



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, May 10, 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

CALL TO ORDER / INTRODUCTIONS:	Mary Ann Leffel, Chair
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	
C-1. Approve the minutes of the April 12, 2012 Oversight Committee meeting. <i>(Attachment)</i>	Mary Ann Leffel
BUSINESS MEETING CALENDAR:	
1. Information: Update on current and pending, local, State and Federal monitoring of Monterey County's local workforce investment system. <i>(Attachment)</i>	Joyce Aldrich
2. Information: Receive a draft monitoring report on Shoreline's Adult Program for PY 2011-12. <i>(Attachment)</i>	Marleen Esquerra
3. Information: Receive a draft monitoring report on Turning Point's Adult Program for PY 2011-12. <i>(Attachment)</i>	Marleen Esquerra
4. Information: Receive a report on WIA Title I Adult and Dislocated Worker program providers for PY 2011-12. <i>(Attachment)</i>	Marleen Esquerra
5. Action: Approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13. <i>(Attachment)</i>	Joyce Aldrich
6. Information: Update on Monterey County's Local Workforce Investment Area (LWIA) budget. <i>(Attachment)</i>	Joyce Aldrich
ANNOUNCEMENTS OF EVENTS:	
Subcommittee Meetings:	WIB Meetings:
Youth: 7/10/2012 – Shoreline, Marina	6/6/2012 – Marina Library
Oversight: 6/14/2012 – Shoreline, Marina	
Executive: 5/16/2012 – Shoreline, Marina	
ADJOURN TO WORKSHOP: <i>(See attached agenda)</i>	
To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org .	

Monterey County
Workforce Investment
Board (WIB)

Joyce Aldrich,
WIB Consultant

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

Thursday, April 12, 2012, 8:30AM
Shoreline Conference Room, 249 10th Street, Marina, CA

Members Present: Mary Ann Leffel (Chair), Cesar Lara, Judith Profeta, Larry Silva and Brian Turlington

Members Absent: Al Davis (excused), Teresa Sullivan (excused), and Dr. Phoebe Helm (excused)

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

Others: Rod Powell (OET), Lorena Garcia (Shoreline), Bernardine Johnson (Shoreline) and Rosie Chavez (Turning Point)

CALL TO ORDER/INTRODUCTIONS: Ms. Leffel called the meeting to order at 8:40am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

CONSENT CALENDAR:

C-1: Approve the minutes of the February 24, 2012 Oversight Committee meeting.

Motion: Mr. Turlington

Second: Mr. Silva

Motion Passed Unanimously

BUSINESS MEETING:

1. Information: Receive a response to the questions raised at the Oversight Committee Meeting on February 24, 2012.

Ms. Aldrich responded to the questions raised by the members at the previous Oversight Committee meeting, as follows:

- **MEMBER ATTENDANCE:** The attendance roster has been updated to reflect the excused absences. Members with 60% of unexcused absences will be asked to resign from the WIB.
- **RESOLUTION OF LOCAL MONITORING ISSUES and RESOLUTION OF STATE AND FEDERAL MONITORING ISSUES:** Ms. Aldrich advised that Ms. Esquerra is currently conducting Adult, Dislocated Worker and Rapid Response program monitoring of the Office for Employment Training (OET) programs with an exit interview scheduled for April 13, 2012. A draft monitoring report will be sent to OET with 15 days to respond to any findings and/or observations. Ms. Aldrich does not anticipate OET will have any local findings. However, a draft monitoring report with the results of the WIB staff program monitoring review will be provided to the Oversight Committee at their next meeting.
- **STATE PERFORMANCE OUTCOMES RELATE TO LOCAL PERFORMANCE OUTCOMES:** Ms. Aldrich informed the committee that the WIB negotiates local performance measures with the State. However, the WIB has been unable to negotiate with the State for several years. The only challenge for Monterey County in Program Year 2011-12 is meeting the entered employment rate standard in which the local workforce investment area has fallen slightly below the 80% performance goal. Based on Senate Bill 698, standards for certification of high-performance local workforce investment boards will be established. As a result, the Monterey County WIB will have a responsibility to ensure all local performance goals are met or it's anticipated that the WIB will be ineligible to apply for any discretionary funds. WIB staff is currently working with the program operators to ensure this will not be an issue or challenge.

Mr. Silva questioned the State performance levels. Ms. Aldrich explained the State performance outcomes are an average of all 49 local workforce investment areas. Mr. Silva also questioned the 188% success rate for Literacy / Numeracy Gains. Ms. Aldrich responded that the State mandates that 40% of youth participants who are basic skills deficient must increase their English, Math and Reading skill sets and our local area exceeded that goal by 75%.

Ms. Aldrich advised that our local area has to meet the 80% benchmark on the Adult entered employment rate performance level. Ms. Profeta asked why our average income is much lower than the State average and Ms. Aldrich advised because of the industries in our County is primarily agriculture.

- **NUMBER OF PEOPLE WHO GOT UNSUBSIDIZED JOBS UPON EXIT FROM THE SYSTEM:** Mr. Cook stated that WIB staff analyzed why our local area is not meeting the 80% minimum performance requirements on Adult participants entering employment upon exit from our system. WIB staff was informed by OET that they do not provide 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. Mr. Powell agreed and explained how follow-up is very complex and work intensive and that most participants are difficult to reach. Ms. Leffel shared an example in another workforce area where the employer was mandated to provide information to the contractor concerning the job placement status of the participant thereby the contractor did not have to follow-up with the participant. She stated this process is very successful. Ms. Aldrich said that a policy could be discussed with subcontractors where the employer is required to follow-up even after the OJT contract is complete.

2. Information: Update on current and pending State and Federal monitoring of Monterey County's local workforce investment system. Ms. Aldrich advised the committee of several audits that recently took place over the last month. On March 5-9, 2012, the State's WIA 85% fiscal and procurement monitoring was completed. Although initial information suggested there were no findings, Ms. Aldrich received a draft report on April 11, 2012 with two minor findings related to the recruitment of the Economic/WIB Executive Director and the dollars that were allocated out of WIA. An estimated total of \$3,000 may potentially be adjusted. The WIB has 25 days to respond or correct the findings. Local monitoring of OET's WIA 85% Adult and Dislocated Worker programs is currently being conducted by WIB analyst Ms. Esquerra which started on April 9, 2012. In September, we anticipate being audited by the State for the same programs. An audit exception was requested concerning the Governor's Gang Reduction, Intervention and Prevention (CalGRIP) grant and two incident reports submitted to the State last year regarding participant eligibility, a layoff aversion contract and conflict of interest of a WIB member. An audit evaluation was completed and a draft report will be submitted in May or June of 2012 which will be provided to the Oversight Committee at the next meeting. An audit is scheduled for April 20, 2012 by the Department of Labor concerning the National Emergency Grant (NEG)-On-the-Job Training (OJT) project that Shoreline and OET are working on.

3. Information: Receive a report on WIA Title I Adult and Dislocated Worker program providers for PY 2011-12. Ms. Esquerra presented an update on Shoreline, Turning Point and OET's program performance. As of March 20, 2012, Shoreline is currently at 77% of meeting their total enrollment goal and 97% of meeting their total OJT enrollment goal. Many of the participants have been placed in the healthcare, building/design, hospitality/tourism, and other various industries. Shoreline has met their geographic enrollment goals. They are currently at 98% of their expenditure goal due to higher than anticipated workforce needs. They are at 96% of meeting their unsubsidized employment goal, thus exceeding the DOL performance goal of 67%. The average cost of individual training is \$171 and the average participant hourly rate is \$10.88.

As of March 20, 2012, Turning Point is at 85% of meeting their total enrollment goal and 140% of meeting their total OJT enrollment goal. Participants have been placed in agriculture, building/design, healthcare, hospitality/tourism and other various industries. Turning Point has exceeded all minimum geographic enrollment goals and the average participant hourly rate is \$11.12.

