



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR  
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

## Monterey County Workforce Investment Board (WIB) OVERSIGHT COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA  
Thursday, April 12, 2012  
8:30am

### Oversight Committee Members:

Mary Ann Leffel, Chair

Al Davis

Dr. Phoebe Helm

Cesar Lara

Judith Profeta

Larry Silva

Teresa Sullivan

Brian Turlington

### AGENDA

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#### CALL TO ORDER / INTRODUCTIONS:

Mary Ann Leffel,  
Chair

#### CHANGES TO AGENDA:

#### PUBLIC COMMENT:

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#### CONSENT CALENDAR:

C-1. **Action:** Approve the minutes of the February 24, 2012 Oversight Committee meeting. (*Attachment*)

Mary Ann Leffel

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#### BUSINESS MEETING CALENDAR:

1. **Information:** Receive a response to the questions raised at the Oversight Committee meeting on February 24, 2012. (*Attachment*)

Joyce Aldrich

2. **Information:** Update on current and pending State and Federal monitoring of Monterey County's local workforce investment system. (*Attachment*)

Joyce Aldrich

3. **Information:** Receive a report on WIA Title I Adult and Dislocated Worker program providers for PY 2011-12. (*Attachment*)

Marleen Esquerra

4. **Information:** Presentation on Monterey County's Local Workforce Investment Area (LWIA) budget. (*Attachment*)

Joyce Aldrich

5. **Information:** Receive a report on the top 5 employers and occupations in Monterey County with the highest job openings. (*Attachment*)

Marleen Esquerra

6. **Information:** Update on the Oversight Committee workshop agenda. (*Attachment*)

Joyce Aldrich

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#### ANNOUNCEMENTS OF EVENTS:

##### Subcommittee Meetings:

Executive: 4/18/2012 – Shoreline, Marina

Youth: 5/8/2012 – Shoreline, Marina

Oversight: 5/10/2012 – Shoreline, Marina

##### WIB Meetings:

6/6/2012 – Marina Library

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#### ADJOURN:

To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).

Monterey County  
Workforce Investment  
Board (WIB)

Joyce Aldrich,  
WIB Consultant

168 West Alisal Street  
3<sup>rd</sup> Floor  
Salinas, CA 93901  
(831) 759-6644

[www.montereycountywib.org](http://www.montereycountywib.org)

**UNADOPTED****Monterey County Workforce Investment Board  
OVERSIGHT COMMITTEE**

Friday, February 24, 2012, 8:30AM  
Shoreline Conference Room, 249 10<sup>th</sup> Street, Marina, CA

**Members Present:** Mary Ann Leffel (Chair), Al Davis, Dr. Phoebe Helm, Larry Silva (via teleconference), Teresa Sullivan and Brian Turlington

**Members Absent:** Cesar Lara (excused) and Judith Profeta (excused)

**Staff Present:** Jim Cook (Director, Economic Development Department), Joyce Aldrich (WIB Consultant), Marleen Esquerra (WIB Staff) and Flor Galvan (WIB Staff)

**Others:** Rod Powell (OET), Bertha Gonzalez (OET), Rosie Chavez (Turning Point), Vanessa Estrada (Shoreline), Lorena Garcia (Shoreline), Karin Locke (individual)

**CALL TO ORDER/INTRODUCTIONS:** Ms. Leffel called the meeting to order at 8:39am. She welcomed those in attendance and called for introductions. A quorum was established.

**CHANGES TO AGENDA:** For information item #1, Ms. Vanessa Estrada plans to report out on Shoreline's program on behalf of Mr. Wil Moore.

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:****C-1: Approve the minutes of the November 10, 2011 Oversight Committee meeting.**

Ms. Leffel pulled items C-2 and C-3 and stated that information items for review should not be listed under consent.

**Motion to approve the Consent Calendar with the exception of items C-2 and C-3:** Mr. Turlington

**Second:** Mr. Davis

**Motion Passed Unanimously**

**Item C-2: Review the status of Monterey County WIB and Youth Council member attendance for program year 2011-12.** Ms. Esquerra reported on the members who have not met the minimum 40% meeting attendance requirements in accordance with the WIB Bylaws. WIB and Youth Council members unable to meet the attendance requirement, due to scheduling constraints, will be sent a correspondence requesting a letter of resignation. Mr. Silva requested that WIB staff review and update his attendance based on his excused absences.

**Item C-3: Review the Oversight Committee meeting schedule for 2012.**

The members reviewed the occurrence of Oversight Committee meetings held on the 2nd Thursday of each month at 8:30am. Future meetings will be held at the Shoreline Conference Center in Marina, unless otherwise noticed. Due to a scheduling conflict, the members requested to move the Thursday, March 8, 2012 meeting to Wednesday, March 7, 2012.

**BUSINESS MEETING:**

- 1. Information: Receive a report on the services and activities of Shoreline's Adult Program for PY 2011-12.** Ms. Estrada reported as of January 31, 2012, 41 (70%) out of 58 planned participants have been enrolled. Shoreline's on-the-job training (OJT) and individual training accounts (ITA) enrollments are at 29 (100%) of their monthly plan. Twelve enrollments were directly placed in medical, custodial, housekeeping and warehouse related positions with an average hourly wage of \$10.81.
- 2. Information: Receive a report on the services and activities of Turning Point's Adult Program for PY 2011-12.** Ms. Chavez reported as of February 2012, 40 (93%) out of 43 planned participants have been enrolled. Turning Point's OJT/ITA enrollments are at 38 (158%) of their monthly plan. Two were directly

placed in hospitality and construction related positions with an average hourly wage of \$11.29. Ms. Chavez stated this is the first year Turning Point has met their target geographical enrollment goal for South County due to their collaborative efforts with the Center for Employment Training. Turning Point hopes to continue their partnership to meet their goals. For future reporting, Ms. Leffel requested that all program operators include a list of the types of positions the participants were placed in. In addition, Ms. Leffel requested that WIB staff add to the agenda the top 5 unfilled professions throughout Monterey County.

- 3. Information: Receive a report on the services and activities of the Office for Employment Training Program for PY 2011-12.** Mr. Powell informed the committee that OET's programs differentiate from the subcontractors related to carry-in enrollments. Mr. Powell reported that OET's Dislocated Worker (DW) and adult carry-in enrollments are less than projected at 126 (42%) of 300 for DW and 99 (40%) of 250 for adults. These less than projected numbers reduced the overall number of planned participants. OET's report highlighted the geographic areas served and the expenditures to date. The committee questioned the expenditure detail and plan vs. actual enrollments. The members recommended that WIB staff work with OET to revise OET's programs report to include explanations where there are overages and where OET is not meeting their planned expenditure and enrollment goals.
- 4. Action #4: 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.** Ms. Esquerra reported on Monterey County's local monitoring log showing all monitoring items that are open and need resolution. The members recommended that WIB staff work with OET to design a plan to ensure all recommendations indicated in the report are implemented and resolved. Ms. Esquerra reported that WIB staff is in the process of monitoring Shoreline and OET's programs. Ms. Leffel asked Ms. Esquerra to send an invitation to the committee to attend the monitoring.  
**Motion:** Ms. Helm motioned to accept the action as stated.  
**Second:** Mr. Turlington  
**Motion Passed Unanimously**
- 5. Action #5: Review the State and Federal monitoring log and status of monitoring activities and direct WIB staff to meet with Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues.** Ms. Aldrich explained that the State and federal monitoring log shows outstanding items under ARRA and WIA from program years (PY) 2009-10 and 2010-11 as well as future monitoring scheduled for PY 2011-12. In regards to the first two reports noted in the log, the State EDD's Audit and Review Division notified DSES concerning the results of their findings. The audit concluded there were areas of deficiency concerning training costs charged to WIA and ARRA, OET's policies and procedures for providing placements into work experience and on-the-job training and terminal leave payments charged to WIA. DSES responded to the audit by requesting an appeal. The State also performed a review of DSES' WIA and ARRA fiscal and procurement procedures and the Youth program and recommended corrective action to a number of findings. DSES provided responses to the State concerning both reports and staff are awaiting final reports from EDD.  
**Motion:** Ms. Helm motioned to accept the action as stated.  
**Second:** Ms. Sullivan  
**Motion Passed Unanimously**
- 6. Action#6: 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.** Ms. Esquerra reported on Monterey County's performance outcomes for 2010-11 that includes the number of participants served and the overall success rate measured by the State. Monterey County is required to perform at 80% or above and did very well overall in all areas with the exception of the Employment Retention Rate. Ms. Esquerra stated that WIB staff plan to work with the program operators to develop an analysis to determine where program operators can increase the percentages as a system. Ms. Aldrich informed the committee that although the percentages are high, if we are below the 100% goal, we can struggle to obtain grant funding for not meeting high performance locally. It is essential that Monterey County's mark be at 100% on all levels so we can be eligible especially in consideration of Senate Bill 776 that states we must be considered as a high performing local workforce investment area to be eligible for future discretionary dollars.

