



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)

OVERSIGHT COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA
Teleconference: 3032 South Araby Road, Yuma, Arizona 85365

Friday, February 24, 2012

8:30 am

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
Judith Profeta
Larry Silva
Teresa Sullivan
Brian Turlington

Monterey County
Workforce Investment
Board (WIB)

Joyce Aldrich,
WIB Consultant

168 West Alisal St., 2nd Floor
Salinas, CA 93901
(831) 759-6644
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.

CONSENT CALENDAR

Mary Ann Leffel

C-1. Approve the minutes of the November 10, 2011 Oversight Committee meeting. (*Attachment*)

C-2. Review the status of Monterey County WIB and Youth Council member attendance for program year 2011-12. (*Attachment*)

C-3. Review the Oversight Committee meeting schedule for 2012. (*Attachment*)

BUSINESS MEETING

Mary Ann Leffel

1. Information: Receive a report on the services and activities of Shoreline's Adult Program for PY 2011-12. (*Attachment*)

Wil Moore

2. Information: Receive a report on the services and activities of Turning Point's Adult Program for PY 2011-12. (*Attachment*)

Rosie Chavez

3. Information: Receive a report on the services and activities of the Office for Employment Training Program for PY 2011-12. (*Attachment*)

Rod Powell

4. Action: Review the Monterey County WIB local monitoring log and status of monitoring activities and direct WIB staff to meet with the Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues. (*Attachment*)

5. Action: Review the State and Federal monitoring log and status of monitoring activities and direct WIB staff to meet with the Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues. (*Attachment*)

6. Action: Review the State's final local area performance outcomes and consider requesting the Office for Employment Training to work with WIB staff to prepare an analysis for the Oversight Committee to consider on the possibility of increasing the number of people who found unsubsidized jobs after exit. (*Attachment*)

7. Action: Receive a report on the statewide California Workforce Services Network (CWSN) case management and reporting system and endorse a training plan for implementing the system. (*Attachment*)

8. Action: Consider the development of an Oversight Committee workshop that is geared towards building a fundamental understanding of WIA programs and Oversight responsibilities. (*Attachment*)

ANNOUNCEMENTS OF EVENTS OR SERVICES

Mary Ann Leffel

Upcoming Oversight Meetings:

- March 8, 2012 – (Shoreline, Marina)
- April 12, 2012 – (Shoreline, Marina)

Upcoming WIB Meetings:

- April 4, 2012 (Marina Library)
- June 6, 2012 (Shoreline, Marina)

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) 796-6434 or visit our website www.montereycountywib.org.



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)

Contact Information

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WIB STAFF:

Marleen Esquerra, (831) 796-6412, esquerraml@co.monterey.ca.us

Stephanie Shonley, (831) 796-6410, shonleys@co.monterey.ca.us

Flor Galvan, (831) 796-6434, galvanf@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Employment Services - Office For Employment Training (OET) and Calworks Employment Services (CWES)

Barbara Verba, Deputy Director

Phone: (831) 796-3320

Email: verbab@co.monterey.ca.us

Website: mcdses.co.monterey.ca.us

Employment Development Department (EDD)

Yuko Duckworth, Acting Manager

Phone: (831) 796-3632

Email: Yuko.duckworth@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

Salinas Airport Business Park

730 La Guardia Street

Salinas, CA 93905

(831) 796-3600

King City One-Stop

Towne Square Shopping Center

200 Broadway Street, Ste. 62

King City, CA 93930

(831) 386-6801

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UNADOPTED**Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting**

Thursday, November 10, 2011, 8:30 AM
Shoreline Workforce Development Services
249 10th Street, Conference Room, Marina, CA 93933

MEMBERS PRESENT: Judith Profeta (Acting Chair), Larry Silva (via teleconference), Brian Turlington, Teresa Sullivan, Cesar Lara, Al Davis, and Loyanne Flinn (Acting WIB Executive Director, Ex-Officio Member)

MEMBERS ABSENT: Mary Ann Leffel (Chair) and Dr. Phoebe Helm

OTHERS PRESENT: Rod Powell, Wil Moore, Mary Adams, and Rosie Chavez

STAFF PRESENT: Jim Cook, Marleen Esquerra, Manley Bush, Stephanie Shonley, and Flor Galvan

CALL TO ORDER/INTRODUCTIONS: Ms. Profeta called the meeting to order at 8:45 am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: The chair approved and distributed a handout for information item #4 regarding the final monitoring report for the Office for Employment Training's Adult and Dislocated Worker Programs and a handout for information item #8, for a review of Monterey County's local workforce investment system revenue and expenditures.

PUBLIC COMMENT: Mary Adams from Office Star reported that her company is expanding and opening a new location in Hollister, which will provide job opportunities in the area.

BUSINESS MEETING:

1. **Action: Approve the minutes of the August 11, 2011 Oversight Committee meeting.**
Motion: Mr. Turlington moved to accept the minutes, as stated.
Second: Mr. Lara
Motion Passed Unanimously
2. **Action: Approve the monitoring schedule for Program Year (PY) 2011-12 WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Programs and Special Discretionary Grant Projects.**
Motion: Ms. Sullivan moved to accept the action as stated.
Second: Mr. Lara
Motion Passed Unanimously
3. **Action: Review and approve the final monitoring report for the Office for Employment Training's Rapid Response Program for PY 2009-10 and 2010-11.**
Motion: Mr. Lara moved to accept the action as stated.
Second: Mr. Davis
Motion Passed Unanimously
4. **Action: Review and approve the final monitoring report for the Office for Employment Training's Adult and Dislocated Worker Programs for PY 2010-11.**
Motion: Mr. Lara moved to accept the action as stated.
Second: Ms. Sullivan
Motion Passed Unanimously
5. **Action: Review and approve the final monitoring report for the California Gang Reduction Intervention and Prevention (CalGRIP) Program for PY 2009-10.**
Motion: Mr. Al Davis moved to accept the action as stated.
Second: Mr. Brian Turlington
Motion Passed Unanimously
6. **Information: Review of Monterey County WIB's local monitoring log and status of monitoring activities.** WIB staff reported on the summary of monitoring reports captured in a monitoring log that the State EDD Compliance Review Division requests on an annual basis. Any observations or findings that are not responded to by a sub-recipient are logged and periodically reviewed by WIB staff until cleared.

7. **Information: Review of Monterey County WIB's State and federal monitoring log and status of monitoring activities.** The WIB provides the State with a log of all monitoring activities of the sub-recipients which list findings and observations and the conclusion of each.
8. **Review of Monterey County's local workforce investment system revenue and expenditures.** WIB staff presented an update on the local area's plan vs. actual expenditures for the first quarter period. Legislature is requiring that local workforce investment areas allocate 25% of funds towards training, with 16% in dislocated worker and adult programs. Mid-year reporting shall be more informative.
9. **Discussion and review regarding the services and activities of Shoreline's Adult Program for PY 2011-12.** Mr. Moore provided the committee with an overview of Shoreline's programs and services for the period ending October 2011. He reported that Shoreline is partnering with Shelter Plus to provide aid to the homeless population which has increased significantly due to the economy. Shoreline is establishing their Watsonville location as a regional center with plans to rename it the Pajaro Career Center. They plan to continue working with the Santa Cruz WIB.
10. **Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY 2011-12.** Ms. Chavez provided the committee with an overview of Turning Point's program and services for the period ending October 2011. Ms. Chavez also noted that Turning Point is continuing to collaborate with other agencies to provide support.
11. **Discussion and review regarding the services and activities of the Employment Services Branch – Office for employment Training Program for PY 2011-12.** Mr. Powell provided the committee with an overview of OET's program. He noted that OET has changed their model to prioritize providing participants with better quality service.
12. **Review the status of Monterey County WIB member attendance for Calendar Year July-September 2011.** Ms. Galvan reported on the status of WIB member attendance for the first quarter period. Based on the WIB bylaws and the number of meetings held, a few committee members have not met the attendance requirements.

ANNOUNCEMENTS: Mr. Turlington stated that the Monterey County Film Commission will be recognizing its 25th anniversary in 2012 and as President he is actively looking for board members to serve on the Monterey County Film Commission.

ADJOURNMENT:

Motion: Mr. Turlington moved to adjourn the meeting.

Second: Mr. Lara

Motion Passed Unanimously

Ms. Profeta adjourned the meeting at 9:59am

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: REVIEW THE STATUS OF MONTEREY COUNTY WIB AND YOUTH COUNCIL MEMBER ATTENDANCE FOR PROGRAM YEAR 2011-12
DATE: FEBRUARY 24, 2012

RECOMMENDATION:

It is recommended that the Oversight Committee review the status of Monterey County WIB and Youth Council member attendance for program year 2011-12.

INFORMATION:

The attached spreadsheet details the status of attendance for all WIB and Youth Council members for program year 2011-12. To date, a total of 13 full WIB, Subcommittee and Youth Council meetings were conducted from July 1 through February 1, 2012.

Membership attendance shown on the attached spreadsheet indicate those members who have not been in attendance since July 1, 2011 and also those who are getting close to not meeting attendance requirements in accordance with the WIB Bylaws.