As of February 2012, OET is at 77% of meeting their adult enrollment goal and 50% of meeting their dislocated worker enrollment goal. OET is currently at 141% over their planned expenditure goal for adult enrollments and 131% over their dislocated worker enrollments. OET stated they are attempting to take

measures to collect the necessary data to populate their monthly report template for reporting to the Oversight Committee.

Mr. Silva questioned the overage of OET's expenditures and Ms. Leffel asked if it was a timing issue. Ms. Aldrich stated the numbers reflect OET's projection for each quarter; however they may not be over for the total year. OET's fiscal staff is working on solutions to resolve the projected overage.

In regards to the placement of participants, Ms. Leffel informed the members and program operators that Clinica de Salud is opening a new healthcare facility and stated this would be a great opportunity for the program operators to promote their training and workforce services.

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

Mr. Cook stated the WIB component of job training was moved from Social Services and placed under the Monterey County Economic Development Department. He explained that the Oversight Committee has the responsibility to monitor all Monterey County WIA funded programs, as well as review and set the budget for the upcoming fiscal year. At present, the fiscal operations and management information system components of OET are still under Social Services.

Ms. Aldrich presented an update on the local workforce investment area's budget. Mr. Cook stated in reviewing the budget, WIB staff identified some issues related to performance, information management, and over expenditures which will impact the upcoming fiscal year. These issues were brought to the Monterey County Administrative Officer and plans for organizational solutions will be discussed. Mr. Cook stated that one possibility is to move OET out from Social Services and to combine it with the WIB/Economic Development Department team.

Mr. Silva is concerned about the budget overage and asked if OET was planning to use funds from the upcoming fiscal year to cover this year's expenditures. Mr. Cook advised that the WIB is working diligently to provide a solution. Ms. Aldrich stated that questions raised by the Oversight Committee concerning OET's budget and over expenditures initiated conversations with WIB staff and OET's fiscal unit about the discrepancies. WIB staff was advised that the over expenditures reflect quarterly projections that do not reflect the transfer of funds between the Adult and Dislocated Worker formula allocations. Ms. Leffel stated the Oversight Committee specifically asked questions concerning the transfer of funds prior to this issue and was told by WIB staff that it would not impact future funding. OET is currently working on solutions to resolve the budget overages.

Ms. Aldrich provided an update on the WIA allocations for PY2012-13 and advised that it does not include the funds anticipated for the Rapid Response program.

5. Information: Receive a report on the top 5 employers and occupations in Monterey County with the highest job openings. At the request of the Oversight Committee chair, Ms. Esquerro briefly reported on the top 5 employers and occupations in Monterey County. Ms. Leffel stated that Bechtel currently has over 40 positions open for security staff and stated that it would be a great opportunity for veterans.

6. Information: Update on the Oversight Committee workshop agenda: Mr. Cook stated the Oversight Committee workshop planned after the next meeting on May 10, 2012 will provide a clear understanding of the issues and the options to push forward in addressing potential opportunities. Ms. Aldrich stated the workshop will cover strategies, roles and responsibilities of the Oversight Committee, program performance, budget and an overview of our current system.

ADJOURN: Ms. Leffel motioned to adjourn the meeting at 10:00am.

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

Second: Mr. Turlington

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE

FROM: JOYCE ALDRICH, WIB CONSULTANT

SUBJECT: UPDATE ON CURRENT AND PENDING LOCAL, STATE AND FEDERAL MONITORING OF MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT SYSTEM

DATE: MAY 10, 2012

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

Local Monterey County Workforce Investment Board – Annual Monitoring:

Program	Dates of Monitoring	Status	Draft Report
1. Turning Point – WIA Title I Adult	2/21–22, 2012	Pending	5/1/2012
2. Shoreline – WIA Title I Adult	2/27–28, 2012	Pending	5/1/2012
3. Office for Employment Training - WIA Title I Adult & Dislocated Worker	4/9–13, 2012	Pending	5/4/2012
5. Office for Employment Training – Rapid Response	4/9–13, 2012	Pending	5/4/2012
6. Shoreline – National Emergency Grant (NEG) – On-the-Job Training (OJT)	3/22–23, 2012	Pending	Pending

State of CA Employment Dev. Dept. Compliance Review Division (CRD) – Annual Monitoring:


Program	Dates of Monitoring	Status	Draft Report
1. WIA 85% Fiscal & Procurement (All Programs)	March 5–9, 2012	Two findings related to the recruitment of the Economic/WIB Executive Director and the dollars that were allocated out of WIA.	4/11/2012, the WIB has 25 days to respond or correct the findings.
2. WIA 85% Program (Adult and Dislocated Worker Programs)	Sep–Oct, 2012	TBD	TBD

State of CA Employment Dev. Dept. Audit & Evaluation Division (A&ED) – Special Grants:

Program	Dates of Monitoring	Status	Draft Report
1. 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
1. DOL National Emergency Grant – On-the-Job Training (OJT)	April 20, 2012	TBD	TBD


 Joyce Aldrich, WIB Consultant
 Monterey County Workforce Investment Board

4/30/2012
 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: RECEIVE A DRAFT MONITORING REPORT ON SHORELINE'S
ADULT PROGRAM FOR PY 2011-12
DATE: MAY 10, 2012

DISCUSSION:

This monitoring review is to report the results of the WIB staff contract compliance monitoring of Shoreline Workforce Development Service's Workforce Investment Act (WIA) Adult Program for PY 2011-12.

BACKGROUND:


The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$327,600, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy-seven (77) WIA eligible adults who are 18 years of age and older 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. Forty (40) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and thirty-seven (37) participants will receive direct placement services.

In February 2012, WIB staff monitored Shoreline's WIA Adult program to evaluate their compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board.

WIB staff sent a draft monitoring letter to Shoreline on May 1, 2012, addressing three observations found during the monitoring review that included recommendations to: 1.) Increase staff efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT prior to engagement with an employer; 2.) Submit claims for reimbursement in a timely fashion; and 3.) Increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

The protocols and monitoring guidelines provide up to 15 working days after the receipt of the DRAFT monitoring report to submit a response. Should Shoreline elect to respond to the observations in the DRAFT monitoring report, the deadline to submit a response is May 21, 2012.

ATTACHMENT: Shoreline – Workforce Investment Act (WIA) Title I Adult Program Review DRAFT Monitoring Report, Program Year 2011-12


Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

4/30/2012
Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR



168 W. Alisal St., 3rd Floor
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April 30, 2012

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

RE: Workforce Investment Act (WIA) Title I Adult Program Review DRAFT Monitoring Report,
Program Year 2011-12

Service Provider: Shoreline Workforce Development Services

Workforce Investment Board Monitor:

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

Monitoring Dates: Mon-Wed, February 27–29, 2012 at 1252 North Main Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$327,600, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy-seven (77) WIA eligible adults who are 18 years of age and older 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. Forty (40) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and thirty-seven (37) participants will receive direct placement services.

Objective: The purpose of this review was to evaluate Shoreline's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Shoreline staff, WIA participants and employers as well as the results of a participant case file review.

On February 29, 2012, WIB staff received documents in question to several issues observed during the monitoring review. Because Shoreline adequately addressed the observations prior to the draft report being issued, no further action is required and the issues are considered resolved.

Review Period: The review covered the period of October 1 – December 31, 2011 (2nd Quarter).