**Motion to amend Action #6 to state, "Approve WIB Staff to review the final local area performance outcomes and work with all subcontractors to prepare an analysis to consider how they will increase the number of people who found unsubsidized jobs after exit":**

**Motion:** Ms. Sullivan motioned to accept the amended action.

**Second:** Ms. Helm

**Motion Passed Unanimously**

7. **Action#7: 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.** Ms. Esquerra reported on the State's new California Workforce Services Network (CWSN) case management system going live on July 2, 2012. The system will capture enrollment and service data. WIB staff plan to partner with OET to provide the training locally to all Monterey County WIA program operators. The CWSN system is intended to replace and combine the State's Job Training Automation system, CalJOBS, Wagner-Peyser and existing Virtual One Stop (VOS) system data allowing for one case management system to be utilized at a local level. WIB staff is required to submit a functional training plan that details what is needed for the system to be successful. The plan includes a proposed training schedule with a list of trainees. The CWSN system will help to streamline processes, allow staff to report on "real time" data, and combine data into one participant record that will assist with avoiding duplication of information. DSES and other agencies that serve dislocated workers will be able to verify candidates receiving UI benefits for WIA eligibility purposes. All users must be trained by June 22, 2012. Ms. Leffel stated that she had the opportunity to preview the CWSN system and is very pleased. She recommended that the full WIB observe a demonstration of the system and stressed the importance of staff becoming proficient with the system.

**Motion to amend Action #7 to state, "Endorse the training plan for implementing the California Workforce Services Network Case Management and Reporting system":**

**Motion:** Ms. Sullivan motioned to accept the amended action.

**Second:** Mr. Turlington

**Motion Passed Unanimously**

8. **Action#8: Consider the development of an Oversight Committee workshop that is geared towards building a fundamental understanding of WIA programs and Oversight responsibilities.** Ms. Aldrich recommended the Oversight Committee members attend a workshop following the regularly scheduled meeting on April 12, 2012. The workshop is intended to explain the roles and responsibilities of the Oversight Committee, discuss strategic planning priorities concerning training (SB734), future requests for proposals and contracts, budget, finance and performance accountability of the overall workforce system.

**Motion to amend Action #8 to state, "Approve a workshop for the Oversight Committee scheduled on April 12, 2012 from 9:30 to Noon":**

**Motion:** Ms. Helm motioned to accept the amended action.

**Second:** Mr. Turlington

**Motion Passed Unanimously**

**ANNOUNCEMENTS:** None

**ADJOURN:** Ms. Leffel motioned to adjourn the meeting at 10:14am.

**Motion:** Mr. Silva motioned to accept the motion as stated.

**Second:** Ms. Sullivan

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** MARLEEN ESQUERRA, WIB ANALYST  
**SUBJECT:** RECEIVE A RESPONSE TO THE QUESTIONS RAISED AT THE OVERSIGHT COMMITTEE MEETING ON FEBRUARY 24, 2012  
**DATE:** APRIL 12, 2012

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## **INFORMATION/SUMMARY:**

### ■ **Member Attendance**

Your committee asked that WIB staff review past WIB member meeting attendance to see if the overall percentages were properly calculated in cases where absences were excused. In accordance with the amended WIB Bylaws, it states in Article VI, Membership, Section 6c:

*“A member shall be deemed to have resigned MCWIB membership if s/he is absent from 60% of regularly schedule MCWIB and assigned committee meetings in the program year (July-June) or which attendance is reviewed. Only unexcused absences shall be considered in determining the number/percentage of absences.”*

After further review of the recorded WIB member attendance rosters and past meeting minutes, it was determined that excused absences were not accounted for when calculating the overall percentage for attendance. WIB staff has since updated the calculations to reflect the correct percentages in determining the number/percentage of absences.

For future WIB and subcommittee meetings, WIB staff plan to update the meeting minutes to note whether or not a member's absence is excused or unexcused to properly record all attendance.

***ATTACHMENT:*** Updated WIB and Youth Council member attendance.

### ■ **Resolution of Local Monitoring Issues**

Your committee asked for the resolution of outstanding issues concerning local monitoring activities that have yet to be closed.

The Office for Employment Training (OET) has been notified of the following issues:

1. Allowable Rapid Response activities were not adequately documented;
2. Source documents did not accurately reflect staff time charged against the Rapid Response grant;
3. Rapid Response information provided to customers was not updated regularly; and
4. A system for tracking Worker Adjustment and Retraining Notification (WARN) and employer layoff notices needed to be established for the purpose of providing immediate Rapid Response services.

WIB staff is monitoring OET's Workforce Investment Act (WIA) Title I Adult, Dislocated Worker and Rapid Response Programs for PY 2011-12, starting the week of April 9, 2012. The monitoring provides opportunity for follow-up to ensure that necessary corrective actions identified in the previous monitoring are being implemented.

Updates on the status of all findings and/or observations and the conclusion of each will be presented at the Oversight Committee meeting upon completion and submission of the final monitoring report to OET. At which time, WIB staff will bring back to the Oversight Committee, for final discussion on the WIB staff recommendations and corrective actions taken by OET. Due to the timeframes of the scheduled monitoring, this information may be presented at the June Oversight Committee meeting.

■ **Resolution of State and Federal Monitoring Issues**

Your committee asked for the resolution of outstanding issues concerning State and Federal monitoring activities that have yet to be closed.

OET has been notified of the following issues:

1. Eligibility documentation was not adequately maintained in the Adult and Dislocated Worker participant case files;
2. Files lacked supportive services documentation;
3. A case file lacked documentation to justify increase of an individual training account (ITA) that exceeded the \$5,000 ITA funding limit;
4. Justification was not provided on appropriate placement into work experience and on-the-job training activities; and
5. Verification was not provided, where applicable, on selective service registrations.

WIB staff is following up with OET on these issues during the annual WIB staff monitoring, scheduled during the week of April 9<sup>th</sup> for Adult and Dislocated Worker Programs and April 23<sup>rd</sup> for Youth Programs.

Updates on the status of all findings and/or observations and the conclusion of each will be presented at the Oversight Committee meeting upon completion and submission of the final monitoring report to OET.

■ **How the State Performance Outcomes Relate to Local Performance Outcomes**

Your committee asked for clarification on how the State performance percentages relate to the local negotiated performance level outcomes on the attached report submitted by the State of California EDD for program year 2010-11.

As previously presented, the State performance percentage for each measure is an average of all the 49 LWIA actual achieved performance levels throughout the State of California.

In order to be considered a high performing local WIB, we must achieve a success rate of at least 80% of the negotiated performance goal.

The following County negotiated goals are as follows:

<b>ADULT - Common Measures Program Year 2010-11</b>	<b>NEGOTIATED Performance Goals</b>	<b>Goals Achieved 2010-11</b>	<b>Success Rate 2010-11</b>
1. Entered Employment Rate	67.0%	51.1%	76.2%
2. Retention Rate	75.0%	75.1%	100%
3. Average Earnings	\$10,500	\$10,320	98.2%
<b>DISLOCATED WORKER - Common Measures Program Year 2010-11</b>	<b>NEGOTIATED Performance Goals</b>	<b>Previous Goals Achieved 2010-11</b>	<b>Previous Success Rate 2010-11</b>
1. Entered Employment Rate	63.4%	51.1%	80.5%
2. Retention Rate	80.0%	78.3%	97.8%
3. Average Earnings	\$12,500	\$12,471	99.7%

The numbers in the previous table indicate that Monterey County's LWIA is performing over 80% of goal for five of the six performance measures for Adults and Dislocated Workers. Successful performance included the number of people who found jobs (Entered Employment Rate) for Dislocated Workers at 80.5%, the number of people who stayed employed (Employment Retention Rate) for Adults at 100% and Dislocated Workers at 97.8%, and what they earned after exiting the program (Average Earnings) for Adults at 98.2% and Dislocated Workers at 99.7%. The Entered Employment Rate for Adults fell below the negotiated performance level at 76.2% for achieving performance on the number of people who found unsubsidized jobs after exit.

**ATTACHMENT:** *2010-11 Common Performance Outcomes for Monterey County.*

■ **Number of People Who Got Unsubsidized Jobs Upon Exit From the System**

Your committee asked for a local performance outcome analysis to consider how service providers will increase the number of people who found unsubsidized jobs after exit.

At present, our local workforce investment area has three WIA program operators that serve adults. They include Shoreline, Turning Point and OET. Both Shoreline and Turning Point have developed a WIA participant exit strategy to achieve the performance outcomes for their respective adult programs under contract with the WIB. This includes the following:

- a. Determining if the participant needs additional "planned services", prior to exit.
- b. Considering the effect the exit will have on overall performance outcomes; and
- c. Developing a post "follow-up" exit strategy to increase retention. This includes following-up with the participant and/or employer, immediately after exit to gather the necessary information to validate the achievement of performance goals.

