubled to meet this demographic goal but we continue to find this population to be seeking vocational training rather than employment. In partnership with Chris Berthiaume of OET and Wil Moore from Shoreline we met with staff at Pajaro Rescue Mission on September 24<sup>th</sup> in support of a new partnership which is designed to provide increased outreach to North County residents. A new recruitment strategy, which is proving very successful this year, is the calling of all individuals on the inactive list from FY 2009/2010. As the result of this, many individuals who dropped out of program services last year are returning. Staff attended a job fair on September 28<sup>th</sup> hosted by Shoreline Community Church and the program inquiries from attendees



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

have been enormous. This years Job Development tactics are more personalized than in years past and resulting in many new employers. 40% of all the OJT's are with first-time training employers. In addition to the above 25 OJT's a total of 37 parolees have been placed into unsubsidized employment.

## TESTIMONIAL

See Attached



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

Turning point has helped me in so many ways I really don't know where to begin. So I will start at the front door. Every time I came in I was greeted by name by Jorge who is very courteous and professional. Jorge always had a smile on his face and made me feel welcomed when I came to the office. Cathy and Rosie are also very courteous and professional and always found the time to help me even though I know they were busy with other things. Cathy and Rosie made me feel like I mattered to them. As for Tim there are no words to describe what he has done for me. Tim always encouraged me to not give up and keep striving to be the best. He kept reminding me to not let my arrest record or other problems that I have get in the way of obtaining the things I want out of life. Tim could sense when I wanted to give up and quit. He was always positive and he would do or say something to bring me back in focus and steer me back in the right direction again.



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He always had a connection or job lead for me to pursue. And he is one of the main reasons why I not only have a job today, but what I consider to be a career. TO me TIM CATHY ROSIE and JORGE are not just people who helped me get a job they are my friends who helped me get my life back!

Sincerely

Derek Lee Peet

# INFORMATION 4



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

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON GRANTS  
**DATE:** OCTOBER 14, 2010

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■ **Governor's Gang Reduction, Intervention and Prevention (CalGRIP)**

This grant project aims to serve youth who are at risk for gang involvement, gang-involved or gang members, and are 18-24 years of age. The need to provide a continuum of services from successful local programs that serve youth will be answered by this collaborative effort. Turning Point of the Central CA, Rancho Cielo Youth Campus – Salinas Youth Corps, Salinas Adult School, Monterey County Behavioral Health and Probation Department, and local employers will support participants' academic and employment achievement.

- As of October 2010, 86 participants have been enrolled.
- Invoices, receipts, and other documentation is now being collected from partners to assess grant and match expenditures.

**Funding Source:** Gov. Discretionary 15% Workforce Investment Act (WIA) funds

**Grant Award:** \$500,000 (*\$787,758 cash/in-kind match*)

**Grant Period:** February 1, 2009 through March 31, 2011

**Update:** Plans are underway to modify the grant narrative and budget to provide internship opportunities to eligible participants.

■ **California Clean Energy Workforce Training Program Grant – "Monterey Bay Green Building/Pre-Apprenticeship Training Program"**

Hartnell College, the lead applicant, has formed partnerships with Cabrillo College and the Workforce Investment Boards of Monterey and Santa Cruz Counties. A total of 140 participants will be targeted in the Monterey Bay region - Monterey and Santa Cruz Counties. The region was selected because it combines and leverages infrastructure and resources that will support green industry growth, particularly in construction and solar energy. The project will serve a large population of unemployed, disadvantaged individuals from communities with high rates of poverty and low educational attainment. Services include comprehensive training and support that will enable participants to rapidly acquire the skills needed to secure full-time career track employment in the green building industry and/or succeed in postsecondary education programs.


**Funding Source:** American Recovery and Reinvestment Act (ARRA) / State Energy Program (SEP) and Assembly Bill (AB) 118

**Grant Award:** \$999,862 (*\$1,023,013 cash/in-kind match*)

**Grant Period:** October 1, 2009 – March 31, 2011

■ **ARRA On-the-Job Training National Emergency Grant (NEG)**

This project involves a regional county WIB collaboration consisting of Santa Cruz and Monterey Counties to serve 60 employers with 60 On-the-Job Training (OJT) contracts. Placement services will be provided through a combination of One Stop providers and a contractor with the demonstrated ability to provide regional placement services. The purpose of

  
Loyanne Flinn, Acting Executive Director  
Monterey County Workforce Investment Board

10/8/2010  
Date

## INFORMATION 5

a regional design is to create a borderless delivery system that optimizes county resources and employer networks to reach and serve long term dislocated workers without geographic restrictions. Program progress and regional planning will be discussed during scheduled monthly regional consortium meetings. Under the collaborative, Shoreline Workforce Development Services, shall provide the regional OJT development services. The Office of Employment Training will utilize OJT funds for target populations of ex-offenders and veterans, which are the focus of local initiatives.