I. DESK REVIEW:

Table 1: Shoreline's performance was reviewed for compliance with the contract plan for the 2nd quarter period ending December 31, 2011. Shoreline's total actual expenditures are \$162,826 (99.41%) of their 2nd quarter budget with a training set aside expenditure total of \$33,326 (98.02%) of plan. Staff salaries and benefits expenditures are slightly over budget at

\$110,503 (104.97%) of \$105,274, due to higher than anticipated staff costs to accommodate additional training enrollments. Supportive Service expenditures are over budget at \$9,283 (119.78%) of \$7,750 due to higher than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

i. Expenditures – Table 1:

Program Year 2011-12 (2 nd Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$163,800	\$105,274	\$15,401	\$7,750	\$34,000
Dec 2011 Actual	\$162,826	\$110,503	\$9,714	\$9,283	\$33,326
Percent of (2nd Quarter) Plan	99.41%	104.97%	63.07%	119.78%	98.02%

Table 2: Shoreline’s total enrollments are 41 (84%) of 49 with OJT enrollments at 29 (121%) over their total planned goal of 24. Shoreline staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the 29 OJT placements, 69% have been placed in the WIB approved industry clusters. Shoreline’s geographic enrollments continue to be much higher than planned for the Central area at 60.98% and South area at 27%, while the West is at 2.44% and North is at 9.76%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, ex offenders, and homeless are well above plan, while the veterans/eligible spouses and disabled population are below the WIB established goals at 2.44% of 19% and 12.20% of 16%, 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 standard of 67% for PY 2011-12.

Three observations were noted in the conclusion portion of this report.

ii. Enrollments – Table 2:

Program Year 2011-12 (2 nd Qtr)	New Enrollments	ITA/OJTs	Unsub Employment	Geographic Areas Served Min Goal = 10%				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	49	24	17	35%	20%	20%	25%	50%
Dec 2011 Actual	41	29	20	25	4	11	1	20 of 29
% of 2nd Qtr Plan	84%	121%	118%	60.98%	9.76%	27%	2.44%	69%

iii. Enrollments – Table 3:

Program Year 2011-12 (2 nd Qtr)	Target Populations Served				
	Veterans & Eligible Spouses 10%	Disabled 16%	Homeless 5%	Offenders 20%	HS Dropouts 20%
Dec 2011 Plan	19%	19%	19%	13%	39%
Dec 2011 Actual	1	5	20	12	10
% of 2nd Qtr Plan	2.44%	12.20%	48.78%	29.27%	24.39%

II. FIELD REVIEW:

A file sampling review of 30% adult (16 of 54) participant case files were conducted. The files were organized with checklists and all the necessary information for eligibility and Right to Work documentation was included. The case-notes were documented and descriptive. WIB

staff was impressed with the forms Shoreline uses to certify qualified OJT employers, to verify unsubsidized employment and wages, and to summarize the proposed participant work plan.

i. Participant, Employer and Staff Interviews

WIB Staff conducted interviews with three adult OJT employers and three OJT participants on February 28 & 29, 2012. All participants and employers interviewed were pleased with their experience in Shoreline's adult OJT program.

WIB staff met with and interviewed Shoreline staff Ms. Lorena Garcia and Ms. Vanessa Estrada. Staff are very knowledgeable with the recruitment strategy for identifying potential OJT trainees, the referral process between WIA service "anchor" partners, the selection and screening process for identifying OJT candidates, and the required/optional assessment tools used to develop the individual employment plan.

ii. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. CONCLUSION:

The results of the performance reviews, and interviews with Shoreline staff, participants, and employers indicate that Shoreline is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on March 2, 2012 with Mr. Wil Moore, Employment Services Manager and Shoreline staff Ms. Bernardine Johnson, Ms. Daniela AuClair-Valdez, Ms. Yasmin Guevara, Mr. Bill O'Brien, and Ms. Luz Barboza. Program staff was advised of the following observations:

i. Observations:

1. **WorkKeys Readiness Indicator:** Of the 16 files reviewed 7 (43.75%) participants completed the WorkKeys Readiness Indicator test. These tests were completed during the periods of July, Aug, Oct, Nov & Dec 2011. Staff indicated that sometime during this time period the system was down due to a delay in the renewal of the system subscription which prevented staff from accessing the tool online. Also, in Feb 2012, a notice was sent out to participants with information on how to complete the WorkKeys assessments. Of the 9 cases that did not complete the tests, case files indicate the applications were completed during the time periods of July, Aug, Sep, Oct 2011 and Jan 2012. WIB Policy 2011-05 (dated Dec 7, 2011) states prior to engaging an employer in an OJT, local service providers must ensure that applicants have been assessed using the WorkKeys Readiness Indicator tool to determine an individual's readiness for WorkKeys testing.

Recommendation: It's recommended that Shoreline staff increase efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT, prior to engagement with the employer.

2. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

Recommendation: It's recommended that Shoreline follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Shoreline's contractual agreement states financial reports and invoices are due to the fiscal department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless

otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

3. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Shoreline fell short of meeting the geographic and demographic goals as stated earlier during the desk review.

Recommendation: Shoreline needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Shoreline's contract, program and fiscal operations. It is Shoreline's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Shoreline's responsibility.

The protocols and monitoring guidelines normally provide you up to 15 working days after the receipt of this report to submit your response. If we do not receive a response by May 21, 2012, we will release this draft as the final report. Please submit your response, if any, to the following address:

Attn: Marleen Esquerra, WIB Analyst
Monterey County Workforce Investment Board
168 West Alisal Street, 3rd Floor
Salinas, CA 93901

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



Joyce Aldrich
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: RECEIVE A DRAFT MONITORING REPORT ON TURNING POINT'S ADULT PROGRAM FOR PY 2011-12
DATE: MAY 10, 2012

DISCUSSION:

This monitoring review is to report the results of the WIB staff contract compliance monitoring of Turning Point of Central California's Workforce Investment Act (WIA) Adult Program for PY 2011-12.

BACKGROUND:


The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$302,400, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy (70) WIA eligible adults who are 18 years of age and older 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. Forty (42) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-eight (28) participants will receive direct placement services.

In February 2012, WIB staff monitored Turning Point's WIA Adult program to evaluate their compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board.

WIB staff sent a draft monitoring letter to Turning Point on May 1, 2012, addressing three observations found during the monitoring review that included recommendations to: 1.) Provide workshop attendees with an evaluation feedback form to rate their overall experience and satisfaction of the training received; 2.) Submit claims for reimbursement in a timely fashion; and 3.) Increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

The protocols and monitoring guidelines provide up to 15 working days after the receipt of the DRAFT monitoring report to submit a response. Should Turning Point elect to respond to the observations in the DRAFT monitoring report, the deadline to submit a response is May 21, 2012.

ATTACHMENT: Turning Point – Workforce Investment Act (WIA) Title I Adult Program Review DRAFT Monitoring Report, Program Year 2011-12


Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

4/30/2012
Date

WORKFORCE INVESTMENT BOARD

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April 30, 2012

Deborah Carrillo, Executive Director
Turning Point of Central California
116 East San Luis Street
Salinas, CA 93901

RE: Workforce Investment Act (WIA) Title I Adult Program Review DRAFT Monitoring Report,
Program Year 2011-12

Service Provider: Turning Point of Central California

Workforce Investment Board Monitor:

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

Monitoring Dates: Tues & Wed, February 21 & 22, 2012 at 111 East San Luis Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$302,400, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy (70) WIA eligible adults who are 18 years of age and older 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. Forty (42) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-eight (28) participants will receive direct placement services.

Objective: The purpose of this review was to evaluate Turning Point's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Turning Point staff, WIA participants and employers as well as the results of a participant case file review.

On February 22, 2012, WIB staff received documents in question to several issues observed during the monitoring review. Because Turning Point adequately addressed the observations prior to the draft report being issued, no further action is required and the issues are considered resolved.

Review Period: The review covered the period of October 1 – December 31, 2011 (2nd Quarter).