An Oversight Committee workshop is being developed that is geared towards helping members build a fundamental understanding of Workforce Investment Act (WIA) programs and Oversight responsibilities. It is anticipated that the results of the recent WIB retreat and the Oversight Committee workshop will help to engage members, increase participation as well as attendance.

Members who are unable to continue their membership on the WIB or Youth Council due to scheduling conflicts will be sent a correspondence requesting a letter of resignation addressed to the WIB Executive Director.

ATTACHMENT: 2011-12 WIB and Youth Council member attendance roster.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date

Monterey County Workforce Investment Board
Membership Attendance - July 1, 2011 - June 30, 2012

Board Member Name / Start Date	# of Meetings	WIB	Executive	Planning	Oversight	Youth	COC	DAC	Total	Notes:
1. Aniello, Anthony	02-13-2007	75%	75%	0	2	3	0	0	13	
2. Bernahl, David	02-21-2006	0%	0%						6/8	75%
3. Brickman, Wendy	04-14-2007	50%							0/8	0%
4. Carrillo, Diana	05-29-2001	50%	100%			100%			2/4	50%
5. Castillo, Maria	10-27-2009	50%				33%			9/11	82%
6. Chamberlain, Robert	02-14-2012								3/7	43%
7. Cushman, Erik	01-04-2005	100%	100%						0/0	N/A
8. Davis, Al	PIC	50%			100%				8/8	100%
9. Deratche, Rick	10-26-2010	75%							4/6	67%
10. Dwyer, David	10-19-2010	100%							3/4	75%
11. Garrison, Dr. Douglas	08-28-2007	75%							4/4	100%
12. Grover, Scott	10-12-2004	100%							3/4	75%
13. Harvath, Hunter	06-15-2010	50%				67%			4/4	100%
14. Heckman, Neal	04-26-2011	75%							4/7	57%
15. Helm, Phoebe	02-10-2009	75%			50%				3/4	75%
16. Lara, Cesar	06-19-2007	75%	100%		100%				4/6	67%
17. Leffel, Mary Ann	05-29-2001	75%	100%		50%				9/10	90%
18. Macarthur, Steve	10-19-2010	100%							7/9	78%
19. Munoz, Salvador	06-19-2007	25%				33%			4/4	100%
20. Potter, Dave	04-14-2009	50%	75%						2/7	29%
21. Profeta, Judith	06-19-2007	50%			100%				5/8	63%
22. Robinson, Elliott	06-24-2008	50%							4/6	67%
23. Rubio, Ralph	07-14-2005	100%							2/4	50%
24. Scherpinski, Ken	09-01-2009	25%			100%				4/4	100%
25. Schneider, Kimberly	02-14-2012								2/5	40%
26. Silva, Lawrence	06-15-2010	25%			50%				0/0	N/A
27. Sullivan, Teresa	04-14-2007	100%			100%				2/6	33%
28. Turlington, Brian	07-27-2010	75%			100%				6/6	100%
29. Verbonich, Mark	PIC	100%			100%				5/6	83%
30. Weakley, Robert	01-09-2007	0%							4/4	100%
31. Webster, Joanne	01-06-2004	75%	100%						0/8	0%
32. Zeller-Nield, Andrea	04-26-2011	100%							7/8	88%
									4/4	100%

Youth Council Members Only	# of Meetings	WIB	Executive	Planning	Oversight	Youth	COC	DAC	Total	Notes:
1. Bangs, Randy	06-19-2007					100%			3/3	100%
2. Brennand, Vivian	10-17-2006					100%			3/3	100%
3. Brown, Pamela	06-21-2005					33%			1/3	33%
4. Carter, Patricia	02-10-2009					33%			1/3	33%
5. Gonzalez, Mark	06-21-2005					67%			2/3	67%
6. Kilty, Ann	07-27-2010					100%			3/3	100%
7. Pierce, Ginger	04-26-2011					100%			3/3	100%
8. Rosa, Tina	07-27-2010					33%			1/3	33%

As stated in the MCWIB Bylaws, a member shall be deemed to have abandoned, relinquished and otherwise resigned from his/her position on the LWIB upon the review of absences by the LWIB staff which determine that the member has had three (3) consecutive and unexcused absences from regularly scheduled meetings of the LWIB Board or its committees, or sixty (60%) of such meetings in any calendar year.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: REVIEW THE OVERSIGHT COMMITTEE MEETING SCHEDULE FOR 2012
DATE: FEBRUARY 24, 2012

RECOMMENDATION:


It is recommended that the Oversight Committee review the Oversight Committee meeting schedule for March – December 2012.

INFORMATION:

This report is in response to the Oversight Committee’s request for information on the committee’s current calendar of meetings and locations for calendar year 2012. All Oversight Committee meetings are held on the 2nd Thursday of each month at 8:30am, unless otherwise noted.

**WORKFORCE INVESTMENT BOARD
Oversight Committee – Meeting Calendar
March – December 2012**

DATE	TIME	LOCATION	ADDRESS
3/8/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
4/12/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
5/10/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
6/14/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
7/12/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
8/9/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
9/13/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
10/11/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
11/8/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina
12/13/2012	8:30 am	Shoreline Workforce Development Services	Conference Center 249 10 th Street, Marina


 Joyce Aldrich, WIB Consultant
 Monterey County Workforce Investment Board

2/15/2012
 Date


MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: RECEIVE A REPORT ON THE SERVICES AND ACTIVITIES OF SHORELINE'S ADULT PROGRAM FOR PY 2011-12
DATE: FEBRUARY 24, 2012

INFORMATION/SUMMARY:

The attached report summarizes the fiscal expenditures, participant enrollment plan vs. actual data, geographic areas served, target populations served, overall performance goals and outcomes and activities of Shoreline's WIA Title I Adult program for program year 2011-12.

Subsequent to this report, a representative from Shoreline will be given an opportunity to answer questions posed by the Oversight Committee regarding their program and performance.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012

Date

INFORMATION #1



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Shoreline Workforce Development Services

Program Design: to provide core, intensive, training and supportive services to **77** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. **40** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **37** participants will receive direct placement services. Shoreline's service model includes **4** Anchor partnerships to provide collaboration, points of contact and a full range of services. **5** Feeder partnerships will outreach, target and refer participants to the Anchor locations from one of it's neighborhood career centers located in Salinas, Marina, Watsonville, San Luis Obispo & King City.

For the period ending: January 31, 2012

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$81,900	\$163,800	\$245,700	\$327,600
Actual	\$67,167*	\$105,867*		

ENROLLMENT GOALS				
*w/set aside \$167,115				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments (Core & Intensive Services)	77	58	41	70.68
2. Total number of On-the-Job Training or Individual Training Accounts	40	29	29	100
3. Total number of Direct Placements	37	n/a	12	n/a
4. Total number of WorkKeys assessments completed				
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

INDUSTRY CLUSTERS – PLACEMENTS				
Monthly Placements	Actual	%		
1. Total number and percentage of OJT and ITA placements	20	48.78		

GEOGRAPHIC AREAS SERVED				
Quarter ending (January) March 2012	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	35%	10%	25	61
North	25%	10%	4	10
South	20%	10%	11	27
West	20%	10%	1	2

TARGET POPULATIONS SERVED				
Quarter ending (January) March 2012	TARGET GOAL	MINIMUM GOAL	Actual	%
Veterans & Eligible Spouses	19%	10%	1	2.43
High School Dropout	39%	20%	10	24.39
Disabled	19%	16%	5	12.19
Ex Offender (Contracted target goal)	13%	20%	12	29.26
Homeless	19%	5%	20	48.78

PERFORMANCE GOALS		
Quarter ending (January) March 2012	Plan	Actual
1. Total number of exits	30	20
2. Entered Employment Rate – entry into unsubsidized employment	67.0%	100%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,500	
5. Average hourly wage		\$10.81

- ACTIVITIES**
- Hosted Central Coast Health Care Symposium
 - Received SC WIB Job Skills Workshop Contract
 - Held Groundbreaking Ceremony for New Salinas Career Center
 - Held 2nd quarter Partners Meeting
 - Agreed to Chair Monterey County Job Fair Committee
 - Assisted with Community Gardens MOU's-Shoreline Marina

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: RECEIVE A REPORT ON THE SERVICES AND ACTIVITIES OF
TURNING POINT'S ADULT PROGRAM FOR PY 2011-12
DATE: FEBRUARY 24, 2012

INFORMATION/SUMMARY:

The attached report summarizes the fiscal expenditures, participant enrollment plan vs. actual data, geographic areas served, target populations served, overall performance goals and outcomes and activities of Turning Point's WIA Title I Adult program for program year 2011-12.

Subsequent to this report, a representative from Turning Point will be given an opportunity to answer questions posed by the Oversight Committee regarding their program and performance.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012

Date

INFORMATION #2



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Turning Point of Central California

Program Design: to provide core, intensive, training and supportive services to **70** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs, with a focus on serving those on parole and probation. **42** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **28** participants will receive direct placement services. Turning Point is the lead agency of an integrated service model comprised of ten collaborative partners throughout Monterey County.

