



# MONTEREY COUNTY ECONOMIC DEVELOPMENT

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD

ERIK CUSHMAN, WIB CHAIR

## Monterey County Workforce Investment Board (WIB)

### OVERSIGHT COMMITTEE

Shoreline Workforce Development

249 10th Street, Marina, CA

Thursday, June 20, 2013

8:30-10:00am

**Oversight Committee Members:**

*Mary Ann Leffel, Chair*

- Al Davis
- Cesar Lara
- Larry Silva
- Teresa Sullivan
- Brian Turlington
- Andrea Zeller-Nield

### AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Mary Ann Leffel, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT:</b>	
<b>CONSENT CALENDAR:</b>	Mary Ann Leffel
1. Approve the minutes of the May 9, 2013 Oversight Committee meeting.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	
1. Update on WIA Rapid Response program and activities for PY 2012-13.	Joyce Aldrich
2. Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13.	Joyce Aldrich
3. Receive a report on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13.	Marleen Esquerra Wil Moore Rosie Chavez Terri Gallardo
4. Receive a report on the number of local WIA training placements and expenditures for 2012-13.	Marleen Esquerra
5. Update on the Local Workforce Investment Area budget for PY 2012-13.	Joyce Aldrich
6. Consider and approve the draft monitoring report on Shoreline's Adult Program for PY 2012-13.	Marleen Esquerra
7. Consider and approve the draft monitoring report on Turning Point's Adult Program for PY 2012-13.	Marleen Esquerra
<b>ANNOUNCEMENTS OF EVENTS:</b>	Mary Ann Leffel
<b>SUBCOMMITTEE MEETINGS:</b> Executive: 7/17/2013 – Shoreline, Marina Oversight: 7/11/2013 – Shoreline, Marina Youth: 7/9/2013 – Shoreline, Marina Business Services: 8/13/2013 – Marina Library	<b>WIB MEETINGS:</b> 8/7/2013: Salinas One Stop
<b>ADJOURN:</b>	Mary Ann Leffel
To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at <a href="http://www.montereycountywib.org">www.montereycountywib.org</a> .	

**Monterey County Workforce Investment Board (WIB)**

**Joyce Aldrich,**  
*Executive Director*

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**UNADOPTED**

Monterey County Workforce Investment Board  
**Oversight Committee**  
**Thursday, May 9, 2013; 8:30 am**  
 Shoreline Workforce Development, 249 10<sup>th</sup> Street, Marina, CA

**MEMBERS PRESENT:** Al Davis, Cesar Lara, Mary Ann Leffel, Larry Silva, Teresa Sullivan and Brian Turlington

**MEMBERS ABSENT:** Judith Profeta (excused) and Andrea Zeller-Nield (excused)

**STAFF PRESENT:** Joyce Aldrich, Marleen Esquerra and Flor Galvan

**OTHERS PRESENT:** Deborah Carrillo, Rosie Chavez, Alma McHoney and Wil Moore

**CALL TO ORDER/INTRODUCTIONS:** Ms. Leffel called the meeting to order at 8:34 am and asked for introductions. A quorum was established.

**CHANGES TO AGENDA:** Ms. Leffel stated that due to recent changes in the budget, Business Calendar Action Item #6 was pulled from the agenda.

**PUBLIC COMMENT:** Ms. Aldrich welcomed Kristen Aldrich as the new Finance Manager for the Office for Employment Training and Workforce Investment Board.