I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the 2nd quarter period ending December 31, 2011. Turning Point's total actual expenditures are \$144,743 (95.73%) of their 2nd quarter budget with a training set aside expenditure over

budget at \$28,602 (123.82%) of \$23,100, due to higher than anticipated training costs to accommodate additional training enrollments. Staff salaries and benefits expenditures are slightly over budget at \$84,661 (104.15%) of \$81,287, due to higher than anticipated staff costs to accommodate the increase in training enrollments. Supportive Service expenditures are at \$6,043 (44.85%) of \$13,473 due to lower than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

i. Expenditures – Table 1:

Program Year 2011-12 (2 nd Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$151,200	\$81,287	\$22,052	\$13,473	\$23,100
Dec 2011 Actual	\$144,743	\$84,661	\$25,436	\$6,043	\$28,602
Percent of (2nd Quarter) Plan	95.73%	104.15%	115.35%	44.85%	123.82%

Table 2: Turning Point’s total enrollments are 35 (92%) of 38 with OJT and training enrollments at 35 (152%) over their total planned goal of 23. Turning Point staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the training placements, 100% have been placed in the WIB approved industry clusters. Turning Point’s geographic enrollments continue to be much higher than planned for the Central area at 66% and West area at 20%, while the North is at 6% and South is at 9%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, disabled, ex offenders, and homeless are well above plan, while the veterans/eligible spouses are below the WIB established goals at 3% of 5%. Twenty-seven (27) exits have occurred to date and 21 (78%) were placed in unsubsidized employment following their training, exceeding the Department of Labor’s (DOL) performance standard of 67% for PY 2011-12.

Three observations were noted in the conclusion portion of this report.

ii. Enrollments – Table 2:

Program Year 2011-12 (2 nd Qtr)	New Enrollments	OJTs ITAs	Unsub Employment	Geographic Areas Served				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	38	23	65	10%	10%	10%	10%	50%
Dec 2011 Actual	35	35	24	23	2	3	7	35 of 35
% of 2nd Qtr Plan	92%	152%	37%	66%	6%	9%	20%	100%

iii. Enrollments – Table 3:

Program Year 2011-12 (2 nd Qtr)	Target Populations Served				
	Veterans & Eligible Spouses	HS Dropout	Disabled	Ex Offender	Homeless
Dec 2011 Plan	5%	15%	15%	50%	15%
Dec 2011 Actual	1	24	23	35	11
% of 2nd Qtr Plan	3%	69%	66%	100%	31%

II. FIELD REVIEW:

A file sampling review of 30% adult (11 of 35) participant case files were conducted. The adult case files were reviewed to ensure compliance with OJT contract requirements and WIA regulations. The file review conducted by WIB staff included eligibility, assessment, OJT contract compliance, supportive services, timesheets and evaluations. The files were well organized with checklists and all necessary information for eligibility and Right to Work documentation was included. The case-notes were well documented and descriptive.

i. **Participant, Employer and Staff Interviews**

WIB Staff conducted interviews with three adult OJT employers and two OJT participants on February 22 & 23, 2012. All participants and employers interviewed were pleased with their experience in the adult OJT programs.

WIB staff met with Turning Point staff Ms. Rosie Chavez. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA contract staff.

ii. **Financial Accounting Internal Controls**

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. CONCLUSION:

The results of the performance reviews, and interviews with Turning Point staff, participants, and employers indicate that Turning Point is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on Friday, February 24, 2012 with Turning Point Staff Ms. Deborah Carrillo, Ms. Rosie Chavez and Ms. Pearl Sanchez. Program staff was advised of the following observations:

i. **Observations:**

- a. **Computer Capacity:** WIB staff toured Turning Point's facility on Tuesday, February 21. Turning Point increased its computer system capacity from 3 to 11 stations to allow clients use of the PC systems to access the Internet, develop resumes, job search and complete the WorkKeys assessments. WIB staff also observed a staff assisted employment workshop held by a Turning Point staff member. The workshop duration is 5-days and it offers work readiness skills such as tips on how to fill out job applications, develop a resume and cover letter, how to prepare for an interview, job search success tips and how to overcome workplace barriers to employment.

Recommendation: At the end of each workshop session, WIB staff recommends that attendees complete an evaluation feedback form to rate their overall experience and satisfaction of the training received.

- b. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

Recommendation: It's recommended that Turning Point follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Turning Point's contractual agreement states financial reports and invoices are due to the fiscal department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

- c. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Turning Point fell short of meeting the geographic and demographic goals as

stated earlier during the desk review.

Recommendation: Turning Point needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Turning Point's contract, program and fiscal operations. It is Turning Point's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Turning Point's responsibility.

The protocols and monitoring guidelines normally provide you up to 15 working days after the receipt of this report to submit your response. If we do not receive a response by May 21, 2012, we will release this draft as the final report. Please submit your response, if any, to the following address:

Attn: Marleen Esquerra, WIB Analyst
Monterey County Workforce Investment Board
168 West Alisal Street, 3rd Floor
Salinas, CA 93901

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



Joyce Aldrich
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

MEMORANDUM

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: MAY 10, 2012

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 April 2012, Shoreline's total enrollments is currently at 62 (84%) of 74 with OJT enrollments at 39 (105%) of 37.

Of the 39 on-the-job, individual training and direct placements, 48% have been placed in the WIB approved industry clusters to include 1 (1%) in agriculture, 7 (11%) in building/design, 17 (29%) in healthcare and 4 (7%) in hospitality/tourism occupations. The remaining 32 (52%) were placed in various positions such as carpet cleaning/driver, forklift driver, product tech, fitness instructor, receptionist, sales, office assistant, customer service, auto body, book keeping, etc.

Shoreline's total actual expenditures are slightly over planned goals at \$192,969 (101%) of \$191,100 with an OJT set aside expenditure total of \$40,365 (102%) of \$39,666 as of January 2012. Supportive Service expenditures are at \$11,046 (122%) of \$9,041 due to higher than anticipated workforce needs such as work clothing/uniforms, mileage/gas for transportation, work tools and day care. *(No more than \$500 in supportive services may be expended per enrollment.)*

Shoreline's geographic enrollments continue to be much higher or at plan for the Salinas area at 61%, South area at 21% and West area at 10%, while the North area is at 8%, slightly below the 10% minimum WIB established service area goal. Service to ex offenders and homeless are well above plan, while the veterans/eligible spouses, high school dropout and disabled populations are below the WIB established goals at 6.55% of 19%; 27.86% of 39%; and 13.11% of 19%, respectively. Forty-nine (49) exits have occurred to date and 47 (96%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance goal of 67%. The average hourly wage is \$10.96.

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

Turning Point Adult:

As of April 2012, Turning Point's total enrollments is at 65 (110%) of 59 with OJT enrollments at 42 (102%) of 41.

Of the 42 on-the-job training 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 at \$171,475 (97%) of \$176,400 with an OJT set aside expenditure total of \$32,843 (122%) of \$26,950, exceeding their January 2012 plan, due to the high number of OJT enrollments. Supportive Service expenditures are under budget at \$8,199 (52%) of \$15,719 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 (37) exits have occurred to date and 28 (76%) 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 (3 pages).*

Office for Employment Training (OET):

As of March 2012, OET's total new Adult enrollments is currently at 279 (91%) of 308. OET's total enrollments including new and carry-ins is 378 (68%) of 558. Of those enrollments, a total of 29 are participating in training related services such as On-the-Job Training and/or Individual Training Accounts.

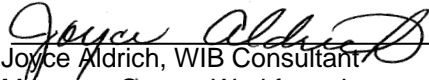
As of March 31, 2012, OET's total Adult program expenditures are \$1,021,284 (157%) of \$650,557, severely exceeding their WIA Adult allocation as of the 3rd Quarter period.