**Funding Source:** American Recovery and Reinvestment Act (ARRA)

**Grant Award:** \$369,988

**Grant Period:** July 1, 2010 to June 30, 2012

- **ARRA Public Sector National Emergency Grant (NEG)**

Monterey County Workforce Investment Board (WIB) collaborated with other local WIBs throughout California, for a Traditional (Regular) Industry Wide National Emergency Grant, to serve public sector individuals impacted by layoffs in our respective areas. Northern Rural Training and Employment Consortium (NoRTEC) is the fiscal agent. Merced WIB is the lead grant writer.

Should this grant be awarded, Monterey County proposes to serve 141 participants.

The criteria for a Traditional Regular NEG are: plant closures, layoffs at one company impacting 50 or more workers, layoffs at multiple companies with 50 or more workers, industry-wide layoffs from companies in similar industries based on NAICS codes, community impact layoffs with small employers and multiple small dislocations over 6 months significantly impacting the local area unemployment rate.

**Funding Source:** American Recovery and Reinvestment Act (ARRA)

**Grant Award:** To be determined

**Grant Period:** July 1, 2010 to June 30, 2012 *(dates based on original grant application)*



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** RESPONSE TO MONITORING INQUIRIES  
**DATE:** OCTOBER 14, 2010

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**INFORMATION/SUMMARY:**

This report includes responses to monitoring questions raised by WIB members at the last Oversight Committee and full WIB meetings. Questions were in regards to the State's fiscal and procurement monitoring for PY 2008-09 and for the WIB monitoring for the Disability Program Navigator Grant for PY2009-10. Responses are discussed below.

**DISCUSSION:****State Final fiscal and procurement review PY 2008-09 – Background:**

The question was about the small number of participants and the large expenditures reported in the third quarter. The following table shows the year-end numbers and represents the complete picture.

	Adult		Youth		Dislocated Worker	
	Plan	Actual	Plan	Actual	Plan	Actual
Expenditures	\$2,155,719	\$2,508,298	\$2,217,746	\$2,033,314	\$2,157,297	\$1,220,850
Enrollments	1205	975	331	245	950	713
Cost per	\$1,789	\$2,573	\$6,700	\$8,299	\$2,271	\$1,712

**State Final Monitoring Report – Finding 1:**

We are reviewing the details of this finding and plan to submit a response to the Oversight Committee in November.

**WIB Final DPN Monitoring Report:**

Committee members asked about 16% as a target for individuals with a disability in the labor force and whether any other WIBs had set target goals for this population. We plan to submit a response at the November meeting. We are also interested in reviewing 2010 Census data.

Committee members requested additional information on tangible outcomes regarding:

- What type of jobs? Number of disabled participants that received training? Number placed in training related jobs? Our response will require more research.
- Number of disabled participants placed in unsubsidized employment?

## INFORMATION 6

This table is based on performance data for the program years indicated. These numbers represent different cohorts from the participants served in the July-June period. This data is taken from the Job Training Automation (JTA) system, which is our interface with the state. Employment data comes from base wage files and the CA Employment Development Department.

Interestingly, the number of disabled individuals as a percent of the total population counted in these performance measures is as follows:


2008-2009 Adults Entered Employment: 11.9%

2009-2010 Adults Entered Employment: 8.6%

	Adult				Dislocated Worker			
	All		Disabled		All		Disabled	
2008-09								
Entered Employment	250/318	79%	29/38	76%	129/177	73%	1/1	100%
Retained Employment	274/354	77%	23/32	72%	169/204	83%	6/9	67%
Average Earnings	\$11,042		\$9,284		\$15,086		\$11,303	
2009-10								
Entered Employment	487/917	53%	33/79	42%	390/792	49%	9/25	36%
Retained Employment	371/465	80%	30/41	73%	185/226	82%	3/3	100%
Average Earnings	\$10,205		\$10,853		\$11,882		\$10,212	

Committee members requested additional clarification of the staff time distribution. The hours reported represent a sampling of two pay periods for the third quarter. The total hours charged to the grant was 110.5 hrs. Total Salaries for the same period was \$5,441.84. That represents an average hourly rate for salary and benefits of \$49.25.