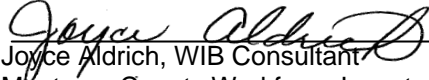
It should be noted that OET is currently not providing follow-up services after an adult and/or dislocated worker exits their program. After a participant exits the WIA program, OET uses the Base Wage File information reported by the State to verify employment and earnings.

As a process towards achieving the Adult performance measures, it is important that all program operators provide follow-up services on a consistent and timely basis to ensure accuracy and achievement of performance goals.

Program operators will be expected to generate reports and data on a monthly basis, which tracks their respective performance. These reports will be brought to the Oversight Committee on a monthly basis to assure that all potential concerns are being addressed.

The attached checklist will also be provided to all program operators for improving WIA adult/dislocated worker program performance at each phase of the participant lifecycle.

**ATTACHMENT:** *Checklist for Improving WIA Adult/Dislocated Worker Performance.*

  
 Joyce Aldrich, WIB Consultant  
 Monterey County Workforce Investment Board

4/5/2012  
 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:
	16	4	5	0	3	4	0	0	16	
1. Aniello, Anthony	02-13-2007	100%	100%						7/7	
2. Bernahl, David	02-21-2006	0%	0%						0/8	To be assigned to subcommittee.
3. Brickman, Wendy	04-14-2007	100%							2/2	
4. Carrillo, Diana	05-29-2001	100%	100%			100%			10/10	
5. Castillo, Maria	10-27-2009	100%				100%			4/4	
6. Chamberlain, Robert	02-14-2012								0/0	BOS appointed on 2/28/2012
7. Cushman, Erik	01-04-2005	100%	100%		100%				9/9	
8. Davis, Al	PIC	100%							5/5	
9. Deratche, Rick	10-26-2010	100%							3/3	To be assigned to subcommittee.
10. Dwyer, David	10-19-2010	100%							4/4	To be assigned to subcommittee.
11. Garrison, Dr. Douglas	08-28-2007	100%							3/3	To be assigned to subcommittee.
12. Grover, Scott	10-12-2004	100%							4/4	To be assigned to subcommittee.
13. Harvath, Hunter	06-15-2010	100%				100%			4/4	
14. Heckman, Neal	04-26-2011	100%							3/3	To be assigned to subcommittee.
15. Helm, Phoebe	02-10-2009	100%			100%				5/5	
16. Lara, Cesar	06-19-2007	100%	100%		100%				9/9	
17. Leffel, Mary Ann	05-29-2001	100%	100%		100%				9/9	
18. Macarthur, Steve	10-19-2010	100%							4/4	To be assigned to subcommittee.
19. Munoz, Salvador	06-19-2007	100%				50%			2/3	
20. Potter, Dave	04-14-2009	100%	100%						5/5	
21. Profeta, Judith	06-19-2007	100%			100%				4/4	
22. Robinson, Elliott	06-24-2008	100%							2/2	To be assigned to subcommittee.
23. Rubio, Ralph	07-14-2005	100%							4/4	To be assigned to subcommittee.
24. Scherpinski, Ken	09-01-2009	100%			100%				2/2	To be assigned to subcommittee.
25. Schnader, Kimberly	02-14-2012								0/0	Serves on BOS Econ Dev Committee. BOS appointed on 2/14/2012
26. Silva, Lawrence	06-15-2010	100%			100%				3/3	
27. Sullivan, Teresa	04-14-2007	100%			100%				7/7	
28. Turlington, Brian	07-27-2010	100%			100%				6/6	
29. Verbonich, Mark	PIC	100%							4/4	
30. Weakley, Robert	01-09-2007	0%	0%						0/8	To be assigned to subcommittee.
31. Webster, Joanne	01-06-2004	100%	100%						8/8	
32. Zeller-Nield, Andrea	04-26-2011	100%							4/4	To be assigned to subcommittee.

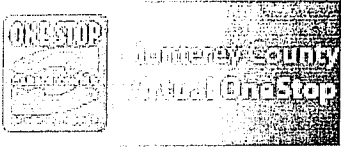
Youth Council Members Only	# of Meetings	WIB	Executive	Planning	Oversight	Youth	COC	DAC	Total	Notes:
	4	4	4	0	3	4	0	0	16	
1. Bangs, Randy	06-19-2007					100%			4/4	
2. Brennand, Vivian	10-17-2006					100%			4/4	
3. Brown, Pamela	06-21-2005					100%			2/2	
4. Carter, Patricia	02-10-2009					50%			1/2	
5. Gonzalez, Mark	06-21-2005					100%			2/2	
6. Kilty, Ann	07-27-2010					100%			4/4	
7. Pierce, Ginger	04-26-2011					100%			4/4	
8. Rosa, Tina	07-27-2010					100%			2/2	

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.



# 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.



## CHECKLIST FOR IMPROVING WIA ADULT/DISLOCATED WORKER PROGRAM PERFORMANCE AT EACH PHASE OF THE PARTICIPANT LIFECYCLE

### INTAKE/REGISTRATION:

#### Deciding to Register:

- Suitability:** For example, consider whether the customer can benefit from WIA services – are WIA services going to help them become employed, and stay employed, at better wages. Also, consider whether the customer has employment and, possibly, training goals, and is ready to pursue them.

#### Determine which funding stream to enroll customer in:

- Youth or Adult program:** If the customer is 18-21 years old, consider whether to enroll them in the youth or adult programs. Remember, if the customer's goal is advanced training or post-secondary education, the WIA Youth program will count this positively or exclude them, while the Adult program will count that as a negative.
- Adult or Dislocated Worker program:** If the customer is eligible for both programs, consider the following. If the customer is unlikely to earn a higher salary in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter after exit than he or she did in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters before the program, s/he should be enrolled in the Dislocated Worker program because the goals set for the Dislocated Worker wage replacement measure expect that customers to earn only a percentage of their previous wages. By contrast, Adults are expected to have higher earnings than before program participation.
- Co-enrollment:** If there are services from more than one of the WIA programs that an individual can benefit from (e.g. an ITA from the Adult program, and Mentoring from the Youth program), you can decide to enroll a customer in both. Keep in mind, however, that you will be held accountable for both programs' performance measures.

#### Reporting/Documentation:

- Is the individual employed at registration? Related Performance Measure: Entered Employment – if so, they are excluded from this measure.
- What were the individual's earnings during the two quarters prior to registration? Related Performance Measure: Earnings Change—this figure will be compared with earnings after exit, which are expected to increase by a negotiated amount.

### PROGRAM PARTICIPATION:

#### Services during Program Participation, when a customer enters training:

- Make sure the program s/he enters will lead to a credential applicable for the Credential and Employment measure.
- Made sure there are jobs in the training field, and that they pay a self-sufficient wage, and one, which will help the customer contribute positively to the earnings change measure.
- Make sure the customer understands their responsibility to provide a copy of his/her credential after s/he has attained it.
- Develop a relationship with the customer's training provider to keep updated on his/her progress in training. Have the provider send /fax you a copy of the customer's credential. You may need to have the customer sign a release of confidential information form in order to do this.
- Establish a credential "tickler" to remind you when the customer should receive his/her credential.

- Provide the necessary support services to encourage program completion—transportation, childcare, case management, peer support, etc.

#### **Documentation/Reporting:**

- Gather as much alternate contact information as possible. This is crucial for staff to be able to contact customers during program participation, to determine their achievement of program goals, or their need for additional services before exit.
- Document all activities to prevent soft exits from occurring. Try to contact customers before 90 days have expired (at, say, 60 days) since their last service to see whether they need additional services to be employed, and stay employed, at the highest possible wage. Even if customers have already been soft exited, you can make sure they receive follow-up services to help them find and retain a positive placement.

#### **EXIT:**

##### **Deciding to Exit:**

- Make sure customers have a job and are able to retain it before exiting them. Customers need to have a job by the end of the 1<sup>st</sup> quarter after exit for Entered Employment and keep a job through the next two quarters for the Earnings Change/Wage Replacement and Retention measures. Customers are not required to be employed with the same employer during the first, second or third quarters after exit.
- Make sure customers have received all the services they need to find and retain employment before exiting them. If customers need additional services and the WIA program can't directly provide them, arrange for a One-Stop partner to provide those services and keep customers enrolled until they finish all needed services.
- Consider keeping customers who are in training enrolled until they attain their credential. It may be easier to get documentation from them while they are still enrolled rather than after exit.

##### **Services at Exit:**

- Inform adults/dislocated workers of follow-up services available to them. Follow-up services could include, but are not limited to: Additional career planning and counseling, contact with the participant's employer, peer support groups, information about additional educational opportunities, supportive services. Post-placement training or intensive services are allowable on a limited basis as long as they are necessary, consistent w/ state and local policies and part of an IEP.