As of March 2012, OET's total new Dislocated Worker enrollments is currently at 257 (57%) of 450. OET's total enrollments including new and carry-ins is 383 (51%) of 750. Of those enrollments, a total of 14 are participating in training related services such as On-the-Job Training and/or Individual Training Accounts.

As of March 31, 2012, OET's total Dislocated Worker program expenditures are \$1,706,281 (106%) of \$1,610,625, exceeding their WIA Dislocated Worker allocation as of the 3rd Quarter period.

Reference information item #6 of this packet, for additional information regarding OET's budget and expenditures.

ATTACHMENT: *OET's narrative and monthly reports (2 pages).*


 Joyce Aldrich, WIB Consultant
 Monterey County Workforce Investment Board

4/30/2012
 Date

INFORMATION #4



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: April 27, 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*	199,841.85	

ENROLLMENT GOALS				
*w/set aside \$279,750.85				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	77	74	62	83.78
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	40	37	39	105.40
3. Total # of Direct Placements	37	n/a	22	n/a
4. Total # of WorkKeys assessments completed			2	
▪ Applied Mathematics			2	
▪ Reading for Information			2	
▪ Locating Information			2	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA /DP Total #	% of Total	
1. Total # and percentage of OJT/ITA /DP placements, based on the following industry clusters:	61	100%	
▪ Agriculture	1	1	
▪ Building/Design	7	11	
▪ Healthcare	17	29	
▪ Education			
▪ Hospitality/Tourism	4	7	
▪ Creative/Technology			
▪ Other (<i>Finance, Retail, Sales, etc.</i>)	32	52	

GEOGRAPHIC AREAS SERVED				
Quarter ending (April) June 2012	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Central (Salinas)	35%	10%	37	61
North	25%	10%	5	8
South	20%	10%	13	21
West	20%	10%	6	10

TARGET POPULATIONS SERVED				
Quarter ending (April) June 2012	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Veterans & Eligible Spouses	19%	10%	4	6.55
High School Dropout	39%	20%	17	27.86
Disabled	19%	16%	8	13.11
Ex Offender (<i>Contracted target goal</i>)	13%	20%	17	27.86
Homeless	19%	5%	28	45.90

PERFORMANCE GOALS		
Quarter ending (April) March 2012	Plan	Actual
1. Total number of exits	55	49
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	67.0%	96.07%
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	
5. Average hourly wage		\$10.96

- | ACTIVITIES | |
|---|---|
| <ul style="list-style-type: none"> ▪ Co-Sponsored Monterey County Job Fair ▪ Attended CWA Conference-San Diego, CA ▪ Attended and Presented on Professional Development at GII Conference-Washington, DC | <ul style="list-style-type: none"> ▪ Preparing to Open New Salinas Career Center-May 14th ▪ Held Partner Virtual Career Development Training in Santa Cruz & San Luis Obispo |

SHORELINE – Placements:**Health**

Medical Office Clerk
Business Manager
CNA
Medical Assistant
LVN
Veterinary Assistant

Building /Design

Heating Apprentice
Construction Laborer
Concrete Assistant
Foreman
Solar Installer
Sign Installer

Hospitality/tourism

Cage Cashier/Waitress
Cashier
Waitress
Chip Counter
Restaurant Helper/Dishwasher
Security Guard

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
Book Keeping Clerk II
Stock Clerk



INFORMATION #4

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: April 25, 2012

TOTAL BUDGET <i>(Includes training set-aside expenditures)</i>				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$75,600	\$151,200	\$226,800	\$302,400
Estimate	\$111,536*	\$144,742*	\$191,206*	

ENROLLMENT GOALS				
<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)	70	59	65	110%
2. Total # of On-the-Job Training / Individual Training Accounts (OJT/ITA)	42	41	42	102%
3. Total # of Direct Placement Services	28	N/A	23	N/A
4. Total # of WorkKeys assessments completed	42	35	47	134%
▪ Applied Mathematics	42	35	47	134%
▪ Reading for Information	42	35	47	134%
▪ Locating Information	42	35	47	134%

INDUSTRY CLUSTERS – PLACEMENTS				
Monthly Placements			OJT/ITA Total #	% of Total
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:			42	100%
▪ 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 nd Quarter		TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
	Central (Salinas)	55%	10%	26	62%
	North	11%	10%	4	10%
	South	18%	10%	4	10%
	West	16%	10%	8	19%

TARGET POPULATIONS SERVED					
Quarter ending: 2 nd 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	49	37
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	80%	76%
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	
5. Average hourly wage		\$11.12

- UPCOMING ACTIVITIES**
- Attended Community Job Fair Monterey on April 9th.
 - Attended Monterey County Youth Center Appreciation Day on April 26th.
 - Conducting program presentations and client recruitment in Monterey County Jail
 - Effective partnership activities continue to increase eligible job seekers and grow the employer data base.
 - Continued attendance at monthly PACT Meetings.
 - Continue to work with Monterey County Probation and community partners in a service delivery system for the reentry needs of Post Release Community Supervision probationers.
 - TP has provided initial inquiry and referral services to over 2,000 people.
 - Conducted a United Way Monterey County presentation on April 20th in support of a \$40,000 grant application to augment the TP WIA Adult and Youth Programs FY 12/13.

- Our new AB109 Housing Incentive Program started April 1st. This is a pilot project in collaboration with Monterey County Probation Department to assist Post Release Community Release Probationers with housing needs. The Housing Coordinator will be working in partnership with the Adult Employment Program staff to meet the employment needs of this population.
- We are once again partnering with the City of Salinas in an OJJDP Community-based Violence Prevention program. Turning Point's part of the project is to provide employment services for ceasefire participants between the ages of 18 and 25 years old.

TESTIMONIAL

Testimonial to be referenced at meeting.

Turning Point – Placements:

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

INFORMATION #4



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: March 2012

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$154,452	\$372,802	\$650,557	\$1,047,870
Actual			\$1,021,284	

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of CARRY-IN enrollments	250	n/a	99	40
2. Total # of NEW enrollments	308	n/a	279	91
3. Total # of ALL enrollments	558	n/a	378	68
4. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	29	n/a
5. Total # of Direct Placements	n/a	n/a	n/a	n/a
6. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA Total #	%	of Total
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

GEOGRAPHIC AREAS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
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

TARGET POPULATIONS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Veterans & Eligible Spouses	19%	10%	11	.03
High School Dropout	39%	20%	85	22
Disabled	19%	16%	37	10
Ex Offender	13%	20%	89	24
Homeless	19%	5%	37	10

PERFORMANCE GOALS		
Period Ending <u>March 2012</u>	Plan	Actual
1. Total number of exits	225	197
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 #4



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: March 2012 – See the attached.