For the period ending: February 2012

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$75,600	\$151,200	\$226,800	\$302,400
Estimate	\$62,837.97	\$126,170		

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments (Core & Intensive Services)	70	43	40	93
2. Total number of On-the-Job Training or Individual Training Accounts	42	24	38	158
3. Total number of Direct Placement Services	28	N/A	2	N/A
4. Total number of WorkKeys assessments completed	42	25	42	168
▪ Applied Mathematics	42	25	42	168
▪ Reading for Information	42	25	42	168
▪ Locating Information	42	25	42	168

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements		Actual	%
1. Total number and percentage of OJT and ITA placements		38	131

GEOGRAPHIC AREAS SERVED				
Quarter ending <u>1</u>	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	21	55
North	11%	10%	6	16
South	18%	10%	4	11
West	16%	10%	7	18

TARGET POPULATIONS SERVED				
Quarter ending <u>1</u>	TARGET GOAL*	MINIMUM GOAL	Actual	%
Veterans & Eligible Spouses	5%	10%	1	3
High School Dropout	15%	20%	25	66
Disabled	15%	16%	26	68
Ex Offender	50%	20%	38	100
Homeless	15%	5%	11	29

*Turning Point is contracted to meet the Target Goals.

PERFORMANCE GOALS		
Quarter ending <u>1</u>	Plan	Actual
1. Total number of exits	23	27
2. Entered Employment Rate – entry into unsubsidized employment	51%	78%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,500	
5. Average hourly wage		\$11.29

- UPCOMING ACTIVITIES**
- Conducted a presentation of agency services on January 24th at Monterey County Youth Center.
 - Effective partnership activities continue to increase eligible job seekers and grow the employer data base.
 - Attending monthly consortium meetings with job developers from Department of Rehabilitation, Monterey Peninsula Collage, Hartnell College, Monterey K-12, Salinas K-12 and Interim.
 - Continued attendance at monthly PACT Meetings.
 - Working with Monterey County Probation and community partners in a service delivery system for the reentry needs of Post Release Community Supervision probationers.
 - Added 16 new work sites to the employers data base
 - Attended WOTC training on November 16th sponsored by OET.
 - Attended Courage to Change Training on November 8-10th sponsored by Monterey County Probation.
 - Staff attended Motivational Interviewing Training on December 6-8th sponsored by Monterey County Probation.
 - TP has provided initial inquiry and referral services to over 2,000 people

TESTIMONIAL N/A


MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: RECEIVE A REPORT ON THE SERVICES AND ACTIVITIES OF THE OFFICE FOR EMPLOYMENT TRAINING PROGRAM FOR PY 2011-12
DATE: FEBRUARY 24, 2012

INFORMATION/SUMMARY:

The attached report summarizes the fiscal expenditures, participant enrollment plan vs. actual data, and geographic areas served of the Office for Employment Training's (OET) Adult and Dislocated Worker programs for program year 2011-12.

Subsequent to this report, a representative from OET will be given an opportunity to answer questions posed by the Oversight Committee regarding their program and performance.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012

Date

**DSES Employment Services Branch
Office for Employment Training**

**WIA Programs Report
Planned vs. Actual**

**PY 2011-2012 Quarter 2
July 1, 2011 - December 31, 2011**

PARTICIPANT DATA						
	DISLOCATED WORKER			ADULT		
ENROLLMENTS <i>(Less subcontractors)</i>	Plan	Actual	%	Plan	Actual	%
Carry-Ins	300	126	42%	250	99	40%
New Enrollments	450	109	24%	303	141	47%
TOTAL PARTICIPANTS	750	235	31%	553	240	43%
ACTIVITIES <i>(Less subcontractors)</i>	Plan	Actual	%	Plan	Actual	%
Core Self Services	750	233	31%	553	241	44%
Core Registered Services	750	233	31%	553	241	44%
Intensive	675	233	35%	503	243	48%
Training	25	10	40%	-7	19	271%
Work Experience/Internships		3			0	
On-the-Job Training (OJT)		1			19	
Classroom Training (CRT)		6			0	
Job Referrals / Development		249			279	
GEOGRAPHIC REGION % GOALS	Plan	Actual	%	Plan	Actual	%
Central	55.0%	48.0%	87%	55.0%	55.8%	101%
North County	11.0%	17.6%	160%	11.0%	10.4%	95%
South County	18.0%	20.1%	112%	18.0%	17.1%	95%
West County	16.0%	14.3%	89%	16.0%	15.4%	96%
Unknown or Out of County	NA	NA		NA	NA	
EXPENDITURE DATA						
	DISLOCATED WORKER			ADULT		
YEAR-TO-DATE EXPENDITURES	Plan	Actual	%	Plan	Actual	%
Expenditures	\$ 733,588	\$ 959,374	131%	\$ 627,565	\$ 887,028	141%
Obligations		\$ -			\$ -	
Cost Per Participant	\$ 978	4,117	421%	\$ 1,135	\$ 3,681	324%
Cost Per Activity	\$ 403	1,997	495%	\$ 388	\$ 1,580	407%
Cost Per Training	\$ 2,348	390	17%	\$ (5,819)	\$ 586	-10%

**DSES Employment Services Branch
Office for Employment Training**

**Expenditure Detail
Planned vs. Actual**

**PY 2011-2012 Quarter 2
July 1, 2011 - December 31, 2011**

Planned Expenditures		Adult - 201																							
		July -Sept 2011		Oct-Dec 2011		Jan-Mar 2012		Apr-Jun 2012																	
		Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %								
Core Self-Service	\$ 187,062	17%	\$ 31,801	\$ 47,993	26%	41%	\$ 76,695	\$ 65,809	35%	71%	\$ 132,814	\$ 187,062	100%	100%	\$ 187,062	\$ 187,062	100%								
Core Registered	\$ 252,262	17%	\$ 42,885	\$ 167,011	66%	41%	\$ 103,427	\$ 253,374	100%	71%	\$ 179,106	\$ 252,262	100%	100%	\$ 252,262	\$ 252,262	100%								
Intensive Services	\$ 707,908	17%	\$ 120,344	\$ 223,165	32%	41%	\$ 290,242	\$ 417,317	59%	71%	\$ 502,615	\$ 707,908	100%	100%	\$ 707,908	\$ 707,908	100%								
Training Services	\$ 239,592	17%	\$ 40,731	\$ 11,314	5%	41%	\$ 98,233	\$ 24,022	10%	71%	\$ 170,350	\$ 239,592	100%	100%	\$ 239,592	\$ 239,592	100%								
Administration	\$ 154,091	16%	\$ 24,254	\$ 44,948	29%	38%	\$ 59,017	\$ 126,506	82%	72%	\$ 110,252	\$ 154,091	100%	100%	\$ 154,091	\$ 154,091	100%								
Total	\$ 1,540,915	17%	\$ 260,014	\$ 494,431	32%	41%	\$ 627,615	\$ 887,028	58%	71%	\$ 1,095,137	\$ 1,540,915	100%	100%	\$ 1,540,915	\$ 1,540,915	100%								
Dislocated Worker - 501																									
Planned Expenditures		July -Sept 2011						Oct-Dec 2011						Jan-Mar 2012						Apr-Jun 2012					
				Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %	Planned %	Planned \$	Actual \$	Actual %						
Core Self-Service	\$ 159,918	19%	\$ 30,864	\$ 56,990	36%	38%	\$ 60,769	\$ 73,286	46%	79%	\$ 126,655	\$ 159,918	100%	100%	\$ 159,918	\$ 159,918	100%								
Core Registered	\$ 470,670	19%	\$ 91,310	\$ 216,226	46%	38%	\$ 179,325	\$ 403,531	86%	79%	\$ 372,347	\$ 470,670	100%	100%	\$ 470,670	\$ 470,670	100%								
Intensive Services	\$ 773,243	19%	\$ 150,009	\$ 256,561	33%	39%	\$ 301,565	\$ 369,167	48%	79%	\$ 611,635	\$ 773,243	100%	100%	\$ 773,243	\$ 773,243	100%								
Training Services	\$ 302,580	19%	\$ 58,701	\$ 5,545	2%	39%	\$ 118,006	\$ 24,677	8%	80%	\$ 242,064	\$ 302,580	100%	100%	\$ 302,580	\$ 302,580	100%								
Administration	\$ 189,601	19%	\$ 36,024	\$ 53,532	28%	39%	\$ 73,944	\$ 88,713	47%	80%	\$ 151,832	\$ 189,601	100%	100%	\$ 189,601	\$ 189,601	100%								
Total	\$ 1,896,012	19%	\$ 366,908	\$ 588,854	31%	39%	\$ 733,609	\$ 959,374	51%	79%	\$ 1,504,534	\$ 1,896,012	100%	100%	\$ 1,896,012	\$ 1,896,012	100%								