#### **Documentation/Reporting:**

- Make sure to record when customers are exited for health/medical reasons or because they are institutionalized, incarcerated, called up for active duty and choose not to return to WIA. These customers are excluded from all performance measures.
- Keep track of customers heading for soft exits. Try to contact customers before 90 days have expired since their last service to see whether they need additional services to find and keep a job at a high wage. Even if they have already been exited, you can provide follow-up services to soft-exited customers to help them find or retain employment and earn positives on all performance measures.
- Check with customers about their post-program intentions. If they are planning to look for a job in a profession or area that will prevent them from showing up in UI wage data, make sure to target them for follow up services to collect supplemental data.
- Make sure to target any customers who are likely to face numerous barriers to finding or keeping a job for more intensive follow up.
- Make sure to update alternative contact information before exit. This is crucial to being able to successfully contact customers during the follow up period.

- You may want to use the quarter's handout to make a schedule of when outcomes will be measured for each customer based on their exit quarter.

## **FOLLOW-UP:**

### **Services During Follow-Up:**

- Follow up particularly with customers targeted at exit as facing the greatest barriers to finding or keeping a job.

### **Reporting/Documentation:**

- This should occur in the 1<sup>st</sup> and 3<sup>rd</sup> quarters after exit for Entered Employment, Retention and the Employment & Credential. You cannot use supplemental data for the Earnings Change or Wage Replacement measures.

### **1<sup>st</sup> Quarter after Exit:**

- Is the individual employed at any time during the 1<sup>st</sup> Quarter after Exit? Related Performance Measure(s): Entered Employment, Employment Retention, Earnings Change, and Credential Rate. *Employment during the 1st quarter after exit is critical to performance success. If the customer is not employed during the 1<sup>st</sup> quarter after exit, they automatically receive negative outcomes on Entered Employment and Employment and Credential, and are excluded from Employment Retention and Earnings Change.*
- Follow up with customers unlikely to be included in UI wage records. Related Performance Measures: Entered Employment, Employment and Credential – employment in the 1st quarter after exit can be verified, for these measures, using supplemental data.

### **2<sup>nd</sup> Quarter after Exit:**

- Is the customer employed during the 2<sup>nd</sup> Quarter after Exit? If yes, what are his or her earnings? Related Performance Measure: Earnings Change – earnings in the 2<sup>nd</sup> quarter after exit contribute to the overall post-program earnings calculated for this measure.

### **3<sup>rd</sup> Quarter after Exit:**

- Is the customer employed during the 3<sup>rd</sup> Quarter after Exit? Related Performance Measure: Employment Retention – customers employed during this quarter receive a positive outcome on this measure. Note: supplemental data cannot be used to verify employment for this measure.
- Did the customer receive a credential by the end of the 3<sup>rd</sup> Quarter after Exit? Related Performance Measure: Employment and Credential Rate – customers who attain a credential by the end of this quarter and who were also employed in the first quarter after exit receive a positive outcome on this measure.
- Follow up with customers who received training services if documentation of their credential was not collected before exit. There should be a “tickler” in the file providing information on the date the customer is expected to receive the credential.
- Follow up with customers unlikely to be included in UI wage records. Related Performance Measure: Employment Retention – employment in the 3rd quarter after exit can be verified, for this measure, using supplemental data.
- What did the individual earn during the 3<sup>rd</sup> Quarter after Exit? Related Performance Measure: Earnings Change – earnings in the 3<sup>rd</sup> quarter contribute the other portion of post-program earnings for this measure.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** UPDATE ON CURRENT AND PENDING STATE AND FEDERAL MONITORING OF MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT SYSTEM  
**DATE:** APRIL 12, 2012

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**INFORMATION/SUMMARY:**

The following provides a summary of current and pending State and Federal monitoring activities of Monterey County's local workforce investment system:

**State of CA Employment Development Department Compliance Review Division (CRD) – Annual Monitoring:**


Program	Dates of Monitoring	Status	Draft Report
WIA 85% Fiscal & Procurement (All Programs)	March 5-9, 2012	No findings.	Pending draft report in May or June.
WIA 85% Program (Adult and Dislocated Worker Programs)	Sep-Oct, 2012	TBD	TBD
WIA Youth Program	TBD	TBD	TBD

**State of CA Employment Development Department Audit & Evaluation Division (A&ED) – Special Grants:**

Program	Dates of Monitoring	Status	Draft Report
Governor's Gang Reduction, Intervention and Prevention (CalGRIP), Layoff Aversion and Conflict of Interest	March 26-30, 2012	Audit was done due to two incident reports involving participant WIA eligibility, contract procurement, and possible conflicts of interest involving a MCWIB member.	Pending draft report due in May or June 2012, with 25 days to respond.

**US Department of Labor (DOL) – Special Grants:**

Program	Dates of Monitoring	Status	Draft Report
DOL National Emergency Grant – On-the-Job Training (OJT)	April 20, 2012	TBD	TBD

  
 Joyce Aldrich, WIB Consultant  
 Monterey County Workforce Investment Board

4/2/2012  
 Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** MARLEEN ESQUERRA, WIB ANALYST  
**SUBJECT:** RECEIVE A REPORT ON WIA TITLE I ADULT AND DISLOCATED  
WORKER PROGRAM PROVIDERS FOR PY 2011-12  
**DATE:** APRIL 12, 2012

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**INFORMATION/SUMMARY:**

This report provides actual to plan performance and expenditure outcomes for all Monterey County WIA Title I Adult and Dislocated Worker program operators.

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

**Shoreline:**

As of March 20, 2012, Shoreline's total enrollments is currently at 54 (77%) of 70 with OJT enrollments at 36 (97%) of 37.

Of the 36 OJT placements, 47% have been placed in the WIB approved industry clusters to include 11 (31%) in healthcare, 3 (8%) in building/design and 3 (8%) in hospitality/tourism occupations. The remaining 19 (53%) were placed in various positions such as bookkeeping, office clerk/assistant, forklift driver, product technician, fitness instructor/receptionist, and auto body detailer, etc.

Shoreline's total actual expenditures are near planned goals at \$129,500 (99%) of \$129,800 with an OJT set aside expenditure total of \$33,326 (98%) of \$34,000 of their 2nd quarter plan. Supportive Service expenditures are over at \$9,283 (120%) of \$7,750 due to higher than anticipated workforce needs such as work clothing, uniforms, mileage/gas, tools and day care. (No more than \$500 in supportive services may be expended per enrollment. The average cost is \$171 per individual.)

Shoreline's geographic enrollments continue to be much higher than planned for the Salinas area at 59% and South area at 23%, while the North and West areas are at 9%, slightly below the 10% minimum WIB established service area goal. Service to high school dropouts, ex offenders, and homeless are well above plan, while the veterans and disabled population are below the WIB established goals at 6% of 19% and 14% of 19%, respectively. Thirty-two (32) exits have occurred to date and 31 (96.88%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance goal of 67%. The average hourly wage is \$10.88.

***ATTACHMENT:*** Shoreline's monthly report and list of job placements (2 pages).

**Turning Point Adult:**

As of March 20, 2012, Turning Point's total enrollments is at 46 (85%) of 54 with OJT enrollments at 42 (140%) of 30.

Of the 42 OJT placements, 55% have been placed in the WIB approved industry clusters to include 5 (12%) in agriculture, 13 (31%) in building/design, 2 (5%) in healthcare, 2 (5%) in hospitality/tourism as well as 1 (2%) in creative technology. The remaining 19 (45%) were placed in various positions such as tire changer, secretary, retail, auto body prep, event services coordinator, and auto technician, etc.

Turning Point's total actual expenditures are below planned goals at \$116,140 (91%) of \$128,100 with an OJT set aside expenditure total of \$28,602 (124%) of \$23,100, exceeding their 2nd quarter plan, due to the high number of OJT enrollments. Supportive Service expenditures are under budget at \$6,043 (45%) of \$13,473 due to less than anticipated needs for supportive services.

Turning Point either met or exceeded all the minimum WIB established geographic enrollments goals for all areas of the county. Service to high school dropouts, disabled, ex offenders, and homeless are well above plan, while the veterans' population is below the WIB established goal at 2% of 5%. Thirty-one (31) exits have occurred to date and 24 (77%) were placed in unsubsidized employment following their training, exceeding the DOL performance goal of 67%. The average hourly wage is \$11.12.

**ATTACHMENT:** *Turning Point's monthly report and list of job placements (2 pages).*

**Office for Employment Training (OET):**


In Rod Powell's (Program Manager of OET) absence, the Deputy Director of OET, Ms. Barbara Verba worked together with her MIS unit to complete OET's Adult & Dislocated Worker program operator monthly reports included in this packet. OET also included a narrative that explains how the reports were completed and where there are areas that have yet to be completed based on OET's efforts to explore alternative tracking methods.

As of February 2012, OET's total Adult enrollments is currently at 238 (77%) of 308. OET's total Adult actual expenditures are over planned goals at \$887,028 (141%) of \$627,615.

As of February 2012, OET's total Dislocated Worker enrollments is currently at 225 (50%) of 450. OET's total Dislocated Worker actual expenditures are over planned goals at \$959,374 (131%) of \$733,609.