**CONSENT CALENDAR:**

**1. Approve the minutes of the April 11, 2013 Oversight Committee meeting.**

**Motion:** Mr. Lara motioned to approve the action as stated.

**Second:** Mr. Turlington

**Motion Passed Unanimously**

**DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:**

1. **Update on WIA Rapid Response program and activities for PY 2012-13.** Ms. Aldrich reported that forty Capital One laid off employees are currently taking classroom training for O\*Net, Java and Project Management. She also reported that the next round of lay-offs is slated for October and OET is awaiting a response from Capital One as to how many employees will be affected. She stated that the Rapid Response team has been working with Green Mountain Coffee Roasters and currently have scheduled two orientations. Ms. Sullivan advised Ms. Aldrich that the Wisdom Health Center recently closed. Mr. Lara advised that the employees from the recent closure of Chevy's were picked up by the new owner who opened another restaurant at the location. Ms. Aldrich also advised that she received information that Soledad Prison recently had a significant layoff and that those employees affected have received training to complete a psychiatric technician course.
2. **Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13.** Ms. Aldrich reported that Shoreline and OET have been doing an amazing job of providing support for this grant. She reported that the number of enrollments have increased from 221 to 257 exceeding the planned goal of 185 enrollments. She also reported that the number of training enrollments has increased from 100 to 124, exceeding the planned goal of 80. She stated that 42% of the total budget has been expended.
3. **Receive a report on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13.** Ms. Esquerra reported that as of April, 86% of its WIA Adult funds have been expended and 69% of its dislocated worker funds have been expended. She also reported that Monterey County has exceeded its Adult and Dislocated Worker Common Measures goals concerning entered employment, retention rate and average earnings in the third quarter.

**OET:** Ms. McHoney reported that OET is meeting their performance goals. She stated OET is seeing an estimated 1,000 people monthly in the Salinas One-Stop Career Center who typically receives Core Services. She stated the differences in numbers for the Seaside office is that only one employee is assigned to that area based on a limited schedule, which impacts the number of people served.

**Shoreline:** Mr. Moore reported that Shoreline has met and exceeded their contracted goals. He reported that they enrolled a total of 36 On-the-Job Training enrollments with 1 carry over and 33 direct placements. He stated the average hourly rate for employees had increased \$1.33 from last year's average.

**Turning Point:** Ms. Chavez reported that Turning Point has met and exceeded their contracted goals. She stated that she spent two days in South County speaking with employers and found that many of the residents in South County have language barriers as they don't speak Spanish, but Oaxaca language and are not legal residents. She stated that Turning Point has retained 29 new employers for the OJT program.

Based on the meeting quorum, Ms. Leffel proceeded to item #7 on the agenda.

7. **Consider and recommend the status of the WIA Title I Adult subcontract with Shoreline and Turning Point due the Department of Labor's mandatory reductions impacting all WIA funding levels effective Program Year 2013-14.** Ms. Aldrich reported that due to the anticipated Department of Labor's mandatory reductions, funding for the subcontractors would be impossible as funding for the first quarter for the Adult program is only \$37,438. She stated that it is expected that sequestration will continue forth into the second quarter which will also severely reduce the amount of the funding allocations for the Adult program.

**Consider and recommend funding the WIA Title I Adult subcontracts with Shoreline and Turning Point, effective October 1, 2013 through June 30, 2014 and reduce their funding levels and enrollments based on the reductions impacting WIA funding for Program Year 2013-14**

**Motion:** Ms. Sullivan motioned to recommend the action stated above.

**Second:** Mr. Lara

**Motion Passed Unanimously**

Ms. Leffel proceeded to item #4 on the agenda.

4. **Receive a report on the number of local WIA training placements and expenditures for 2012-13.** Ms. Esquerra reported that as of April 30, 2013 a total of 80% has been obligated in training dollars toward the Adult and Dislocated Worker program. She also reported that a total of 37% has been expended in training dollars toward the Adult and Dislocated Worker program. She stated training enrollments have increased to 131 and that 63% have participated in the on-the-job training opportunity with the remaining 37% referred to training vendors on the Eligible Training Provider List.
5. **Update on the Local Workforce Investment Area budget for PY 2012-13.** Ms. Aldrich reported the Adult allocation has been a challenge that continues to be worked on. She stated that the subcontractors have not submitted all invoices therefore at this time a total could not be completed.
6. **Consider and approve the Local Workforce Investment Area budget for PY 2013-14.** Per the Chair of the Committee, this item was pulled from the agenda.

**ANNOUNCEMENTS:** Ms. Leffel announced that the Business Council is supporting a 2013 Monterey Bay Region Critical Conversation Forum at the Embassy Suites in Seaside on May 30, 2013 from 11:00 to 3:30 pm. She also announced that a registration, networking & breakfast would take place at 8:00 am and two seminars would follow from 8:30-10:45 am. One in particular is related to workforce.