**DSES Employment Services Branch
Office for Employment Training**

PY 2011-2012 Budget Overview

Grant Funding Source	Monterey County LWIA Area Funds					Office for Employment Training LWIA Funds				
	2010-11 Carry-in Funds	2011-12 Allocation	2011-2012 Total LWIA Funds	LWIA Subcontracts	LWIA OET Funds	Salaries & Benefits	Overhead	Participant Cost	Admin	
Adult Disadvantaged	337,964	1,683,159	2,021,123	630,000	1,391,123	660,760	239,306	303,168	187,889	
Dislocated Worker	43,621	2,117,611	2,161,232		2,161,232	1,371,039	272,046	324,184	193,963	
Youth	335,825	1,753,465	2,089,290	327,600	1,761,690	967,626	271,742	313,393	208,929	
NEG OJT	240,512		240,512	154,711	85,801			61,750	24,051	
New Start		54,476	54,476		54,476	43,697	5,332		5,447	
NEG Multi-sector		44,385	44,385		444,385	100,232	3,458	296,257	44,438	
Rapid Response - 393		176,535	176,535		176,535	136,396	22,485		17,654	
Rapid Response - 540		58,090	58,090		58,090	45,343	6,938		5,809	
Rapid Response - 541		174,271	174,271		174,271	141,844	15,000		17,427	
Incentive Award		9,117	9,117		9,117			9,117		
LWIA Totals	957,922	6,071,109	7,029,031	1,112,311	6,316,720	3,466,937	836,307	1,307,869	705,607	
Fund Source	OET Non-WIA Funds					OET Non-WIA Funds	Salaries & Benefits	Overhead	Participant Cost	Admin
AB109			235,333		235,333	66,000		169,333		
Workforce Solutions			234,313		234,313	37,050	28,118	150,400	18,745	
			Total OET Non-WIA Funds		469,646	103,050	28,118	319,733	18,745	
	OET Total WIA & Non-WIA Funds					Total Funds	Salaries & Benefits	Overhead	Participant Cost	Admin
					6,786,366	3,569,987	864,423	1,627,602	724,352	
OET LWIA Funds Expenditure Overview (7/1/2011 - 12/31/11)										
			LWIA Fund Expenditures	Salaries & Benefits	Overhead	Participant Cost	Admin			
			1,845,752	1,845,752	364,512	478,519	351,680			
			LWIA Funds Balance	1,724,235	499,913	1,149,083	372,672			
			Expenditure %	52%	42%	29%	49%			

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: REVIEW THE MONTEREY COUNTY WIB LOCAL MONITORING LOG AND STATUS OF MONITORING ACTIVITIES AND DIRECT WIB STAFF TO MEET WITH THE OFFICE FOR EMPLOYMENT TRAINING TO ENSURE CORRECTIVE ACTIONS ARE BEING IMPLEMENTED TO RESOLVE OUTSTANDING ISSUES
DATE: FEBRUARY 24, 2012

RECOMMENDATION:

It is recommended that the Oversight Committee review the Monterey County WIB local monitoring log and status of monitoring activities and direct WIB staff to meet with the Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues.

INFORMATION/SUMMARY:

The attached report summarizes the local monitoring efforts of the Monterey County Workforce Investment Board (WIB). It includes a list of sub-recipients reviewed, the date the monitoring notice is released to the sub-recipient, the dates of scheduled monitoring, the name of the program monitored, the date a draft report is sent to the sub-recipient, a brief outline of all findings and/or observations, the status of all findings and/or observations and the conclusion of each and the date all final monitoring reports are reported to the full WIB and subcommittees, as appropriate.

Over the monitoring period of program year 2010-11, items were identified in the final WIB monitoring report that have yet to be closed that pertain to the Office for Employment Training's (OET) Rapid Response (RR) program. Plans are underway for WIB staff to meet and work with OET to ensure efforts to resolve outstanding issues are being implemented.

Future WIB staff monitoring scheduled in April 2012 will ensure that OET is implementing the recommendations in the final WIB monitoring report.

ATTACHMENT: 2010-11 and 2011-12 Local Monitoring Log.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date

**LOCAL MONITORING LOG (Program Years 2010-11 and 2011-12)
MONTEREY COUNTY LOCAL WORKFORCE INVESTMENT AREA (LWIA)
As of February 16, 2012**

Program Years 2009-10 and 2010-11

Sub-recipients	Notice Sent	Dates of Monitoring	Program	Draft Report	Findings/Observations	Conclusion	Final Report
Office for Employment Training	04/2011	5/1/2011	Rapid Response (RR) for PY 2010-11	07/08/2011	<p>1. Observation 1: 2 WARN cases were not documented. It's recommended that DSES use the monthly RR form to report all RR allowable activities.</p> <p>2. Finding 1: Staff time distribution of 194.5 hours charged against the RR grant is unsubstantiated. DSES must provide adequate documentation to justify hours worked on RR activities that match timesheet.</p> <p>3. Observation 2: DSES needs to update their PowerPoint presentation provided to businesses regularly to include EDD debit card info.</p> <p>4. Observation 3: DSES needs to develop a policy or procedures that clearly define the roles and responsibilities of the RR team for both RR and layoff aversion activities.</p> <p>Other recommendations: DSES and WIB need to establish a system for tracking WARN and employer layoff notices in a timely manner for the purpose of providing immediate response. The system should involve specific points of contact of agencies responsible for receiving, posting or, publishing WARN info and the distribution process.</p>	<p>1. Observation 1: DSES responded stating they plan to use 121 forms when 50 or more employees are affected. In the future, DSES plans to clarify RR results when the status of the employer changes based on the number of expected layoffs.</p> <p>2. Finding 1: DSES responded stating that source documents that substantiate this finding were not made available, therefore, they are unable to specifically address the concern. This item will remain open until DSES can provide adequate docs to substantiate hours charged to the RR grant by the RR Coordinator for the period Sep 2010 to Nov 2010.</p> <p>3. Observation 2: DSES concurs with the need to regularly update the RR info and PowerPoint presentation to include current data and the new EDD Debit Cards being issued.</p> <p>4. Observation 3: DSES concurs that Layoff Aversion is an emerging strategy with RR efforts. With that in mind, OET is actively exploring best practices and identifying strategies to determine the appropriate action.</p>	<p>OC 11/10/2011 EC 11/16/2011 WIB 12/7/2011</p> <p>Future WIB monitoring scheduled in April 2012 will ensure that OET is implementing the recommendations stated in the final WIB monitoring reports.</p>

Program Year 2011-12									
Sub-recipients	Notice Sent	Dates of Monitoring	Program	Draft Report	Findings/Observations	Conclusion	Final Report		
Santa Cruz County Office of Education	01/13/2012	1/30 & 2/3/2012	WIA Title I - Youth	Pending	To be determined.				
Turning Point Adult	02/02/2012	2/21-23, 2012	WIA Title I Adult	TBD	Monitoring to be conducted.				
Turning Point Youth	02/10/2012	2/21-23, 2012	WIA Title I – Youth	TBD	Monitoring to be conducted.				
Shoreline Adult	01/31/2012	2/27-29, 2012	WIA Title I Adult	TBD	Monitoring to be conducted.				
Office for Employment Training	TBD	4/2-6, 2012	WIA Title I Adult and Dislocated Worker	TBD	Monitoring to be confirmed in March 2012.				
Office for Employment Training	TBD	4/2-6, 2012	Rapid Response	TBD	Monitoring to be confirmed in March 2012.				
Office for Employment Training	TBD	4/9-12, 2012	WIA Title I Youth	TBD	Monitoring to be confirmed in March 2012.				

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: REVIEW THE STATE AND FEDERAL MONITORING LOG AND STATUS OF MONITORING ACTIVITIES AND DIRECT WIB STAFF TO MEET WITH THE OFFICE FOR EMPLOYMENT TRAINING TO ENSURE CORRECTIVE ACTIONS ARE BEING IMPLEMENTED TO RESOLVE OUTSTANDING ISSUES
DATE: FEBRUARY 24, 2012

RECOMMENDATION:

It is recommended that the Oversight Committee review the State and Federal monitoring log and status of monitoring activities and direct WIB staff to meet with the Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues.

INFORMATION/SUMMARY:

The attached report summarizes the State and Federal monitoring efforts of the Monterey County Workforce local workforce investment area for program years 2009-10, 2010-11 and 2011-12. It includes the date the monitoring notice is sent by the State, the dates of scheduled monitoring, the name of the program monitored, the date a draft report is sent from the State, a brief outline of all findings and/or observations, the status of all findings and/or observations and the conclusion of each.

Over the monitoring periods of program years 2009-10, 2010-11 and 2011-12, items were identified in several EDD monitoring reports that have yet to be closed because they are either pending the final State monitoring report or have items that require follow-up and corrective action. Plans are underway for WIB staff to meet and work with the Office for Employment Training (OET) to ensure efforts to resolve outstanding issues are being implemented.

Future WIB monitoring scheduled in April 2012 will ensure that OET is implementing the recommendations in the final EDD monitoring reports.

The monitoring log for the 2009-10 American Recovery and Reinvestment Act (ARRA) program review is currently being updated in partnership with OET. A status report will be provided at the Oversight Committee meeting.