Reference information item #4 of this packet, for additional information regarding OET's budget and expenditures.

**ATTACHMENT:** *OET's narrative and monthly reports (3 pages).*

  
 Joyce Aldrich, WIB Consultant  
 Monterey County Workforce Investment Board

4/6/2012  
 Date

## INFORMATION #3



### 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 its neighborhood career centers located in Salinas, Marina, Watsonville, San Luis Obispo & King City.

**For the period ending:** March 20, 2012

<b>TOTAL BUDGET</b> (Includes training set-aside expenditures)				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
<b>Planned</b>	\$81,900	\$163,800	\$245,700	\$327,600
<b>Actual</b>	<b>\$83,224*</b>	<b>\$162,826*</b>		

<b>ENROLLMENT GOALS</b>				
<i>*Based on claims submitted to OET's fiscal office.</i>				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	77	70	54	77.14
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	40	37	36	97.29
3. Total # of Direct Placements	37	n/a	17	n/a
4. Total # of WorkKeys assessments completed			2	
▪ Applied Mathematics			2	
▪ Reading for Information			2	
▪ Locating Information			2	

<b>INDUSTRY CLUSTERS – PLACEMENTS</b>			
Monthly Placements	OJT/ITA Total #	% of Total	
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	<b>36</b>	<b>100%</b>	
▪ Agriculture			
▪ Building/Design	3	8	
▪ Healthcare	11	31	
▪ Education			
▪ Hospitality/Tourism	3	8	
▪ Creative/Technology			
▪ Other (Finance, Retail, Sales, etc.)	19	53	

<b>GEOGRAPHIC AREAS SERVED</b>				
Quarter ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Central (Salinas)	35%	10%	31	59
North	25%	10%	5	9
South	20%	10%	12	23
West	20%	10%	5	9

<b>TARGET POPULATIONS SERVED</b>				
Quarter ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Veterans & Eligible Spouses	19%	10%	3	6
High School Dropout	39%	20%	12	24
Disabled	19%	16%	7	14
Ex Offender (Contracted target goal)	13%	20%	13	26
Homeless	19%	5%	25	50

<b>PERFORMANCE GOALS</b>		
Quarter ending <u>March 2012</u>	Plan	Actual
1. Total number of exits	35	32 (31/32)
2. Entered Employment Rate – entry into unsubsidized employment	67.0%	96.87%
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		\$10.88

- | <b>ACTIVITIES</b>  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Scheduled to attend CWA conference</li> <li>▪ Met and drafted MOU with SCOE to house their Youth Program at the Marina Center</li> <li>▪ Received SLO County One Stop Contract</li> </ul> | <ul style="list-style-type: none"> <li>▪ Initiated community organic garden council at Marina Center with CHOMP, CSUMB, Hope Industries, VTC and the Marina Community Garden Club</li> </ul> |





*Our Business  
is Changing Lives!*

A Division of Goodwill  
**SHORELINE**  
Workforce Development Services

## **Industry Cluster Placements by Position**

### **Health**

Medical Office Clerk  
Business Manager  
CNA  
Medical Assistant  
LVN  
Veterinary Assistant

### **Building /Design**

Heating Apprentice  
Construction Laborer  
Concrete Assistant

### **Hospitality/Tourism**

Cage Cashier/Waitress  
Cashier

### **Other**

Carpet Cleaning/Driver  
Forklift Driver  
Product Tech  
Fitness Instructor/Receptionist  
Receptionist  
Sales  
Office Assistant  
Customer Service Representative  
Housekeeping  
Auto body Detailer  
Program Coordinator  
Insurance Agent  
Front Desk Clerk  
Office Clerk  
Tax Preparer  
Book Keeping  
Shipping Receiving Clerk



### INFORMATION #3

## 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 **65** 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:** March 20, 2012

TOTAL BUDGET (Includes training set-aside expenditures)				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
<b>Planned</b>	\$75,600	\$151,200	\$226,800	\$302,400
<b>Estimate</b>	\$111,536*	\$144,742*		

ENROLLMENT GOALS				
Monthly Participant Plan Summary				
	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
<i>*Based on claims submitted to OET's fiscal office.</i>				
1. Total # of new enrollments (Core & Intensive Services)	70	54	46	85%
2. Total # of On-the-Job Training / Individual Training Accounts (OJT/ITA)	42	30	42	140%
3. Total # of Direct Placement Services	28	N/A	4	N/A
4. Total # of WorkKeys assessments completed	42	30	47	157%
▪ Applied Mathematics	42	30	47	157%
▪ Reading for Information	42	30	47	157%
▪ Locating Information	42	30	47	157%

INDUSTRY CLUSTERS – PLACEMENTS				
Monthly Placements			OJT/ITA Total #	% of Total
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:			<b>42</b>	<b>100%</b>
▪ Agriculture: <i>Reference handout at meeting which details actual positions placed in each industry.</i>			5	12%
▪ Building/Design: construction			13	31%
▪ Healthcare:			2	5%
▪ Education:			0	0%
▪ Hospitality/Tourism:			2	5%
▪ Creative/Technology:			1	2%
▪ Other ( <i>Finance, Retail, Sales, etc.</i> ):			19	45%

GEOGRAPHIC AREAS SERVED					
Quarter ending: 2 <sup>nd</sup> Quarter		TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
	Central (Salinas)	55%	10%	24	57%
	North	11%	10%	6	14%
	South	18%	10%	4	10%
	West	16%	10%	7	19%

TARGET POPULATIONS SERVED					
Quarter ending: 2 <sup>nd</sup> Quarter		TARGET GOAL*	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
	Veterans & Eligible Spouses	5%	10%	1	2%
	High School Dropout	15%	20%	26	62%
	Disabled	15%	16%	29	69%
	Ex Offender	50%	20%	42	100%
	Homeless	15%	5%	14	33%

*\*Turning Point is contracted to meet the Target Goals.*

PERFORMANCE GOALS		
Quarter ending 1	Plan	Actual
1. Total number of exits	40	31
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	80%	77%
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	75.0%	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	\$10,500	\$23,130
5. Average hourly wage		\$11.12

- UPCOMING ACTIVITIES**
- Effective partnership activities continue to increase eligible job seekers and grow the employer data base.
  - Continued attendance at monthly PACT Meetings.
  - Continued to work 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 employer's data base.
  - TP has provided initial inquiry and referral services to over 2,000 people.
  - TP monitoring audit took place on February 21-23<sup>rd</sup>.

**TESTIMONIAL** **Testimonial to be referenced at meeting.**

Total # and percentage of OJT/ITA placements, based on the following industry clusters:

- Agriculture: **5**  
Sanitor, General Maint., Controller, Irrigator, Landscape,
- Building/Design:construction: **13**  
Restoration Tech, Pool Maint. Tech (4), Cabinet Maker, Painter, Installer, Millwork, C.O.O., Fabricator, Delivery Driver, Carpenter Apprentice
- Healthcare: **2**  
Front Office, Personal Care Attendant
- Education: **0**
- Hospitality/Tourism: **2**  
Catering Asst., Ticket Sales
- Creative/Technology: **1**  
Route Driver
- Other: **19**  
Tire Changer, Secretary, Retail, Flight Line Tech, Auto Body Prep., Event Services Coordinator, Auto Tech., Paint Prep., Laborer, Glazier, Tire Changer, Warehouse, Paint Prep., Sales, Shirt Folder, Clerk, Baker's Helper, Advertiser

**Monterey County Workforce Investment Board  
Workforce Investment Act (WIA) Title I-Adult Service & Dislocated Worker Service  
Provider Monthly Report**

**Provider:** DSES Employment Services – Office for Employment Training – Report Addendum

**For the period ending:** The system of record for reporting participant outcomes to the State is the JTA system. Statistics for the month ending March 31, 2012 are not available at this time. As a result, the statistics reported reflect February 2012.

**Budget:** Financial information for the period ending March 31, 2012 are not available at this time. As a result, the actual for the quarter is not reflected.

**Enrollment Goals:** OET does not have a categorical enrollment plan for PY 2011-12 that allows for tracking and reporting in categories reported as n/a.

- Monthly Actual: In absence of a monthly plan, OET is providing actual enrollments which is reflective of numbers reported in the most recent State report.
- Monthly %: In absence of a monthly plan, OET is providing a year-to-date percentage of the total planned enrollment for the grant for PY 2011-12.

**Industry Clusters:** Requested information in this category is not currently available (n/a). State reporting does not require this type of information detail, therefore, currently available Virtual One Stop (VOS) reports do not allow for tracking of this type. MIS staff are exploring possible alternative tracking options that may be available in VOS or through the State's new CWSN system.

**Geographic Areas Served:** Requested information in this category is not currently available (N/A). Monthly State reports require geographic reporting, but numbers indicated in the report are only available on any given day (i.e. the State's JTA system only allows local areas to view entered/reported data as a same day, "snapshot" and does not allow for the extraction of data reports based upon specified date parameters (i.e. 7/1/11 through 3/20/12). MIS staff are exploring possible alternative tracking options that may be available in VOS or through the State's new CWSN system.