BUDGET				
Quarterly Plan	9/30/11	12/31/11	3/31/12	6/30/12
Planned	\$366,934	\$733,588	\$1,610,625	\$2,161,232
Actual			\$1,706,281	

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of CARRY-IN enrollments	300	n/a	126	42
2. Total # of NEW enrollments	450	n/a	257	57
3. Total # of ALL enrollments	750	n/a	383	51
4. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	14	n/a
5. Total # of Direct Placements	n/a	n/a	n/a	n/a
6. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA Total #	% of Total	
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	

GEOGRAPHIC AREAS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
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

TARGET POPULATIONS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Veterans & Eligible Spouses	19%	10%	26	7
High School Dropout	39%	20%	45	12
Disabled	19%	16%	25	7
Ex Offender	13%	20%	42	11
Homeless	19%	5%	16	4

PERFORMANCE GOALS		
Period Ending <u>March 2012</u>	Plan	Actual
1. Total number of exits	350	166
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

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE

FROM: MARLEEN ESQUERRA, WIB ANALYST

SUBJECT: APPROVE THE EXTENSION OF THE WIA TITLE I ADULT SUBCONTRACTS WITH SHORELINE AND TURNING POINT AND DECREASE THEIR TOTAL CONTRACT BUDGETS BY 10%, FOR A TOTAL CONTRACT ALLOCATION OF \$567,000 AND REQUIRE EACH SUBCONTRACTOR TO EXPEND A MINIMUM OF 25% OF THEIR CONTRACT FUNDS ON TRAINING FOR PY 2012-13

DATE: MAY 10, 2012

RECOMMENDATION:

In light of the anticipated budget reductions for fiscal year 2012-13, it is recommended that the Oversight Committee approve the extension of the Program Year 2012-13 Workforce Investment Act (WIA) Title I Adult subcontracts with Shoreline Workforce Development Services (Shoreline) and Turning Point of Central California (Turning Point) and decrease their total contract budgets by 10%, representing a total WIA Adult subcontract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training per Senate Bill 734, as follows:

1. Extend Shoreline's subcontract to provide OJT/ITA and direct placement services and decrease their total contract budget by \$32,760 (10%) from \$327,600 to \$294,840, based on anticipated budget deficits, using WIA Adult funds for the period of July 1, 2012 through June 30, 2013.
2. Extend Turning Point's subcontract to provide OJT/ITA and direct placement services and decrease their total contract budget by \$30,240 (10%) from \$302,400 to \$272,160, based on anticipated budget deficits, using WIA Adult funds for the period of July 1, 2012 through June 30, 2013.

The recommended funding with a 10% reduction for each subcontractor, 25% training set-aside requirement and a balanced change in the number of adults to be served is reflected below:

Adult Subcontractors PY 2012-13	Net Contract	Training Set-Aside at 25% as per SB 734	Total Funding	# of participants to be served
Shoreline	\$ 221,130	\$73,710	\$294,840	69
Turning Point	\$ 204,120	\$68,040	\$272,160	63
Total	\$ 425,250	\$141,750	\$567,000	132

The current subcontract allows for an extension of up to two years beyond the initial one-year subcontract period pending the availability of WIA funds and acceptable subcontractor performance.

Additional funding considerations are noted on pages 3 & 4 of this report.

BACKGROUND:

For Program Year 2011-12, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board's recommendation to initiate WIA Title I Adult subcontracts with Shoreline and Turning Point to start on July 1, 2011 and end on June 30, 2012. The subcontracts intend to enroll 147 economically disadvantaged adults in core and intensive services with 82 receiving training services and 65 receiving direct placement services for a total subcontract obligation of \$630,000 (average cost of \$4,285 per person). Of that amount, \$114,200 is set-aside for training contracts.

The PY 2011-12 subcontractor funding and number of adults to be served is reflected in the chart below:

Adult Subcontractors PY 2011-12	Net Contract	OJT Set-Aside	Total Funding	# of participants to be served
Shoreline	\$259,600	\$68,000	\$327,600	77
Turning Point	\$256,200	\$46,200	\$302,400	70
Total	\$515,800	\$114,200	\$630,000	147

Available WIA Funding PY 2011-12:

For Program Year 2011-12, Monterey County reportedly received \$1,703,873 in WIA Adult formula funds. For the WIA Title I Adult allocation, this represents a reduction of 12% compared to the previous allocation in PY 2010-11, as shown below:

Funding Stream	Allocation PY 2010-11	Allocation PY 2011-12	Allocation Difference	Annual % Increase / Decrease
WIA Title I Adult	\$1,911,145	\$1,703,873	(\$207,272)	-12.00%

Available WIA Funding PY 2012-13:

At the Oversight Committee meeting on April 12, 2012, the members had an opportunity to review the WIA Title I formula allocations impacting Monterey County for the upcoming PY 2012-13. For the WIA Title I Adult allocation, this represents a reduction of 1.13% compared to the previous allocation in PY 2011-12, as shown below:

Funding Stream	Allocation PY 2011-12	Allocation PY 2012-13	Allocation Difference	Annual % Increase / Decrease
WIA Title I Adult	\$1,703,873	\$1,684,911	(\$18,962)	-1.13%

WIA Adult Subcontractors Performance 3-Year Comparison:

Attached is a spreadsheet that provides a 3-year actual to plan performance review of each Adult subcontractor's program to include total expenditures, OJT enrollments, performance outcomes, geographic and demographic goals for PY 2008-09, 2009-10 and 2010-11 (up to April 30, 2012). Performance has been routinely reviewed by WIB staff for programmatic and fiscal compliance. Monitoring reports has shown Shoreline and Turning Point to be in compliance. Below is a summary of each Adult subcontractor's performance, based on the attached 3-year actual to plan performance review.

Shoreline's Subcontract Performance:

- Consistently complies with spending cap of average cost per participant.** (PY 2011-12 - up to January 2012, Shoreline expended an actual average of \$2,321 (46%) per OJT/ITA and Direct Placement; Shoreline's 3-year average is \$3,410 (51%) per enrollment). Additional costs will be accrued as the PY 2011-12 is completed.
- Consistently meets or exceeds OJT enrollment goals.** (PY 2009-10 enrolled 46 over 45 (102%); and PY 2011-12 enrolled 39 of 40 as of April 2012, with a 3-year aggregate at 113 (100%) of goal.

3. **Consistently met or exceeded plan vs. actual contracted enrollment goals and timelines.** (Plan is 100% OJT/ITA enrollments by end of contract.)
4. **Exceeded average OJT placement goals into WIB approved industry clusters.** (Plan is 50%; actual 3-year aggregate is 61%)
5. **Exceeded the State mandated Entered Employment Rate.** (Standard rate is 67%; actual 3-year average is 95%)
6. **Exceeded contract minimum hourly wage rate for participants in subsidized employment.** (Plan is \$10/hour; actual 3-year average is \$11.24)
7. **No outstanding audit or program issues exist over the 3-year period.**

Turning Point's Subcontract Performance:

1. **Consistently complies with spending cap of average cost per participant.** (PY 2011-12 - up to January 2012, Turning Point expended an actual average of \$2,512 (50%) per enrollment; Turning Point's 3-year average is \$3,953 (59%) per enrollment). Additional costs will be accrued as the PY 2011-12 is completed.
2. **Consistently meets or exceeds OJT enrollment goals.** (PY 2009-10 enrolled 55 over 54 (102%); and PY 2011-12 enrolled 42 (100%) of 42 as of April 2012 with a 3-year aggregate of 141 over 139 (101%).)
3. **Exceeded OJT placement goals into WIB approved industry clusters.** (Plan is 50%; actual 3-year aggregate is 51%)
4. **Exceeded the State mandated Entered Employment Rate.** (Standard rate is 67%; actual 3-year average is 73%)
5. **Exceeded contract minimum hourly wage rate for participants in subsidized employment.** (Plan is \$10/hour; actual 3-year average is \$11.15)
6. **No outstanding audit or program issues exist over the 3-year period.**

Additional Funding Considerations:

The following are additional funding options for the Oversight Committee to consider for the WIA Adult subcontracts for PY 2012-13.

Consideration #1:

- 1a. Extend Shoreline's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$327,600, based upon levels of demonstrated performance by Shoreline over the past two years and projected performance for PY 2011-12. Of this amount \$81,900 shall be set aside for training contracts to serve a total of 77 enrollments with 40 participating in OJT/ITA training and 37 as direct placements.
- 1b. Extend Turning Point's WIA Adult OJT subcontract for the period of July 1, 2012 through June 30, 2013 at the current level of \$302,400, based upon levels of demonstrated performance by Turning Point over the past two years and projected performance for PY 2011-12. Of this amount \$75,600 shall be set aside for training contracts to serve a total of 70 enrollments with 42 participating in OJT/ITA training and 28 as direct placements.