ATTACHMENT: 2009-10, 2010-11, and 2011-12 State and Federal Monitoring Log.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date

STATE & FEDERAL MONITORING LOG (Program Years 2009-10, 2010-11 and 2011-12)
MONTEREY COUNTY LOCAL WORKFORCE INVESTMENT AREA (LWIA)
 As of February 16, 2012

Program Year 2009-10

Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State Employment Development Department (EDD) Workforce Service Branch & Compliance & Review Division (CRD) 03/04/2010	Mar 15-18, 2010	American Recovery and Reinvestment Act (ARRA) Program Admin, local level monitoring, MIS reporting, incident reporting, nondiscrimination & equal opportunity, grievance and complaint system and program operations to include ARRA activities and participant eligibility.	State EDD – CRD 04/15/2010 Local response to EDD report 05/19/2010	<p>1. Finding 1: DSES does not maintain eligibility docs for adult and dislocated worker participants. A check list is currently used to determine that eligibility docs have been reviewed. Recommendation: DSES must provide corrective action and a timeline on how copies of source eligibility docs for selected participants are maintained.</p> <p>2. Finding 2: Four participant files lacked supportive services docs. Recommendation: DSES must provide docs of the costs or proof that costs have been backed out of the WIA account and a corrective action demonstrating how it will follow their supportive services policies.</p> <p>3. Finding 3: One participant was assigned an individual training account (ITA) of \$5,318. The ITA limit is \$5,000/person. There is no documentation to justify the increase. Recommendation: DSES must document the reason for exceeding the ITA limit and provide a corrective action plan for future circumstances.</p> <p>4. Finding 4: DSES staff placed laid off or terminated workers back with the same employer for work experience in the same position without justification. Also, DSES would initiate an OJT with the same employer following the work experience limit. The OJT contracts were not justified. Also DSES placed participants into work exp. in unskilled entry level positions which question the need for federal funds. In all situations described, DSES was unable to justify the appropriateness of the placement and use of ARRA/WIA funds. As a result, this issue was referred to EDD's Audit Section for further review.</p>	<p>1. Finding 1: DSES responded with copies of eligibility documents for 55 of the 59 participant files reviewed. Staff are researching docs on the remaining 4. DSES' corrective action included updating their local policies to reflect the latest EDD directive regarding eligibility documentation guidelines.</p> <p>2. Finding 2: DSES responded with justification of supportive service expenditures for the participant files reviewed and noted that in each case their supportive policy was appropriately used.</p> <p>3. Finding 3: DSES responded with a justification of the ITA increase for the participant file reviewed. DSES' corrective action includes providing justifiable documents in each case file that supports funding of ITAs over the \$5,000 limit.</p> <p>4. Finding 4: DSES responded with justification of appropriate and OJT for the participants in question. However, at the time of this review, State EDD stated DSES was unable to justify the appropriateness of the placements and ultimate use of ARRA/WIA funds. Due to the large number of individuals enrolled in a similar manner, State EDD was unable to determine the extent of the issue. Therefore, State EDD referred this issue to EDD's Audit Section for further review.</p>	The results of the final report from EDD's Audit Section review are being reviewed in partnership with DSES. A status report will be provided at the Oversight Committee meeting in February 2012.

Program Year 2009-10 (Continued...)						
Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State EDD Audit & Evaluation Division (A&ED) 01/12/2011	Feb – Apr 2011	Monterey County's One-Stop Career Center's policies and procedures for providing job training and placement services in the work experience program, review of participant files enrolled in work experience and review of payroll records and timesheet information for selected One-Stop employees.	State EDD – A&ED July 26, 2011	<p>Results of audit revealed that DSES was non-compliant with federal regulations and State and local guidelines based on the following:</p> <ol style="list-style-type: none"> 1. Finding 1: Dislocated worker (DW) participants received unnecessary training (work exp & OJT) by placement in jobs with the same employer, industries and occupations from which they were laid off. 2. Finding 2: DW participants received unnecessary training being placed in ordinary and standard training that did not upgrade their skills. 3. Finding 3: DW received unnecessary work experience for 3 mo. (480 hrs) and some received additional 3 mo. (480 hrs) even though they had experience with the same employer and occupations. 4. Finding 4: DW participant needs for and duration of work experience and OJT were inadequately documented. 5. Finding 5: Former WIB director received full pay and benefits while on admin leave for 11 months with costs charged to WIA program, in violation of Monterey County's personnel practices & procedures resolution guide which allows a max of 20 days of admin leave. 6. Finding 6: Former WIB director received a terminal leave pay-off that was directly charged to WIA, which should have been charged as an indirect cost. 	Findings 1 – 6: Status: Open	Pending local response to State EDD – A&ED

Program Year 2010-11		Draft Report & Response			Final Report	
Notice Sent	Dates of Monitoring	Program Review	Findings/Observations	Conclusion	Final Report	
State EDD Workforce Service Branch & Compliance & Review Division (CRD) 01/04/2011	Jan 31 – Feb 4, 2011	Workforce Investment Act (WIA) 85-Percent Program and ARRA Activities to include: Focus: youth grant, program administration, participant eligibility, WIA/ARRA activities, local level monitoring, grievance and complaint system, and MIS reporting.	<p>1. Finding 1: DSES must provide corrective action on how it will ensure male participants are registered for Selective Service more than 30 days after their 18th birthday. DSES must provide Selective Service docs on two participants in question.</p> <p>2. Finding 2: DSES must provide corrective action for outcomes for attaining a degree/certificate that were erroneously reported by Unity Care. MS Digital Literacy work readiness certificates should not be recorded as a degree/certificate attained for tech/occupational skills. DSES should review all outcomes and back out those inappropriately reported.</p> <p>3. Finding 3: DSES must provide a corrective action and timeline on how it will maintain timesheets that include in/out times and breaks for participants engaged in work experience.</p> <p>4. Finding 4: DSES must provide corrective action to address improper use of Test of Adult Basics Education (TABE) used by youth service providers. As a result, test scores are improperly reported. DSES needs to provide corrective action on the TABE literacy and numeracy finding and provide documentation and a timeline on how it will be measured and reported in the future.</p>	<p>1. Finding 1: DSES responded with verification of registration docs for participants in question. DSES provided corrective action plan indicating Selective Service docs will be placed in each case file. Participants electing not to register will be advised that WIA services will be discontinued.</p> <p>2. Finding 2: DSES responded that Unity Care is no longer a subcontractor. DSES provided corrective action plan indicating that all current subcontractors were advised that MS Digital Literacy Certs are not acceptable as the attainment of a degree/certificate. MIS staff plan to generate monthly reports verifying certificates.</p> <p>3. Finding 3: DSES responded with a corrective action plan stating a new time sheet was implemented with instruction to file copies in case files.</p> <p>4. Finding 4: DSES responded that staff were not aware that a different TABE test form needed to be used within 6 months from one another. Corrective action includes WIB staff following up during monitoring reviews of programs in Feb/March 2012 to ensure service providers are administering tests properly.</p>	<p>Pending receipt of final report from State EDD.</p> <p>Status of findings: Open, pending final EDD response</p>	

Program Year 2010-11 (Continued...)						
Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State EDD Workforce Service Branch & Compliance & Review Division (CRD) 06/01/2011	Jun 27 – Jul 1, 2011	WIA and ARRA fiscal and procurement procedures, reporting, expenditures charged to the WIA and ARRA grants, cost allocation, cost/resource sharing, indirect cost rate, oversight reporting of subrecipients, audits, procurement transactions for PY 2010-11 and property management.	State EDD – CRD 11/18/2011 Local response to EDD report 12/20/2011	<ol style="list-style-type: none"> 1. Finding 1: DSES did not provide docs at the time of review demonstrating the salaries of the top paid executives. 2. Finding 2: DSES demonstrated a pattern of keeping excess cash on hand. 3. Finding 3: At the time of review, DSES was unable to adequately trace internal docs to the amounts reported quarterly in the Job Training Automation (JTA) system. 4. Finding 4: A contract payment for a vehicle rental was not documented, nor was there other docs of other resources considered. 	<ol style="list-style-type: none"> 1. Finding 1: DSES responded by sending payroll docs to the State. DSES' corrective action includes in the future, info will be provided to the State compliance review officer upon request at the time of review. 2. Finding 2: DSES responded and implemented a corrective action by revising it's Cash Mgmt Policy to ensure that all fiscal cash drawn procedures reflect immediate need based on a set schedule. A copy of the policy was provided to the State. 3. Finding 3: DSES responded and implemented a corrective action to ensure docs concerning accruals, expenses, and obligations are separated appropriately upon submission to the JTA system. 4. Finding 4: DSES responded by providing a justification to rent the vehicle with other options considered. 	<p>Pending receipt of final report from State EDD.</p> <p>Status of findings: Open, pending EDD response</p>

Program Year 2011-12						
Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State Employment Development Department (EDD) Workforce Service Branch & Compliance & Review Division (CRD) 09/12/2011	Sep 26-30, 2011	<p>Workforce Investment Act (WIA) 85-Percent Program Activities to include:</p> <ol style="list-style-type: none"> 1. Program Administration – One-Stop delivery system, WIB & Youth Council composition, local level oversight & monitoring, MIS reporting, subrecipient notification, incident reporting, nondiscrimination & equal opportunity, grievance and complaint system. 2. Program Operations – Participant eligibility, WIA activities and services, rapid response activities and local business services. <p>The review also consisted of interviews with staff, service providers, & WIA participants.</p>	<p>Pending receipt of draft report from State EDD.</p>	<p>To be determined. Pending receipt of draft report from State EDD.</p>	TBD	TBD

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: REVIEW THE STATE'S FINAL LOCAL AREA PERFORMANCE OUTCOMES AND CONSIDER REQUESTING THE OFFICE FOR EMPLOYMENT TRAINING TO WORK WITH WIB STAFF TO PREPARE AN ANALYSIS FOR THE OVERSIGHT COMMITTEE TO CONSIDER ON THE POSSIBILITY OF INCREASING THE NUMBER OF PEOPLE WHO FOUND UNSUBSIDIZED JOBS AFTER EXIT
DATE: FEBRUARY 24, 2012

RECOMMENDATION: It is recommended that the Oversight Committee review the State's final local area performance outcomes and consider requesting the Office for Employment Training to work with WIB staff to prepare an analysis for the Oversight Committee to determine if and how the Monterey County workforce investment system can be modified to increase the number of people who found unsubsidized jobs after exit to meet the 80% target goal.