**Target Populations Served:** Actual numbers are pulled directly from the most recently submitted State report

**Performance Goals:** Most of the requested information in this category is not currently available (n/a) and/or is not currently reported to the State during a current program year. Rather, performance is outcomes based and is typically calculated and reported during a year-long Retention period that occurs after the conclusion of a program year. This is intended to allow local areas to reconcile data with the State's Base Wage file and collect additional supporting documentation and exclusionary data that will support positive outcomes or identify exclusions.

- Total number of exits: The data reported is reflective of data reported to the State on the most recently submitted State report.

**INFORMATION #3**



**Monterey County Workforce Investment Board  
Workforce Investment Act (WIA) Title I – Adult Service Provider Monthly Report**

**Provider:** DSES Employment Services – Office for Employment Training

**For the period ending:** February 20, 2012 – See the attached narrative.

<b>BUDGET</b>				
<b>Quarterly Plan</b>	<b>9/31/11</b>	<b>12/31/11</b>	<b>3/31/12</b>	<b>6/30/12</b>
<b>Planned</b>	\$260,014	\$627,615	\$1,095,137	\$1,540,915
<b>Actual</b>	<b>\$494,431</b>	<b>\$887,028</b>		

<b>ENROLLMENT GOALS</b>				
<b>Monthly Participant Plan Summary</b>	<b>TARGET GOAL</b>	<b>Monthly Plan</b>	<b>Monthly Actual</b>	<b>Monthly %</b>
1. Total # of new enrollments (Core & Intensive Services)	308	n/a	238	77
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	28	n/a
3. Total # of Direct Placements	n/a	n/a	n/a	n/a
4. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

<b>INDUSTRY CLUSTERS – PLACEMENTS</b>			
<b>Monthly Placements</b>	<b>OJT/ITA Total #</b>	<b>% of Total</b>	
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	n/a	n/a	
▪ Agriculture:	n/a	n/a	
▪ Building/Design: construction	n/a	n/a	
▪ Healthcare:	n/a	n/a	
▪ Education:	n/a	n/a	
▪ Hospitality/Tourism: Driver, Host	n/a	n/a	
▪ Creative/Technology:	n/a	n/a	
▪ Other ( <i>Finance, Retail, Sales, etc.</i> ):	n/a	n/a	

<b>GEOGRAPHIC AREAS SERVED</b>				
<b>Period Ending February 2012</b>	<b>TARGET GOAL</b>	<b>MINIMUM GOAL</b>	<b>Actual</b>	<b>% of Actual</b>
Central (Salinas)	55%	10%	n/a	n/a
North	11%	10%	n/a	n/a
South	18%	10%	n/a	n/a
West	16%	10%	n/a	n/a

<b>TARGET POPULATIONS SERVED</b>				
<b>Period Ending February 2012</b>	<b>TARGET GOAL</b>	<b>MINIMUM GOAL</b>	<b>Actual</b>	<b>% of Actual</b>
Veterans & Eligible Spouses	19%	10%	12	.05
High School Dropout	39%	20%	76	34
Disabled	19%	16%	36	16
Ex Offender ( <i>Contracted target goal</i> )	13%	20%	83	37
Homeless	19%	5%	34	15

<b>PERFORMANCE GOALS</b>			
<b>Period Ending February 2012</b>	<b>Plan</b>	<b>Actual</b>	
1. Total number of exits	225	20	
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	n/a	n/a	
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	n/a	n/a	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	n/a	n/a	
5. Average hourly wage		n/a	

**INFORMATION #3**



**Monterey County Workforce Investment Board  
Workforce Investment Act (WIA) Title I – Dislocated Worker Service Provider Monthly Report**

**Provider:** DSES Employment Services – Office for Employment Training

**For the period ending:** February 2012 – See the attached.

<b>BUDGET</b>				
<b>Quarterly Plan</b>	<b>9/30/11</b>	<b>12/31/11</b>	<b>3/31/12</b>	<b>6/30/12</b>
<b>Planned</b>	\$366,908	\$733,609	\$1,504,534	\$1,896,012
<b>Actual</b>	<b>\$588,854</b>	<b>\$959,374</b>		

<b>ENROLLMENT GOALS</b>				
<b>Monthly Participant Plan Summary</b>	<b>TARGET GOAL</b>	<b>Monthly Plan</b>	<b>Monthly Actual</b>	<b>Monthly %</b>
1. Total # of new enrollments (Core & Intensive Services)	450	n/a	225	50
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	16	n/a
3. Total # of Direct Placements	n/a	n/a	n/a	n/a
4. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

<b>INDUSTRY CLUSTERS – PLACEMENTS</b>			
<b>Monthly Placements</b>	<b>OJT/ITA Total #</b>	<b>% of Total</b>	
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	n/a	n/a	
▪ Agriculture:	n/a	n/a	
▪ Building/Design: construction	n/a	n/a	
▪ Healthcare:	n/a	n/a	
▪ Education:	n/a	n/a	
▪ Hospitality/Tourism: Driver, Host	n/a	n/a	
▪ Creative/Technology:	n/a	n/a	
▪ Other ( <i>Finance, Retail, Sales, etc.</i> ):	n/a	n/a	

<b>GEOGRAPHIC AREAS SERVED</b>				
<b>Period Ending February 2012</b>	<b>TARGET GOAL</b>	<b>MINIMUM GOAL</b>	<b>Actual</b>	<b>% of Actual</b>
Central	55%	10%	n/a	n/a
North	11%	10%	n/a	n/a
South	18%	10%	n/a	n/a
West	16%	10%	n/a	n/a

<b>TARGET POPULATIONS SERVED</b>				
<b>Period Ending February 2012</b>	<b>TARGET GOAL</b>	<b>MINIMUM GOAL</b>	<b>Actual</b>	<b>% of Actual</b>
Veterans & Eligible Spouses	19%	10%	25	11
High School Dropout	39%	20%	40	18
Disabled	19%	16%	23	10
Ex Offender	13%	20%	37	16
Homeless	19%	5%	16	.07

<b>PERFORMANCE GOALS</b>		
<b>Period Ending February 2012</b>	<b>Plan</b>	<b>Actual</b>
1. Total number of exits	350	139
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	n/a	n/a
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	n/a	n/a
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	n/a	n/a
5. Average hourly wage		n/a

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** JOYCE ALDRICH, WIB CONSULTANT  
**SUBJECT:** PRESENTATION ON MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT AREA (LWIA) BUDGET  
**DATE:** APRIL 12, 2012

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**INFORMATION:**

Attached is the current LWIA 2011-12 Fiscal Year Budget as of February 29, 2012. As you can see in the Summary page, we have categories that must be reviewed more thoroughly to determine how the YTD expenditures can be balanced out.

1. In the Adult Program salaries and benefits section for the Budget Summary as of February 29<sup>th</sup>, the Adult program has exceeded expenditures by 71% in the program salaries and benefits line item;
2. In the Dislocated Worker category, our services and supplies category is over the projected expenditure mark by 7%; and
3. In the Youth program our participant costs have just exceeded the projected and planned budget line item. The youth program line item typically is a matter of moving from program salaries and benefits down to the participant costs section to make up for the shortfall in that category.

Additionally, WIA staff and OET fiscal staff will provide projections for fiscal year 2012-13 based on current information. With State Formula allocations released on 4-5-12, those projections (with the exception of Rapid Response/Business Services allocation) are more accurately reflected in the projected FY12-13 budget (handout).