**ADJOURNMENT:** Ms. Leffel adjourned the meeting at 10:00 am

**Motion:** Mr. Lara motioned to accept the action as stated.

**Second:** Ms. Sullivan

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# MEMORANDUM

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**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** UPDATE ON WIA RAPID RESPONSE PROGRAM AND ACTIVITIES FOR PY 2012-13

**DATE:** JUNE 20, 2013

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**INFORMATION:**

WIB staff will present an update on the most recent Rapid Response (RR) activities provided to employers in Monterey County, including small businesses.

Below is a list of employers impacted by layoffs since January 2013:

Company Name	City	Date of Initial Layoff	Anticipated number of affected employees	# of those attended RR orientation	# of those who signed up for services YTD
<b>Chevys</b>	Salinas	February 2013	Approx. 50  Many of the laid off workers from Chevys sought positions with the new restaurant Hacienda Mexican Grill that opened on May 5, 2013. They hired about 80% of the workers that were laid off from Chevy's that filled positions as cooks, bartenders, bussers and servers.	N/A	To date only 1 person came to the One Stop seeking services.
<b>Sequoia Insurance</b>	Monterey	May-June 2013	33+		
<b>Monterey Herald</b>	Monterey	June 2013	7		

# MEMORANDUM

**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** RECEIVE A REPORT ON THE WIA 25% DISLOCATED WORKER ADDITIONAL ASSISTANCE SPECIAL PROJECT GRANT FOR PY 2012-13

**DATE:** JUNE 20, 2013

## INFORMATION:

This report provides an update on the 25 Percent Governor's Dislocated Worker Additional Assistance grant, a project divided amongst two providers, the Office for Employment Training (OET) and Shoreline Workforce Development Services (Shoreline) to provide re-employment and training services to displaced workers impacted by mass layoffs, primarily in the banking and manufacturing industries.

Since the last Oversight Committee meeting held in May 2013, the total number of enrollments have substantially increased from 257 to 262 exceeding the planned enrollment goal of 185 by 142%. Also, the number of training enrollments increased from 124 to 134 from the previous month, exceeding the planned training enrollment goal of 80 by 168%.

To date, the total funding that is obligated towards training and supportive services is \$506,293. Other funding streams will be used to cover the additional costs for training which includes co-enrolling individuals under the WIA formula Dislocated Worker grant and also leveraging supportive services funds under the grant agreement.

The tables below are a summary of the number of planned enrollments and expenditures:

DWAA Services	Total Plan	Total Actual	OET		Shoreline	
			Plan	Actual	Plan	Actual
Core & Intensive Registered Enrollments	185	262 (142%)	105	184	80	78
Training Enrollments	80	134 (168%)	45	93	35	41
Exits from the Program	185	10	105	6	80	4
Placed in Unsubsidized Employment	63.4%	TBD	70	0	55	0
Employment Retention Goal	80%	TBD				
Avg. Earnings Replacement	\$12,500	TBD				

Training & Supportive Services (SS) Expenditures	Total Plan	YTD Expended	% Expended	Balance
Training & SS Expenditures	\$430,000	\$379,724*	88%	\$50,276

\*As of April 30, 2013, \$536,777 has been obligated towards participant training and supportive services costs.

Total Budget Expenditures	Total Plan	YTD Expended	% Expended	Balance
Total Budget Expenditures	\$999,847	\$677,472	68%	\$322,374

# MEMORANDUM

**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** RECEIVE A REPORT ON THE WIA ADULT AND DISLOCATED WORKER PROGRAMS AND ACTIVITIES FOR PY 2012-13

**DATE:** JUNE 20, 2013

## INFORMATION:

This report provides a fiscal and performance status update on all WIA Adult and Dislocated Worker program providers to include the Office for Employment Training (OET), Shoreline Workforce Development Services and Turning Point of Central CA.

The table below indicates the total WIA Adult and Dislocated Worker budget and expenditures for Program Year (PY) 2012-13. As of April 30, 2013, Monterey County expended 88% of its WIA Adult funds and 64% of its Dislocated Worker funds, as outlined below:

<b>WIA Budget</b>	<b>Adult</b>	<b>Dislocated Worker</b>
Carry-In funds from PY 2011-12	\$0	\$385,270
PY 2012-13 Allocation	\$1,684,911	\$1,950,439
<b>Total Budget</b>	<b>\$1,684,911</b>	<b>\$2,335,709</b>
OET & Subcontract Program & Training Expenditures	1,314,241	1,247,752
WIB and Admin Expenditures	163,996	256,098
<b>YTD Expenditures as of 1/31/2013*</b>	<b>\$1,478,237</b>	<b>\$1,503,850</b>
Balance	\$206,674	\$831,859
Percent Expended	88%	64%

\*Expenditures do not reflect fiscal claims for Shoreline and Turning Point for April 2013.