INFORMATION: The Department of Labor sets standard Common Performance Measures each year for local workforce investment areas to use to oversee the workforce investment system effectively and to evaluate the performance of their Workforce Investment Act (WIA) service providers. They are an integral part of the performance accountability system and are calculated at the end of each Program Year based on the number of participants enrolled and their date of exit from a WIA funded program.

The **WIA Adult and Dislocated Worker programs** are measured by three Common Measures that include Entered Employment Rate, Retention Rate, and Average Earnings. The purpose of these measures is to identify core areas of the workforce system that impact the number of people who found jobs; whether or not they stayed employed; and what they earned.

The **WIA Youth programs** are measured by three Common Measures that include Placement in Employment or Education, Attainment of a Degree or Certificate, and Literacy and Numeracy Gains. The purpose of these measures is to identify core areas of the workforce system that impact the number of youth who found jobs or enrolled in post-secondary education, training and or occupational skills training; achieved a high school diploma, GED, or certificate; and increased their literacy and numeracy levels from the start of their program.

DISCUSSION: Reports submitted by the State of California EDD for program year 2010-11, indicate that Monterey County's Local Workforce Investment Area is performing over 80% of goal for each of the performance requirements with the exception of the WIA Adult – Entered Employment Rate. This outcome fell below the negotiated performance level and the success rate threshold of 80% for achieving performance on the number of people who found unsubsidized jobs after exit. It should be recognized that Monterey County fared well compared to the overall performance outcomes of the State of California.


ATTACHMENTS: 2010-11 Common Performance Outcomes for Monterey County's Adult, Dislocated Worker, and Youth Programs.


Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date

Local Performance PY 2010-2011

Table 1

	Total Participants Served	Adults	763
		Dislocated Workers	670
		Youth	602
	Total Participant Exits	Adults	596
		Dislocated Workers	502
		Youth	279

Total Participants served include participants from Monterey County's Department of Social and Employment Service, Office for Employment Training and all subcontracted organizations, including: Arbor E&T, LLC; Goodwill Industries of Santa Cruz, Monterey, San Luis Obispo DBA Shoreline Workforce Development Services; Turning Point of Central California and Unity Care Group, Inc.

Table 2

		Negotiated Performance Level	Actual Performance Level	Success Rate	State Performance
Entered Employment Rate	Adults	67.0%	51.1%	76.22%	49.6%
	Dislocated Workers	63.4%	51.1%	80.55%	55.8%
Employment Retention Rate	Adults	75.0%	75.1%	100.11%	77.7%
	Dislocated Workers	80.0%	78.3%	97.85%	81.1%
Average Earnings	Adults	\$10,500	\$10,320	98.29%	\$12,546
	Dislocated Workers	\$12,500	\$12,471	99.77%	\$18,550
Placement in Employment or Education	Youth (14-21)	69.0%	67.1%	97.30%	66.8%
Attainment of Degree or Certificate	Youth (14-21)	65.0%	53.8%	82.74%	52.7%
Literacy or Numeracy Gains	Youth (14-21)	40.0%	75.2%	188.10%	44.2%

Total Participants served are clients in the program between July 1, 2010 and June 30, 2011. Total exits include clients who left the program during the period from April 1, 2009 through September, 30 2010. The cohort for entered employment rates was October 1, 2009 through September 30, 2010. The average earnings and retention measures are based on the clients who left the program between April 1, 2009 and March 31, 2010. The cohort for placement in employment or education and attainment of a degree or certificate measures is October 1, 2009 through September 30, 2010. The literacy and numeracy cohort is July 1, 2010 through June 30, 2011.

Monterey County Local Workforce Investment Area Performance Goals and Achievement

	2007-08 (Common Measures)			2008-09 (Common Measures)			2009-10 (Common Measures)			2010-11 (Common Measures)			2010-11 State Performance
	Adults	DW	All Youth	Adults	DW	All Youth	Adults	DW	All Youth	Adults	DW	All Youth	Success %
Participants / Exits	448	230	350	985	720	203	TBD	TBD	TBD	763	670	602	
Total Participants Served													
Total Exitters	386	202	179	158	53	112	TBD	TBD	TBD	596	502	279	
Employment Entered													
Adults	75.5%	91.6%	121.26%	75.5%	78.3%	103.74%	67.0%	54.4%	81.2%	67.0%	51.1%	76.22%	49.60%
Dislocated Workers	79.0%	92.9%	117.65%	79.0%	74.4%	94.18%	63.4%	50.7%	80.0%	63.4%	51.1%	80.55%	55.80%
Retention													
Adults	76.5%	79.0%	103.20%	76.5%	76.8%	100.35%	75.0%	79.9%	106.5%	75.0%	75.1%	100.11%	77.70%
Dislocated Workers	82.5%	80.6%	97.68%	82.5%	84.9%	102.91%	80.0%	79.5%	99.4%	80.0%	78.3%	97.85%	81.10%
Average Earnings													
Adults	\$10,500	\$11,204	106.70%	\$10,500	\$11,210	106.76%	\$10,500	\$9,952	94.8%	\$10,500	\$10,320	98.29%	\$12,546
Dislocated Workers	\$12,500	\$14,955	119.64%	\$12,500	\$14,969	119.75%	\$12,500	\$11,865	94.9%	\$12,500	\$12,471	99.77%	\$18,550
Common Measures													
All Youth (14-21) Employment or Education	65.0%	71.4%	109.89%	65.0%	69.1%	106.37%	69.0%	71.5%	103.6%	69.0%	67.1%	97.30%	66.80%
All Youth (14-21) Degree or Certificate	45.0%	64.8%	144.07%	45.0%	61.7%	137.09%	65.0%	70.2%	108.0%	65.0%	53.8%	82.74%	52.70%
All Youth (14-21) Literacy or Numeracy Gains	15.0%	21.1%	140.33%	15.0%	21.4%	476.20%	40.0%	51.6%	129.0%	40.0%	75.2%	188.10%	44.20%

Legend:

Green	100% or above
Yellow	Above 80% / Below 100%
Blue	To be determined.
Pink	Below 80% - failed

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: RECEIVE A REPORT ON THE STATEWIDE CALIFORNIA
WORKFORCE SERVICES NETWORK (CWSN) CASE MANAGEMENT
AND REPORTING SYSTEM AND ENDORSE A TRAINING PLAN FOR
IMPLEMENTING THE SYSTEM
DATE: FEBRUARY 24, 2012

RECOMMENDATION:

It is recommended that the Oversight Committee receive a report on the statewide California Workforce Services Network (CWSN) case management and reporting system and endorse a training plan for implementing the system.

INFORMATION:

Our local workforce investment area will be implementing a new statewide case management and reporting system known as the California Workforce Services Network (CWSN). It will replace our current Virtual One Stop system. Both the CWSN and VOS internet-based systems were developed by Geographic Solutions (www.geographicsolutions.com).

The following summarizes pertinent information related to the CWSN system:

1. **CWSN is expected to go LIVE on July 2, 2012**, converting all local VOS sites to the new system. The data conversion includes individual & employer data, labor exchange data, case notes, activity codes, etc.
2. **Users that will be impacted include:** OET fiscal, MIS, Adult/DW/Youth program and Business Services staff, WIB subcontractors, and WIB staff.
3. **Benefits of the CWSN system include:** Data from multiple databases will be converted into a single database creating a single client record that can be viewed and/or accessed by multiple agencies serving the same client, it'll be more efficient, provide better data and services to employers and clients, provide a single source of communication, increase accountability, avoid duplication of services and data entry, streamline information and services, provide better reporting, etc.
4. **CWSN training for all system users is expected to be completed no later than June 22, 2012.** WIB staff is part of a team responsible for coordinating the training.
5. **The CWSN system will replace both the CalJobs and the State's Job Training Automation systems.**

As part of this training effort, a draft training plan will need to be submitted to the State by February 24, 2012. Attached is a copy of the plan that was submitted to the providers for review and input. A verbal update regarding any changes made to the plan will be provided at the Oversight Committee meeting.


Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date

Draft

California Workforce Services Network Functional Training Plan

Monterey County – Local Workforce Investment Area

1. INTRODUCTION

1.1 California Workforce Services Network (CWSN) Implementation Goals and Objectives

1.2 Overview of the Functional Training Plan (FTP)

2. TRAINING SCOPE

2.1 Training Goals and Objectives

3. TRAINING OFFERINGS

3.1 Training Groups

3.2 Types of Training/Training Approach

3.3 Training Curricula

3.4 Training Schedule

3.5 Training Logistics

4. ROLES AND RESPONSIBILITIES

4.1 Local Workforce Investment Areas/Field Division Trainers

4.2 CWSN Training Support Team

5. CONTINGENCY PLAN

5.1 Contingencies

5.2 Contingency Plan Procedures

6. SIGNATURES

7. Attachments – FUNCTIONAL TRAINING PLAN ATTACHMENTS

Sheet 1 – Table 3.1 Training Groups

Sheet 2 – Table 3.4 Training Schedule

Draft

1. INTRODUCTION

1.1 California Workforce Services Network (CWSN) Implementation Goals and Objectives

The Workforce Services Branch aims to update the technology from the Job Training and Automation (JTA) and CalJOBS to the California Workforce Services Network (CWSN). All members of California's workforce community will be trained to use the new system. This will be completed after a series of tasks:

- ✓ Assess the need for and qualities of a new workforce technology;
- ✓ Develop a project plan;
- ✓ Design and configure;
- ✓ Assemble the Implementation and Organizational Change Management (OCM) Teams;
- ✓ Establish the training plan including Training Camp Part 1, Training Camp Part 2, and system training;
- Develop the Functional Training Plan (FTP) template;
- Delivery of system training;
- Launch the CWSN – 7/2/2012; and,
- Provide ongoing support.

1.2 Overview of the Functional Training Plan (FTP)

This document defines the Functional Training Plan (FTP) for the CWSN. The document is organized as follows:

- **Training Scope-** Clearly states a list of the objectives and goals of the training.
- **Training Offerings-** Describes the offerings that define the training, including the training groups, types of training, training approach, training curricula, training schedule, and logistical information.
- **Roles and Responsibilities-** Presents the roles and responsibilities of the staff responsible for preparing, conducting, and evaluating the training, and includes a clear definition of the resources.
- **Contingency Plan-** Identifies anticipated contingencies and details a plan for each contingency.
- **Signature-** Confirms the approval of the director or chief.

2. TRAINING SCOPE

2.1 Training Goals and Objectives

The OCM is requiring the development of FTPs to be completed by all Local Workforce Investment Areas (LWIAs) and Field Divisions (FDs) so that the implementation of training is consistent and structured to meet the overall CWSN goals listed in section 1.1. It is the CWSN Training Team's expectation that each LWIA and FD will provide ample time to achieve the following objectives of the training.

The objectives of CWSN training are:

- **Complete** – This FTP will be the one single FTP for your LWIA or FD. Trainer(s) will work with his/her co-trainers (if applicable), managers and/or directors/chief to complete this FTP;
- **Approve** – The director/chief's name will be required in the last section of this FTP for approval of the contents of this document;
- **Submit** – This FTP will be due via email to EDDCWSNProject@edd.ca.gov by **COB February 24, 2012**;
- **Deliver**- Using this FTP, trainers will provide an overview and/or specific job training to approximately **65** users within **Monterey County Local Workforce Investment Area** by **June 22, 2012**;
- **Evaluate**-Develop a way to evaluate the trainings delivered in your training schedule
- **Sustain**- Use the trainers to provide refresh training and training of new staff.

3. TRAINING OFFERINGS

The parameters for conducting training on the use of CWSN are specified as:

- Training Groups
- Types of Training/Training Approach
- Training Curricula
- Training Schedule
- Logistical Information

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3.1 Training Groups

This section describes the Training Groups, including the title of the training group, types of groups, group contact, and the number of trainees. The Training Groups can be:

- Interoffice departments (i.e. case managers, eligibility staff, fiscal unit, veteran’s representatives, etc.)
- Service-providers and other partnering agencies
 - Youth providers
 - Adult/Dislocated worker providers
- Local One-Stop Offices (excluding EDD employees)
- Any additional groups that will need to be able to input into CWSN.

These groups should be called by their official names and may be duplicative. For example, a community-based organization could be both a One-Stop and a service-provider.

Table 3.1 – Training Groups

Reference attached Functional Training Plan Attachment

This table is the first sheet of the Functional Training Plan Attachment document that is located on the disc. Please complete the document in the same manner as the example entries outline.

Draft

3.2 Types of Training/Training Approach WSB/GeoSol

This section describes the types of training to be delivered for each training group, including the title of the training, brief description of the training, any prerequisites, and the length of the training.

Type of Training	Length	Description	Approach
1. CWSN Overview	5 days	This training will give a complete overview of the CWSN system that includes sections A, B, C and D.	Classroom training provided by nominated trainer(s)
A. Individual & Employer Services	1.5 days	This training will provide information regarding the Individual and Employer Services available.	Classroom training provided by nominated trainer(s)
B. Labor Exchange	0.5 day	This training will provide Labor Exchange Information training.	Classroom training provided by nominated trainer(s)
C. Case Management	2 days	This training will provide the training required for Case managers to perform their duties.	Classroom training provided by nominated trainer(s)
D. Services for Staff	1 day	This training will provide training on the staff functions within the CWSN that will include resources, communications and reports This training is a requirement. If the trainee did not receive a complete overview they will need to attend this course.	Classroom training provided by nominated trainer(s)
2. WARN	2 hrs	This training will provide the steps need to navigate the WARN screens and reports.	<i>Webinar – to be announced</i>
3. ETPL	2 hrs	This training will provide the steps need to navigate the ETPL screens.	<i>Webinar – to be announced</i>
4. Cash Draw Training	2 hrs	This training will provide the steps needed to request a cash draw.	<i>Webinar – to be announced</i>
5. Expenditure Submittals	2 hrs	This training will provide the steps needed to submit monthly and quarterly expenditures.	<i>Webinar – to be announced</i>

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3.3 Training Curricula – provided by WSB/GeoSol

All training curricula will be provide by Geographic Solutions or Workforce Services Branch via hard copy, disc and/or electronic. This will include:

- Manuals
- Quick Start Guides
- Online Tutorials
- Any additional materials as needed

Any additional training materials developed by the LWIA or FD to assist in the implementation of this training will need to be submitted to the CWSN Training team via email @ EDDCWSNProject@edd.ca.gov prior to use.

3.4 Training Schedule

The Training Schedule will be developed in consideration of the number of trainees from each of the Training Groups. For each type of training include the length, number of trainees, dates and times and locations. Please note that all trainees will not need to attend all training. All trainees will, however, need to attend the Section D. of the CWSN Overview Training.

Table 3.4 – Training Schedule





Reference attached Functional Training Plan Attachment

This table is the second sheet of the Functional Training Plan Attachment document that is located on the disc. Please complete the document in the same manner as the example entries outline.

Draft

3.5 Training Logistics

This section identifies logistical information based on the requirements for the defined training offerings. The logistical information includes a list of the equipment and supplies required.

- LCD projector
- Whiteboard/flipchart and markers
- Classroom or computer training room free from interruption/distraction and can comfortably house a maximum of 25 training participants hands on training
- Clean, efficient computers with the following features:
 - Internet access (preferably T1 line, cable modem, or DSL modem) with a minimum modem/ISP connection speed of 33.6 kbps. Users accessing the Internet through a cable modem or DSL meet this requirement.
 - Video display (Display Properties/Settings/Colors) set to at least 16-bit color (High Color) with screen resolution (Display Properties/Settings/Screen area) set to at least 800 by 600 pixels.
 - Cookies need to be enabled to be accepted in your browser preferences. If you are unsure what cookies are or what they can do to enhance your browsing experience.
 - JavaScript, a browser supporting JavaScript.
 - Pop-Up Blockers will need to be disabled in order to access certain features of this site. Most Pop-Up Blockers can be temporarily disabled by holding down the CTRL button.
 - Installed on each computer, a current version of one of the following supported Internet browsers:
 - *Preferred* - Microsoft Internet Explorer 7 or higher | Download Internet Explorer

 - Mozilla Firefox 3.5 or higher | Download Firefox

 - Apple Safari 4 or higher | Download Safari

 - Google Chrome 9 or higher | Download Chrome


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4. ROLES AND RESPONSIBILITIES

This section details the roles and responsibilities of the personnel responsible for preparing, conducting, evaluating and sustaining the training for CWSN.

4.1 Local Workforce Investment Areas/Field Division Trainers

Please provide the contact information for your LWIA or FD. It should include the Lead Trainer contact information along with any additional trainers and director/chief.