<b>Formula Allocations for FY2011-12:</b>	<b>vs.</b>	<b>FY 2012-13</b>	<b>Difference</b>
Youth	\$1,753,465	\$1,726,085	(\$27,380)
Adult	1,683,159	\$1,684,911	\$1,752
Dislocated Worker	\$2,117,611	\$1,950,439	(\$167,172)
<b>Totals</b>	<b>\$5,554,235</b>	<b>\$5,361,435</b>	<b>(-\$192,800)</b>

**ATTACHMENTS:**

Reference attached budget  
 WSIN11-48 Formula Allocations for FY2012-13

  
 Joyce Aldrich, WIB Consultant  
 Monterey County Workforce Investment Board

4/6/2012  
 Date

**MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)**

**February-12**

*TOTAL REVENUE*

<b>REVENUE FOR FISCAL YEAR</b>	<b>FY 11-12 PLAN</b>	<b>Grant Terms</b>	<b>% OF BUDGET</b>
ADULT DISADVANTAGED FORMULA FUNDS	\$ 1,683,159	7/1/11-6/30/13	
ADULT CARRY-IN FROM PRIOR YEAR	\$ 337,964	2010-2011	
<b>TOTAL ADULT FUNDS</b>	<b>\$ 2,021,123</b>		<b>29%</b>
DISLOCATED WORKER FORMULA FUNDS	\$ 2,117,611	7/1/11-6/30/13	
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR	\$ 43,621	2010-2011	
<b>TOTAL DISLOCATED WORKER FUNDS</b>	<b>\$ 2,161,232</b>		<b>31%</b>
RAPID RESPONSE FORMULA FUNDS	393 \$ 176,535	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	540 K282485 \$ 58,090	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	541 K282485 \$ 174,271	7/1/11-6/30/12	
NEG 1512 SEP	\$ -		
NEG 1512 SEP CARRY-IN	\$ 240,512		
NEW START	\$ 54,476		
<b>TOTAL NON-PARTICIPANT FUNDS</b>	<b>\$ 703,884</b>		<b>10%</b>
YOUTH FORMULA FUNDS	\$ 1,753,465	4/1/11-6/30/13	
YOUTH FORMULA CARRY-IN	\$ 335,825	2010-2011	
INCENTIVE	\$ 9,117	7/1/10-6/30/12	
<b>TOTAL YOUTH FUNDS</b>	<b>\$ 2,098,407</b>		<b>30%</b>
<b>TOTAL WIA REVENUE</b>	<b>\$ 6,984,646</b>		<b>100%</b>



**MONTEREY COUNTY - LWIA**  
**2011-12 FISCAL YEAR BUDGET**  
*As of February 29, 2012*

<b>PLANNED EXPENDITURES</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
PROGRAM SALARIES & BENEFITS	466,194	798,526	171%	(332,332)
SERVICES AND SUPPLIES	192,827	181,813	94%	11,014
PARTICIPANTS COSTS	303,168	63,933	21%	239,235
WIB COSTS CHARGED TO SALARIES	184,498	0	0%	184,498
WIB COSTS CHARGED TO OPS	42,314	0	0%	42,314
SUB-CONTRACTED SERVICES (WIB)	630,000	355,135	56%	274,865
ADMIN COSTS SALARIES	148,899	124,936	84%	23,963
ADMIN COSTS OPS	53,223	44,658	84%	8,565
<b>TOTALS</b>	<b>2,021,123</b>	<b>1,569,001</b>	<b>78%</b>	<b>452,122</b>

<b>ADULT - WIA</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
	466,194	798,526	171%	(332,332)
	192,827	181,813	94%	11,014
	303,168	63,933	21%	239,235
	184,498	0	0%	184,498
	42,314	0	0%	42,314
	630,000	355,135	56%	274,865
	148,899	124,936	84%	23,963
	53,223	44,658	84%	8,565
	2,021,123	1,569,001	78%	452,122

<b>DISLOCATED WORKER - WIA</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
	1,195,145	923,863	77%	271,282
	232,354	248,735	107%	(16,381)
	324,184	12,532	4%	311,652
	157,341	0	0%	157,341
	36,085	0	0%	36,085
	0	0	0%	0
	178,150	120,359	68%	57,791
	37,973	25,655	68%	12,318
	2,161,232	1,331,143	62%	830,089

<b>PLANNED EXPENDITURES</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
PROGRAM SALARIES & BENEFITS	332,946	119,632	36%	213,315
SERVICES AND SUPPLIES	41,881	33,873	81%	8,008
PARTICIPANTS COSTS	61,750	14,429	23%	47,321
WIB COSTS CHARGED TO SALARIES	34,334	0	0%	34,334
WIB COSTS CHARGED TO OPS	7,874	0	0%	7,874
SUB-CONTRACTED SERVICES (WIB)	154,711	140,522	91%	14,189
ADMIN COSTS SALARIES	59,751	28,808	48%	30,943
ADMIN COSTS OPS	10,637	8,199	77%	2,438
<b>TOTALS</b>	<b>703,884</b>	<b>345,463</b>	<b>49%</b>	<b>358,421</b>

<b>NON-PARTICIPANT - WIA</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
	332,946	119,632	36%	213,315
	41,881	33,873	81%	8,008
	61,750	14,429	23%	47,321
	34,334	0	0%	34,334
	7,874	0	0%	7,874
	154,711	140,522	91%	14,189
	59,751	28,808	48%	30,943
	10,637	8,199	77%	2,438
	703,884	345,463	49%	358,421

<b>YOUTH - WIA</b>	<b>BUDGET</b>	<b>YTD EXP</b>	<b>%</b>	<b>BAL</b>
	729,269	547,707	75%	181,562
	219,306	151,201	69%	68,105
	321,599	328,829	102%	(7,230)
	238,357	0	0%	238,357
	52,436	0	0%	52,436
	327,600	95,759	29%	231,841
	143,534	143,466	100%	68
	66,306	66,698	101%	(392)
	2,098,407	1,333,661	64%	764,746

Non-Participant programs include Rapid Response, NEG 1512 and New Start

Youth Program Salaries & Benefits include youth OET permanent and temporary staff. Participant Costs include youth work experience wages, incentives, stipends, supportive services & contracted training.

Includes \$43,621 carry-in from previous year.

Includes \$337,964 carry-in from previous year.

Includes \$335,825 carry-in from previous year.

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN11-48

Date: April 5, 2012

Expiration Date: 5/5/14

69:167:df:15460

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA FORMULA ALLOCATIONS—PY 2012-13

The purpose of this Information Notice is to announce the release of Workforce Investment Act (WIA) formula fund allocations for each Local Workforce Investment Area (LWIA) for the Adult, Youth, and Dislocated Worker (DW) funding streams for Program Year (PY) 2012-13. These allocations are based on the allotments issued by the U.S. Department of Labor (DOL) to the states (refer to DOL Training and Employment Guidance Letter [TEGL] 19-11 dated March 16, 2012).

Please note that this notice is being issued for LWIA planning and budgeting purposes only because the state has not yet received the federal notice of obligations (NOO's) for any of the funding streams. Once the NOO's have been received, Youth allocations will be released to LWIAs immediately. The Adult and Dislocated Worker allocations will be released as soon as we receive federal and state spending authority for these funds.

As in previous years, the allocations for the Adult and Youth funding streams were calculated using the "hold-harmless" factor. Additionally, as approved by the California Workforce Investment Board on November 30, 2006, the DW funding now contains a "hold-harmless" factor. This hold-harmless provision for DW helps mitigate the year-to-year volatility by ensuring each LWIA receives no less than 90 percent of their average percentage share from the prior two years. The LWIAs that receive more than 100 percent of their average percentage share from the prior two years were proportionately reduced by an amount to total funding necessary for those LWIAs that were below the 90 percent threshold.

Additionally, the DW allocation formula contains the following four factors and their weights:

- Long-Term Unemployment Insurance (UI) claims—weighted at 40 percent
- Mid-Term UI Claims—weighted at 30 percent
- Short-Term UI Claims—weighted at 10 percent
- Long-Term Civilian Unemployment—weighted at 20 percent

The allotments to California and the amounts available for formula allocation to the LWIAs are listed below. Attachment 1 reflects the total amounts each LWIA will receive

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

for each of the funding streams during the PY 2012-13. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated between formula and Governor's Discretionary amounts.

<u>PY 2012-13</u>	<u>Total Allotment</u>	<u>Amount Available for Formula Allocation</u>
Adult Program (Title I)	\$120,000,208	\$ 114,000,198
Youth Program (Title I)	\$123,857,750	\$117,664,863
Dislocated Worker Program (Title I)	\$167,279,720	\$117,095,804

Youth allotments to the states will be issued in one sum with an April 1, 2012, effective date under grant code 301.

If you have any questions about this notice, please contact Viviana Neet at [Viviana.Neet@edd.ca.gov](mailto:Viviana.Neet@edd.ca.gov) or by phone (916) 653-9150.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