Monterey County must achieve a success rate of 80% or higher on the following Common Measures. For Program Year 2012-13, Monterey County is exceeding its Adult and Dislocated Worker Common Measures performance levels for the 3<sup>rd</sup> Quarter period are as follows:

<b>Adult</b>	<b>Target Performance Level</b>	<b>Actual Performance Level</b>	<b>Local Success Level</b>	<b>Met 100% Goal?</b>	<b>Met 80% Target?</b>
Entered Employment	67.0%	59.95%	89%	No	Yes
Retention Rate	75.0%	70.22%	94%	No	Yes
Average Earnings	\$10,550	\$10,383	98%	No	Yes
<b>Dislocated Worker</b>	<b>Target Performance Level</b>	<b>Actual Performance Level</b>	<b>Local Success Level</b>	<b>Met 100% Goal?</b>	<b>Met 80% Target?</b>
Entered Employment	63.4%	54.13%	85%	No	Yes
Retention Rate	80.0%	72.54%	91%	No	Yes
Average Earnings	\$12,500	\$13,817	111%	Yes	Yes

No changes have occurred in the Common Measure performance success levels since the last meeting held in May 2013.

The subsequent reports include a summary of each individual program providers' performance from July 1, 2012 through May 31, 2013, with the exception of Shoreline.



**Monterey County Workforce Investment Board**  
**Workforce Investment Act (WIA) Title I – ADULT PROGRAM SERVICES**

**Provider:** Office for Employment Training

**For the period ending:** May 2013 – Program Year 2012-13

**ENROLLMENT GOALS**

Monthly Participant Plan Summary	TARGET GOAL*	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments	250	99	40%
2. Total # of NEW enrollments	303	163	54%
3. Total # of ALL enrollments	553	262	47%
4. Total # of WorkKeys Readiness Indicator			

\*Based on PY 2011-12 Local Plan Goals; carried over to PY 2012-13

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	0	25	100%
2. Total # of WorkKeys assessments completed (includes Adult & DW)			

**INDUSTRY CLUSTERS – PLACEMENTS**

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	25	
Agriculture		
Building/Design: construction	7	28%
Healthcare	7	28%
Education		
Hospitality/Tourism: Driver, Host	1	4%
Creative/Technology		
Other (Finance, Retail, Sales, etc.)	10	40%

**GEOGRAPHIC AREAS SERVED**

Period ending April 2013	TARGET GOAL	MINIMUM GOAL	Actual All	% of Actual
Central (Salinas)	55%	10%	155	59%
North	11%	10%	8	3%
South	18%	10%	42	16%
West	16%	10%	43	16%
Outside of Monterey County	16%	10%	14	5%

**TARGET POPULATIONS SERVED**

Period ending April 2013	TARGET GOAL	Actual	% of All Enrollments
Homeless	5%	15	6%
Offenders	20%	32	12%
Disabilities	16%	14	5%
TANF	12%	25	10%
Veterans	10%	11	4%
Older Workers (55 and older)	5%	26	10%
High School Dropout	20%	35	13%
Limited English	10%	8	3%
Low Income		212	81%

**PERFORMANCE GOALS**

Quarter ending March 2013	Plan	Actual	Success Level	Target Goal Met? (Min 80%)
1. Total number of exits				
2. Entered Employment Rate – entry into unsubsidized employment	67%	59.95%	89%	Yes
3. Retention Rate – 6 months after entry into unsubsidized employment	75%	70.22%	94%	Yes
4. Average Earnings – increased earnings in unsubsidized employment	\$10,550	\$10,383	98%	Yes

**TRAINING PLACEMENTS BY OCCUPATIONAL TITLE**

- Accountants
- Insurance Sales Agents
- Barbers
- Medical Assistants
- Bookkeeping, Accounting, and Auditing Clerks
- Medical Records and Health Info Technicians
- Chefs and Head Cooks
- Nursing Aides, Orderlies, and Attendants
- Construction Laborers
- Office Clerks, General
- First-Line Supervisors of Office
- Retail Salespersons
- Heavy and Tractor-Trailer Truck Drivers