The funding for each subcontractor and the number of adults to be served is reflected below:

Adult Subcontractors PY 2012-13	Net Contract	OJT Set-Aside At 25% as per SB 734	Total Funding	# of participants to be served
Shoreline	\$245,700	\$81,900	\$327,600	77
Turning Point	\$226,800	\$75,600	\$302,400	70
Total	\$472,500	\$157,500	\$630,000	147

Consideration #2:


Extend the WIA Title I Adult OJT subcontracts for PY 2012-13 at an alternate (increased or reduced) amount, to be determined by the Oversight Committee, but not to exceed 10% or change the scope of services with a balanced change in the number of adults served.

Consideration #3:

Not to extend the WIA Title I Adult subcontracts for PY 2012-13, in which case the funds may be reallocated to the Office for Employment Training to provide OJT services.

In summary, this funding recommendation allocates up to \$567,000 in WIA Title I Adult funds to local subcontractors for core, intensive and training services. Should the Oversight Committee approve the subcontract extensions, they will be forwarded to the Executive Committee, full Board and finally to the Board of Supervisors to approve the contract extensions for PY 2012-13. Additionally, in consideration of Senate Bill (SB) 734, the subcontracts will be required to expend a minimum of 25% of their subcontract funds on workforce training programs. Remaining funds not allocated for the subcontracts will be returned to the WIA Title I Adult funding stream for use by OET's Adult program.

ATTACHMENT: WIA Adult Subcontractor's 3-year actual to plan performance review.



Joyce Aldrich, WIB Consultant
Monterey County Workforce Investment Board

4/30/2012
Date

Program Operator Performance Actual to Plan 2008 - 2011 (3 years)

WIA Adult Operators 3-Year Comparison		Turning Point				Shoreline				
CATEGORY		2008-09	2009-10	2010-11*	Total	2008-09	2009-10	2010-11*	Total	
TOTAL BUDGET		\$325,814	\$405,000	\$302,400	\$1,033,214	\$210,000	\$337,500	\$327,600	\$875,100	
Total Expenditure <i>(Less OJT Expenditures)</i>	Actual	\$261,892	\$215,345	\$171,476	\$648,713	\$135,726	\$167,193	\$152,604	\$455,523	
	Plan	\$261,486	\$248,938	\$256,200	\$766,624	\$170,000	\$207,449	\$259,600	\$637,049	
	% of Plan	100.16%	87%	67%	85%	80%	81%	59%	72%	
OJT Expenditure	Actual	\$51,001	\$31,984	\$32,843	\$115,828	\$34,484	\$55,823	\$40,366	\$130,673	
	Plan	\$64,328	\$54,812	\$46,200	\$165,340	\$40,000	\$42,077	\$68,000	\$150,077	
	% of Plan	79%	58%	71%	70%	86%	133%	59%	87%	
Supportive Services Expenditure	Actual	\$12,132	\$13,431	\$8,199	\$33,762	\$8,320	\$12,697	\$11,046	\$32,063	
	Plan	\$12,132	\$15,150	\$26,947	\$54,229	\$10,000	\$10,706	\$15,500	\$36,206	
	% of Plan	100%	89%	30%	62%	83%	119%	71%	89%	
Actual Average Cost per OJT/ITA/DP	Actual	\$5,676	\$3,671	\$2,512	\$3,953	\$4,550	\$3,359	\$2,321	\$3,410	
	Plan	\$7,500	\$7,500	\$5,000	\$6,667	\$7,500	\$7,500	\$5,000	\$6,667	
	% of Plan	76%	49%	50%	59%	61%	45%	46%	51%	
Staff Salaries and Benefits	Actual	\$173,790	\$144,405	\$99,822	\$418,017	\$105,314	\$139,566	\$130,089	\$374,969	
	Plan	\$173,377	\$162,171	\$162,575	\$498,123	\$134,078	\$179,185	\$210,548	\$523,811	
	% of Plan	100.24%	89%	61%	84%	79%	78%	62%	72%	
**Total Enrollments	Actual	44	55	65	164	35	46	62	143	
	Plan	43	54	70	167	31	48	77	156	
	% of Plan	102%	102%	93%	98%	113%	96%	81%	92%	
**Total OJT/ITA Enrollments	Actual	44	55	42	141	28	46	39	113	
	Plan	43	54	42	139	28	45	40	113	
	% of Plan	102%	102%	100%	101%	100%	102%	98%	100%	
**Total Direct Placements (DP)	Actual	n/a	n/a	23	23	n/a	n/a	22	22	
	Plan	n/a	n/a	28	28	n/a	n/a	37	37	
	% of Plan	n/a	n/a	82%	82%	n/a	n/a	59%	59%	
Percentage of Total Enrollments	Central (Salinas)	10%	70.00%	78.00%	62.00%	70.00%	64.00%	52.00%	61.00%	59.00%
	West	10%	18.00%	18.00%	19.00%	18.33%	25.00%	20.00%	10.00%	18.33%
	North	10%	5.00%	0.00%	10.00%	5.00%	0.00%	2.00%	8.00%	3.33%
	South	10%	7.00%	4.00%	10.00%	7.00%	11.00%	26.00%	21.00%	19.33%
	Veterans	10%	5.00%	9.00%	2.00%	5.33%	7.14%	4.34%	6.55%	6.01%
	Older Workers	5%	5.00%	2.00%	n/a	2.33%	0.00%	4.34%	n/a	1.45%
	Receiving TANF	12%	n/a	n/a	n/a	0.00%	14.28%	23.91%	n/a	12.73%
	High School Dropout	20%	36.00%	33.00%	62.00%	43.67%	21.42%	26.08%	27.86%	25.12%
	Disabled	16%	75.00%	89.00%	69.00%	77.67%	0.00%	2.17%	13.11%	5.09%
	Limited English	10%	0.00%	0.00%	n/a	0.00%	17.85%	10.86%	n/a	9.57%
Ex Offender	20%	100.00%	102.00%	100.00%	100.67%	3.57%	4.34%	27.86%	11.92%	
Homeless	5%	43.00%	35.00%	33.00%	37.00%	0.00%	6.52%	45.90%	17.47%	
Industry Clusters - OJT Placements	>= 50%	55%	42%	55%	51%	57%	78%	48%	61%	
Total Exits	Actual	44	18	37	99	28	39	49	116	
	Plan	43	14	49	106	28	37	55	120	
Exits not Counted in Performance	Actual	0	0	0	0	0	0	0	0	
Entered Employment Rate	>= 67%	78%	65%	76%	73%	85.71%	102%	96%	95%	
Average Hourly Wage	>= \$10.00	\$10.68	\$11.64	\$11.12	\$11.15	\$11.84	\$10.91	\$10.96	\$11.24	

*Program Year (PY) 2010-11 planned vs. actual expenditures reflect up to the 2nd Quarter period ending January 31, 2012.

**Program Year (PY) 2010-11 planned vs. actual enrollments reflect up to the 3rd Quarter period ending April 2012.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: UPDATE ON MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT AREA (LWIA) BUDGET
DATE: MAY 10, 2012

INFORMATION: Attached is the current LWIA 2011-12 Fiscal Year Budget as of March 31, 2012.

Adult Program: The Adult Program total allocation is \$2,021,123. Of this amount, \$630,000 (31%) is allocated towards WIB subcontracts, \$226,812 (11%) is allocated to WIB Costs and \$1,164,311 (58%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, Participant Costs and Admin Costs. Of this amount, the LWIA exceeded its total year-to-date planned expenditures by 120%. The Program Salaries & Benefits line item exceeded the plan by 193%; Services & Supplies exceeded the plan by 155% and Admin Costs for Operations exceeded the plan by 112%, while participant costs are only at 7% of plan. As of March 31, 2012, the LWIA over expended its total WIA Adult budget by 120%, at \$1,402,950 of its \$1,164,311 budget.