Attachments

	Youth	Adult	Dislocated Worker
Alameda	\$2,240,539	\$2,085,869	\$3,226,430
Anaheim City	\$1,011,855	\$1,034,338	\$947,813
Contra Costa	\$1,981,803	\$1,949,913	\$2,688,211
Foothill	\$635,317	\$670,120	\$670,234
Fresno	\$4,822,932	\$4,503,506	\$4,162,281
Golden Sierra	\$1,253,992	\$1,228,430	\$1,666,778
Humboldt	\$428,604	\$408,083	\$358,202
Imperial	\$1,658,145	\$1,603,736	\$1,831,000
Kern, Inyo, Mono	\$3,513,286	\$3,404,694	\$3,370,790
Kings	\$670,028	\$653,588	\$583,071
Los Angeles City	\$15,444,183	\$15,478,219	\$11,245,762
Los Angeles	\$12,097,961	\$11,764,844	\$10,552,026
Madera	\$590,458	\$620,044	\$580,828
Marin	\$406,122	\$506,753	\$521,536
Mendocino	\$263,400	\$259,489	\$263,130
Merced	\$1,357,060	\$1,275,420	\$1,252,556
Monterey	\$1,726,085	\$1,684,911	\$1,950,439
Mother Lode	\$524,509	\$491,922	\$558,343
Napa-Lake	\$531,122	\$540,400	\$603,497
NoRTEC	\$2,655,587	\$2,516,580	\$2,622,669
NCC	\$1,206,476	\$1,175,363	\$1,138,988
NOVA	\$936,007	\$917,653	\$1,307,257
Oakland City	\$1,785,300	\$1,812,347	\$1,406,247
Orange	\$4,425,962	\$4,292,718	\$5,828,669
Pacific Gateway	\$2,207,416	\$2,118,910	\$1,778,850
Richmond City	\$469,137	\$475,485	\$355,609
Riverside	\$6,416,984	\$6,296,897	\$7,156,716
Sacramento	\$4,190,017	\$4,084,030	\$4,655,551
San Benito	\$212,412	\$201,388	\$260,046
San Bernardino City	\$957,538	\$919,755	\$672,682
San Bernardino	\$5,264,544	\$5,212,396	\$5,623,150
San Diego	\$8,227,604	\$7,721,004	\$8,655,051
San Francisco	\$1,826,032	\$2,047,635	\$2,406,007
San Joaquin	\$2,881,365	\$2,655,418	\$2,909,975
San Jose - Silicon Valley	\$3,317,975	\$3,104,611	\$3,786,866
San Luis Obispo	\$873,452	\$643,849	\$657,812
San Mateo	\$1,262,256	\$1,287,516	\$1,714,141
Santa Ana City	\$1,416,092	\$1,372,608	\$901,162
Santa Barbara	\$1,446,438	\$1,019,941	\$1,020,500
Santa Cruz	\$1,044,889	\$875,346	\$1,055,366
SELACO	\$1,139,733	\$1,131,608	\$1,252,689
Solano	\$1,127,334	\$1,185,101	\$1,413,686
Sonoma	\$1,169,347	\$1,116,555	\$1,437,278
South Bay	\$1,534,794	\$1,604,402	\$1,524,088
Stanislaus	\$2,342,444	\$2,274,499	\$2,303,193
Tulare	\$2,434,919	\$2,284,255	\$2,183,889
Ventura	\$2,088,170	\$1,992,164	\$2,511,395
Verdugo	\$808,318	\$898,154	\$880,568
Yolo	\$838,920	\$597,731	\$642,777
<b>TOTAL</b>	<b>\$117,664,863</b>	<b>\$114,000,198</b>	<b>\$117,095,804</b>

**Workforce Investment Act (WIA) Funding  
State Fiscal Year (SFY) 2012-13**

Funding Stream	Round 1	Share	Round 2	Share	Total
<b>Youth Total</b>	<b>\$ 123,857,750</b>		<b>-</b>		<b>\$ 123,857,750</b>
Formula	\$ 117,664,863	95%	-	95%	\$ 117,664,863
Governor's Discretionary	\$ 6,192,887	5%	-	5%	\$ 6,192,887
<b>Adult Total</b>	<b>\$ 9,155,671</b>		<b>110,844,537</b>		<b>\$ 120,000,208</b>
Formula	\$ 8,697,888	95%	105,302,310	95%	\$ 114,000,198
Governor's Discretionary	\$ 457,783	5%	5,542,227	5%	\$ 6,000,010
<b>Dislocated Worker Total</b>	<b>\$ 24,582,353</b>		<b>142,697,367</b>		<b>\$ 167,279,720</b>
Formula	\$ 17,207,648	70%	99,888,156	70%	\$ 117,095,804
Rapid Response	\$ 6,145,588	25%	35,674,342	25%	\$ 41,819,930
Governor's Discretionary	\$ 1,229,117	5%	7,134,869	5%	\$ 8,363,986
<b>Total WIA Funds</b>	<b>\$ 157,595,774</b>		<b>253,541,904</b>		<b>\$ 411,137,678</b>
Formula	\$ 143,570,399		205,190,466		\$ 348,760,865
Rapid Response	\$ 6,145,588		35,674,342		\$ 41,819,930
Governor's Discretionary	\$ 7,879,787		12,677,096		\$ 20,556,883

\* SFY 2012-13 WIA allotments based on TEG 19-11, dated March 16, 2012.

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** MARLEEN ESQUERRA, WIB ANALYST  
**SUBJECT:** RECEIVE A REPORT ON THE TOP 5 EMPLOYERS AND OCCUPATIONS IN MONTEREY COUNTY WITH THE HIGHEST JOB OPENINGS  
**DATE:** APRIL 12, 2012

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**INFORMATION:**

This report is in response to the Oversight Committee's request for information on the top employers and occupations in Monterey County with the highest job openings.

Attached is a labor market report generated from Monterey County's Virtual One Stop (VOS) system ([www.onestopmonterey.org](http://www.onestopmonterey.org)) of the top employers and occupations in Monterey County, generated as of April 5, 2012.

Through the VOS system, visitors can research a wide variety of labor and economic related information for various regions. VOS labor market online features include, but are not limited to:

- **Labor Market Facts** - Select this option to answer commonly asked questions about the local labor market.
- **Area Profile** - Select this option for a summary of the labor market in a selected area.
- **Industry Profile** - Select this option to access labor market information on industries in a selected area.
- **Occupational Profile** - Select this option to access labor market information on occupations in a selected area including wages.

**ATTACHMENT:** List of Employers by Number of Job Openings

  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

3/26/2012  
Date

# Virtual One Stop (VOS)

## Employers by Number of Job Openings

The table below shows the **employers with the highest number of job openings** advertised online in Monterey County, California on April 05, 2012.

Rank	Employer Name	Job Openings
1	<b>The Lampe Company</b> ( <i>Mortgage Brokers, Loan Officers and more</i> )	<a href="#">43</a>
2	<b>Pebble Beach Company</b> ( <i>Sales coordinator, sales associate, on-line &amp; gift card manager, front desk clerk, customer service rep, honor bar attendant, host, banquet captain, front office manager, golf admin assistant, and more.</i> )	<a href="#">40</a>
3	<b>McDonald's Corporation</b> ( <i>Management, crew, host/hostess, lot &amp; lobby person, and part-time breakfast, dinner and lunch opportunities</i> )	<a href="#">32</a>
4	<b>Salinas Valley Memorial Healthcare System</b> ( <i>CT Tech, Diagnostic Imaging Nurse, Registered Nurse I/II/III, Rehab/Wound Care Manager, Medical Lab Tech, Pharmacy Tech I, Respiratory Care Practitioner NICU, Polysomnographic Tech, HR Manager, Systems Analyst, Clinical Lab Scientist, Diagnostic Imaging Operations Supervisor, Operations Supervisor and more</i> )	<a href="#">32</a>
5	<b>Kindred Healthcare</b> ( <i>Occupational Therapist, Speech Language Pathologist, Physical Therapist Assistant, Director Acute Inpatient Rehabilitation Program, Certified Occupational Therapy Assistant and more</i> )	<a href="#">30</a>
6	<b>Department of the Army</b> ( <i>Foreign Language Teachers in Russian, Spanish, Chinese, Dari, French, German and others; Purchasing Agent, Motor Vehicle Operator, Cook, Nurse, and more</i> )	<a href="#">27</a>
7	<b>Monterey Bay Aquarium</b> ( <i>Grants Officer, Exhibition Research &amp; Development Manager, Guest Experience Summer Actor, Underwater Explorer Assistant Supervisor, Underwater Explorer Instructor, Web Designer and more</i> )	<a href="#">26</a>
8	<b>Hyatt</b> ( <i>Marketing representative, housekeeper/room attendant, aesthetician, bell attendant, steward/dishwasher, cook II, massage therapist, nail technician, sales executive and more.</i> )	<a href="#">24</a>
9	<b>The Boys &amp; Girls Clubs of Monterey County</b> ( <i>Activity Floor Assistant, Administrative Assistant, Bi-lingual Administrative Assistant, Tutor and more</i> )	<a href="#">24</a>
10	<b>Mee Memorial Hospital</b> ( <i>Dialysis ward clerk, scanning tech, emergency dept/in-patient services manager, house supervisor, registered nurse, risk management quality assurance specialist, housekeeper/janitor, clinical educator, pharmacist, and more.</i> )	<a href="#">22</a>

Job Source: Online advertised jobs data

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** MARLEEN ESQUERRA, WIB ANALYST  
**SUBJECT:** UPDATE ON THE OVERSIGHT COMMITTEE WORKSHOP AGENDA  
**DATE:** APRIL 12, 2012

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**INFORMATION:**

For review and discussion, a draft copy of the Oversight Committee Workshop agenda will be provided the Oversight Committee on April 12, 2012.

Pending the availability of the Oversight Committee members, the new proposed Oversight Committee workshop meeting date is scheduled for Thursday, May 10, 2012, following the regularly scheduled Oversight Committee meeting.

  
\_\_\_\_\_  
Joyce Aldrich, WIB Consultant  
Monterey County Workforce Investment Board

4/2/2012  
\_\_\_\_\_  
Date