Table 4.1 – Local Workforce Investment Areas/Field Division Trainers

Name	Title	Phone	Email
Marleen Esquerra	Lead Trainer	(831) 796-6412	esquerraml@co.monterey.ca.us
Patricia Vega	Co-Lead Trainer	(831) 796-3338	vegap@co.monterey.ca.us
Simon Barker	MIS, Technical Assistance Trainer	(831) 796-3331	barkers@co.monterey.ca.us
Joyce Aldrich	WIB Consultant	(831) 759-6644	aldrichj@co.monterey.ca.us
Jim Cook	Director	(831) 755-5384	cookj@co.monterey.ca.us
Barbara Verba	Branch Director	(831) 796-3320	verbab@co.monterey.ca.us

The staff listed above will be responsible for meeting the requirements outlined in this document. In addition to these requirements, there is a responsibility to evaluate and sustain the trainings provided.

Please provide text below that describes your organization's efforts to evaluate and sustain the training efforts described in this document and how you will provide feedback to the CWSN Training Support Team:

The Monterey County LWIA is committed to ensuring that all users of the CWSN system are provided with ongoing training, support and technical assistance as needed.

At the end of each training session, attendees will be asked to complete an evaluation feedback form to rate their overall experience and satisfaction of the training received. They will be asked to provide feedback on what new knowledge they learned from the training, whether or not it is applicable to their job and if it will improve their job performance and productivity. Attendees will be asked to provide comments or recommendations on future training efforts, and what aspect of the training was most useful and least useful.

A compilation of the training feedback results will be provided to the CWSN Training Support Team upon completion.

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4.2 CWSN Training Support Team

The CWSN Training Support Team will serve as a support system to the 100 trainers by providing training resources and open communication. They will be your help desk during the implementation of your FTP. If at any time you have a question that arises during training and needs immediate attention you can contact one your team leaders for assistance.

Name	Title	Phone	Email
Jacqueline Harris	OCM Team Member	(916) 653-3432	Jacqueline.Harris@edd.ca.gov
Kamara Aguiar	OCM Team Member	(916) 651-6074	Kamara.Aguiar@edd.ca.gov
Kathryn Fong	Implementation Team Member	(916) 653-3277	Kathryn.Fong@edd.ca.gov
Tracey Ruport	Implementation Team Member	(916) 654-6226	Tracey.Ruport@edd.ca.gov
Nicole Dansby	Implementation Team Member	(916) 654-9900	Nicole.Dansby@edd.ca.gov
Paul Rumano	Implementation Team Member	(916) 654-9715	Paul.Rumano@edd.ca.gov
Kimberlee Meyer	OCM Team Member	(916) 654-6804	Kimberlee.Meyer@EDD.ca.gov
Eric Kishi	Implementation Team Member	(916) 654-8305	Eric.Kishi@edd.ca.gov
Nancy Cha	OCM Team Member	916-654-6062	Nancy.Cha@edd.ca.gov
CWSN Project Email			EDDCWSNProject@edd.ca.gov

5. CONTINGENCY PLAN

This section outlines the procedure to be followed when handling emergencies such as a health absence of a trainer, equipment failure, issues with the training room, etc.

5.1 Contingencies

Purpose- Identifies the contingency, the conditions under which the contingency plan will be implemented, and the intended results of the implementation of the contingency plan.

Please provide text below that describes your organization's contingency plans:

Monterey County LWIA has developed a training contingency plan to ensure that scheduled CWSN training is conducted with little or no interruption. (Reference table under Section 5.2 Contingency Plan Procedures.)

5.2 Contingency Plan Procedures

Procedures- Provides step-by-step instructions on how to implement the contingency plan mentioned in 5.1.

Please provide text below that describes your organization's procedure to enact the contingency plan:

CWSN Training Contingency Plan & Instructions			
Contingency:	Conditions for Action:	Contingency Plan of Action Instructions:	Intended Result:
Lead trainer is ill.	Lead trainer is unable to conduct a scheduled training session.	Co-Lead trainer instructs the training session in the Lead trainer's absence. This action requires Co-Lead trainers to also be familiar with the training outline, materials and schedule.	Training is conducted by Co-Lead trainer with little or no interruption.
Co-Lead trainer is ill.	Co-lead trainer is unable to assist trainees during a scheduled training session.	A replacement is obtained if a qualified person is available; otherwise, the training is conducted without the Co-Lead's assistance.	Training is conducted by Lead trainer with little or no interruption.
Failure of a workstation.	At least 75 percent of the workstations are still functioning.	Trainees can share a given workstation if needed.	Trainees are able to continue the training without interruption.
Failure of equipment and/or access to Internet.	The Internet cannot be accessed by any trainees.	The instructor uses a laptop with Wi-Fi Internet connectivity to continue to explain system information.	Trainees are able to continue the training with little or no interruption.

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6. SIGNATURES

Please obtain the director/chief signature in the field below. **This signed FTP is due via email to EDDCWSNProject@edd.ca.gov by COB February 24, 2012.**

By typing your name here, you acknowledge that you have reviewed this Functional Training Plan and are agreeing to the commitment or your staff and the time it will take to conduct the tasks outlined in this document.

Name: _____
Position: _____
Date: _____

All Programs - NEW Users

Type of Training	Length	# of Trainees (plus trainer)	Date(s)	Time(s)	Location
1. CWSN Overview (4 days)					
A. Individual & Employer Services	1 day	15	5/8/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
B. Individual & Employer Svcs Continued / Labor Exchange	1 day	15	5/9/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
C. Case Management	1 day	15	5/10/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
D. Services for Staff	1 day	15	5/11/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas

Adult & DW Programs - EXPERIENCED Users

Type of Training	Length	# of Trainees (plus trainer)	Date(s)	Time(s)	Location
1. CWSN Overview (4 days)					
A. Individual & Employer Services	1 day	25	5/22/2012	9:00 am – 4:00 pm	Eucalyptus Computer Lab, 713 La Guardia Street, Salinas
B. Individual & Employer Svcs Continued / Labor Exchange	1 day	25	5/23/2012	9:00 am – 4:00 pm	Eucalyptus Computer Lab, 713 La Guardia Street, Salinas
C. Case Management	1 day	25	5/24/2012	9:00 am – 4:00 pm	Eucalyptus Computer Lab, 713 La Guardia Street, Salinas
D. Services for Staff	1 day	25	5/25/2012	9:00 am – 4:00 pm	Eucalyptus Computer Lab, 713 La Guardia Street, Salinas

Youth - EXPERIENCED Users

Type of Training	Length	# of Trainees (plus trainer)	Date(s)	Time(s)	Location
1. CWSN Overview (4 days)					
A. Individual & Employer Services	1 day	15	6/12/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
B. Individual & Employer Svcs Continued / Labor Exchange	1 day	15	6/13/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
C. Case Management	1 day	15	6/14/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
D. Services for Staff	1 day	15	6/15/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas

All Programs - EXPERIENCED Users (Includes spillover enrollments)

Type of Training	Length	# of Trainees (plus trainer)	Date(s)	Time(s)	Location
1. CWSN Overview (4 days)					
A. Individual & Employer Services	1 day	15	6/19/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
B. Individual & Employer Svcs Continued / Labor Exchange	1 day	15	6/20/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
C. Case Management	1 day	15	6/21/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas
D. Services for Staff	1 day	15	6/22/2012	9:00 am – 4:00 pm	Cypress Computer Lab, 713 La Guardia Street, Salinas

Webinars

Type of Training	Length	# of Trainees (plus trainer)	Date(s)	Time(s)	Location
WARN	2 hours	67	5/1/2012	TBD	Webinars - to be announced
ETPL	2 hours	67	5/1/2012	TBD	Webinars - to be announced
Cash Draw Training	2 hours	67	6/1/2012	TBD	Webinars - to be announced
Expenditure Submittals	2 hours	67	6/1/2012	TBD	Webinars - to be announced

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: CONSIDER THE DEVELOPMENT OF AN OVERSIGHT COMMITTEE WORKSHOP THAT IS GEARED TOWARDS BUILDING A FUNDAMENTAL UNDERSTANDING OF WIA PROGRAMS AND OVERSIGHT RESPONSIBILITIES
DATE: FEBRUARY 24, 2012

RECOMMENDATION:

It is recommended that the Oversight Committee consider the development of an Oversight Committee workshop that is geared towards building a fundamental understanding of WIA programs and Oversight responsibilities.

INFORMATION:

WIB staff would like to offer an Oversight Committee Workshop after the next regularly scheduled meeting that is geared toward building a fundamental understanding of the Workforce Investment Act (WIA) programs and Oversight responsibilities with the Planning Committee role and responsibilities incorporated into the Oversight Committee.

Suggested topics for the workshop include:

Responsibilities/Roles

- Strategic Planning –
 - Priorities for use of funding
 - With consideration of Senate Bill (SB) 734 (*This bill would require local workforce investment boards to spend a certain percentage of available federal funds for adults and dislocated workers on workforce training programs.*)
 - Develop criteria and grant structure to expeditiously respond to new grants
- Budget/finance – review/approve expenditure of system
- Oversight/monitoring
 - Establish review process for RFP's
 - Monitoring of all Contracts
- Oversight of performance accountability
 - Annual evaluation of One-Stop Career Center System

Staff will develop and populate Work Plan from this workshop.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

2/15/2012
Date