Dislocated Worker Program: The Dislocated Worker Program total allocation is \$2,161,232. Of this amount, there are no dollars allocated towards WIB subcontracts. A total of \$193,426 (9%) is allocated to WIB Costs and \$1,967,806 (91%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, Participant Costs and Admin Costs. Of this amount, the LWIA expended \$1,514,831 (77%) of its total year-to-date planned expenditures. The Services & Supplies line item is over the planned expenditure mark by 137%; WIB Costs charged to Operations exceeded the plan by 135% and Admin Costs for Operations exceeded the plan by 136%, while participant costs are only at 5% of plan. As of March 31, 2012, the LWIA expended 77% of its Dislocated Worker budget, at \$1,514,831 of its \$1,967,806 budget.

Non-Participant Program: The Non-Participant Program includes Rapid Response funds totaling \$408,896, New Start grant funds totaling \$54,476, and National Emergency Grant (NEG) On-the-Job Training (OJT) funds totaling \$240,512 for a combined total allocation of \$703,884. Of this amount, \$154,711 (22%) is allocated towards an NEG-OJT subcontract, \$42,208 (6%) is allocated to WIB Costs and \$506,965 (72%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, and Admin Costs. The WIB Costs charged to Operations is over the planned expenditure mark by 345% and the Admin Costs charged to Operations exceeded the plan by 116%. As of March 31, 2012, the LWIA expended 72% of its Non-Participant Program budget, at \$224,140 of its \$506,965 budget.

OET's fiscal office is responsible for performing oversight of fiscal management and performance accountability of the LWIA budget. It should be noted that Admin Costs are not solely applied to OET. Admin is primarily a function of the local system that includes both WIB and OET. In addition, the Adult and Dislocated Worker line item participant costs are the responsibility of OET.

With one quarter remaining, it's recommended that OET's fiscal office evaluate a course of action and seek WIB approval, if required, to address the over expenditures as well as the under expended OET participant costs.

ATTACHMENTS: Reference attached budget and additional handouts provided at meeting.


 Joyce Aldrich, WIB Consultant
 Monterey County Workforce Investment Board

5/4/2012
 Date

MONTEREY COUNTY - LWIA
2011-12 FISCAL YEAR BUDGET
As of March 31, 2012

Updated: 4/19/2012

ADULT - WIA				
Includes: \$337,964 carry-in from previous year				
\$ 2,021,123				
	BUDGET	YTD EXP	%	BAL
PLANNED EXPENDITURES				
PROGRAM SALARIES & BENEFITS	466,194	900,199	193%	(434,005)
SERVICES AND SUPPLIES	192,827	299,174	155%	(106,347)
PARTICIPANTS COSTS	303,168	21,911	7%	281,257
WIB COSTS CHARGED TO SALARIES	184,498	126,662	0%	57,836
WIB COSTS CHARGED TO OPS	42,314	49,632	0%	(7,318)
SUB-CONTRACTED SERVICES (WIB)	630,000	405,995	64%	224,005
ADMIN COSTS SALARIES	148,899	122,080	82%	26,819
ADMIN COSTS OPS	53,223	59,586	112%	(6,363)
TOTALS	2,021,123	1,985,240	98%	35,884

DISLOCATED WORKER - WIA				
Includes: \$43,921 carry-in from previous year				
\$ 2,161,232				
	BUDGET	YTD EXP	%	BAL
PROGRAM SALARIES & BENEFITS	1,195,145	1,024,619	86%	170,526
SERVICES AND SUPPLIES	232,354	317,268	137%	(84,915)
PARTICIPANTS COSTS	324,184	15,638	5%	308,546
WIB COSTS CHARGED TO SALARIES	157,341	142,667	0%	14,674
WIB COSTS CHARGED TO OPS	36,085	48,783	0%	(12,698)
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0
ADMIN COSTS SALARIES	178,150	105,710	59%	72,440
ADMIN COSTS OPS	37,973	51,596	136%	(13,623)
TOTALS	2,161,232	1,706,281	79%	454,951

NON-PARTICIPANT - WIA				
Includes: \$335,825 carry-in from previous year				
\$ 703,884				
	BUDGET	YTD EXP	%	BAL
PLANNED EXPENDITURES				
PROGRAM SALARIES & BENEFITS	332,946	132,379	40%	200,567
SERVICES AND SUPPLIES	41,881	32,057	77%	9,824
PARTICIPANTS COSTS	61,750	16,601	27%	45,149
WIB COSTS CHARGED TO SALARIES	34,334	13,810	0%	20,524
WIB COSTS CHARGED TO OPS	7,874	27,176	0%	(19,302)
SUB-CONTRACTED SERVICES (WIB)	154,711	146,716	95%	7,995
ADMIN COSTS SALARIES	59,751	30,752	51%	28,999
ADMIN COSTS OPS	10,637	12,351	116%	(1,714)
TOTALS	703,884	411,842	59%	292,042

YOUTH - WIA				
Includes: \$335,825 carry-in from previous year				
\$ 2,098,407				
	BUDGET	YTD EXP	%	BAL
PROGRAM SALARIES & BENEFITS	729,269	581,935	80%	147,334
SERVICES AND SUPPLIES	219,306	181,324	83%	37,982
PARTICIPANTS COSTS	329,599	329,729	103%	(8,130)
WIB COSTS CHARGED TO SALARIES	238,357	94,814	0%	143,543
WIB COSTS CHARGED TO OPS	52,436	35,983	0%	16,453
SUB-CONTRACTED SERVICES (WIB)	327,600	97,063	30%	230,537
ADMIN COSTS SALARIES	143,534	124,301	87%	19,233
ADMIN COSTS OPS	66,306	60,670	92%	5,636
TOTALS	2,098,407	1,505,819	72%	592,588

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

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



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, May 10, 2012
9:00am – Noon (3 hours)

(Immediately following Oversight Committee meeting)

WORKSHOP AGENDA

Oversight Committee Members:

Mary Ann Leffel, Chair

Al Davis

Dr. Phoebe Helm

Cesar Lara

Judith Profeta

Larry Silva

Teresa Sullivan

Brian Turlington

9:00am	Welcome and Introductions	Mary Ann Leffel
9:20 am	Oversight Committee 101 <i>(Roles & Responsibilities)</i> <ul style="list-style-type: none"> ▪ Oversight/Monitoring ▪ Oversight of performance accountability ▪ Budget/Finance ▪ Strategic Planning 	Joyce Aldrich
9:40 am	WIB Strategic Initiatives <ul style="list-style-type: none"> ▪ Labor Market Intelligence ▪ Business Support ▪ Career Paths of Economic Opportunity ▪ Performance 	Jim Cook
9:45 am	Overview of Current Employment System <ul style="list-style-type: none"> ▪ Operators and Training Providers ▪ Performance – Target vs. Actual ▪ Total budget vs. estimated actual expenditures 	Joyce Aldrich/ Marleen Esquerra
10:20am	Challenges to the System <i>(Obstacles to getting there?)</i> <ul style="list-style-type: none"> ▪ Training, AB734 (25% requirement) ▪ Funding Reductions <p>Operational Efficiency <i>(How can we get there?)</i></p> <ul style="list-style-type: none"> ▪ Performance/Reporting, Measurement and System Enhancement <p>Opportunities <i>(Where should we go?)</i></p> <ul style="list-style-type: none"> ▪ Enhance System Effectiveness to meet Participant and Business needs ▪ Planning and Policy Tools 	Group Discussion

Monterey County
Workforce Investment
Board (WIB)

Joyce Aldrich,
WIB Consultant

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