Finally, committee members asked if we track participants for multiple years. The response is that we are funded to track participants for four quarters after exit. We do not have in place a system to track them for a longer period of time.

  
 Loyanne Flinn, Acting Director  
 Monterey County Workforce Investment Board

10/07/2010  
 Date

**MONTEREY COUNTY WORKFORCE INVESTMENT BOARD PY2010 – PY2015 STRATEGIC PLAN**

**PRIORITY:** Model One-Stop Delivery System

The purpose and services of the Monterey County One-Stop Delivery System are understood by and accessible to all workforce investment stakeholders through a variety of modalities.					
<b>Strategies</b> (to achieve desired outcomes)	Rank	<b>Action Steps</b> (to implement strategies)	<b>Who</b>	<b>When</b>	<b>Status</b>
Increase <b>access</b> through satellite, affiliate or mobile centers <ul style="list-style-type: none"> <li>• Mobile Career Center</li> <li>• County Libraries</li> <li>• Neighborhood Career Centers via RFP for Youth and Adult</li> </ul> Ensure bilingual staff is available, along with appropriate technology	1	<ul style="list-style-type: none"> <li>• Launch Mobile Career Center (MCC). Feasibility proposal to WIB after 90 days. (<i>Work2Future mobile van comparison</i>)</li> <li>• Report to WIB on activities with libraries. Invite library staff to speak to WIB. (<i>Reports to include cultural competency, technology, impacts on existing staff capacity, and community response</i>)</li> <li>• New RFPs for Adult and Youth services based on community needs and focus groups</li> </ul>	Rob Diana	Aug 2010  Nov 2010  Feb 2011 Oct 2010	MCC launched August 2  MCC and Library reports to Planning Committee on Nov 4
Implement One-Stop Career Center <b>continuous improvement</b> program <ul style="list-style-type: none"> <li>• Seamless service strategy.</li> <li>• Integrated Service Delivery (ISD)</li> <li>• Customer satisfaction data</li> <li>• Timely reporting/stories</li> <li>• Career Counselor Certification</li> <li>• National and/or State “seal of approval”</li> <li>• System wide communication</li> <li>• Meaningful real-time performance goals</li> </ul>	2	<ul style="list-style-type: none"> <li>• Report on Integrated Service Delivery (ISD), aka learning lab model.</li> <li>• Compile internal OET customer service surveys and report results to WIB; Develop third party survey or secret shopper program</li> <li>• All program and fiscal reports in agenda packets, not handouts</li> <li>• Report on WIB/OET staff training/certification</li> <li>• Workforce development weekly updates – ensure interested parties are on distribution list</li> <li>• Develop goals in addition to 9 WIA mandates</li> </ul>	MaryAnn	Nov 2010  Nov 2010  Ongoing  Weekly	Performance reporting in Nov-Dec
Increase <b>visibility</b> of Business and Job Seeker Services <ul style="list-style-type: none"> <li>• Ambassador WIB members</li> <li>• Establish a System marketing &amp; communication plan</li> <li>• Outreach to chambers, business associations, HR departments (<i>Talk about JobLink and WorkKeys</i>)</li> </ul>	3	<ul style="list-style-type: none"> <li>• Provide structured tour for Board members for improved program understanding</li> <li>• System-wide poster to share with partners, i.e. colleges, libraries, subcontractors</li> <li>• Report back to WIB on outreach presentations and next steps. Add to WIB website calendar</li> </ul>	Wendy	Ongoing  Nov 2010  Ongoing	Holding WIB and Youth Council meetings at partner locations and provide tour and presentations  Presentation to North County Chamber and Steinbeck Rotary
Develop <b>additional resources</b> (\$) for the system ( <i>competitive grant writing</i> )	4	<ul style="list-style-type: none"> <li>• Develop grant writing capacity of WIB unit and support partner proposals. Regularly report</li> </ul>			