**Monterey County Workforce Investment Board  
Workforce Investment Act (WIA) Title I – DISLOCATED WORKER PROGRAM SERVICES**

**Provider:** Office for Employment Training

**For the period ending:** May 2013 – Program Year 2012-13

**ENROLLMENT GOALS**

Monthly Participant Plan Summary	TARGET GOAL*	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments	300	107	36%
2. Total # of NEW enrollments	450	319	71%
3. Total # of ALL enrollments	750	426	57%
4. Total # of WorkKeys Readiness Indicator			

\*Based on PY 2011-12 Local Plan Goals; carried over to PY 2012-13

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	25	37	148%
2. Total # of WorkKeys assessments completed (includes Adult & DW)			

**INDUSTRY CLUSTERS – PLACEMENTS**

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	37	100%
Agriculture	10	27%
Building/Design: construction	2	5%
Healthcare	4	11%
Education	1	3%
Hospitality/Tourism: Driver, Host		
Creative/Technology	3	8%
Other (Finance, Retail, Sales, etc.)	17	46%

**GEOGRAPHIC AREAS SERVED**

Period ending April 2013	TARGET GOAL	MINIMUM GOAL	Actual All	% of Actual
Central (Salinas)	55%	10%	270	63%
North	11%	10%	12	3%
South	18%	10%	41	10%
West	16%	10%	69	16%
Outside of Monterey County	16%	10%	34	8%

**TARGET POPULATIONS SERVED**

Period ending April 2013	TARGET GOAL	Actual	% of All Enrollments
Homeless	5%	5	1%
Offenders	20%	20	5%
Disabilities	16%	13	3%
TANF	12%	4	1%
Veterans	10%	22	5%
Older Workers (55 and older)	5%	85	20%
High School Dropout	20%	21	5%
Limited English	10%	5	1%
Low Income		28	7%00

**PERFORMANCE GOALS**

Quarter ending March 2013	Plan	Actual	Success Level	Target Goal Met? (Min 80%)
1. Total number of exits				
2. Entered Employment Rate – entry into unsubsidized employment	63%	54.13%	85%	Yes
3. Retention Rate – 6 months after entry into unsubsidized employment	80%	72.54%	91%	Yes
4. Average Earnings – increased earnings in unsubsidized employment	\$12,500	\$13,817	111%	Exceeded 100% Goal

**TRAINING PLACEMENTS BY OCCUPATIONAL TITLE**

- Air Traffic Controllers
- Barbers
- Bookkeeping, Accounting, and Auditing Clerks
- Computer Occupations
- Construction Managers
- Cost Estimators
- Executive Secretaries and Administrative Assistants
- Healthcare Support Workers, All Other
- Heating and Air Conditioning Mechanics and Installers
- Heavy and Tractor-Trailer Truck Drivers
- Insurance Sales Agents
- Light Truck or Delivery Services Drivers
- Medical and Clinical Lab Tech
- Network and Computer Systems Admin
- Office Clerks, General
- Outdoor Power Equipment, Mechanics
- Paralegals and Legal Assistants
- Registered Nurses
- Skincare Specialists
- Software Developers / Web Developers
- Special Ed Teachers, Preschool, etc
- Stock Clerks- Stockroom, Warehouse, or Storage Yard





**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 **63** 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. **38** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **25** 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:** May 31, 2013 – New Program Year 2012-13

**ENROLLMENT GOALS**

Monthly Participant Plan Summary	Total TARGET GOAL	Cumulative Monthly Plan	YTD Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	63	58	65	112%
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	38	38	40	15%
3. Total # of Direct Placements (DP)	25	n/a	25	n/a
4. Total # of Training (OJT/ITA) and Direct Placements (DP)	70	65	70	107%
5. Total # of WorkKeys assessments completed	38	38	40	105%
▪ Applied Mathematics	38	38	40	105%
▪ Reading for Information	38	38	41	108%
▪ Locating Information	38	38	40	105%

**INDUSTRY CLUSTERS – PLACEMENTS**

Monthly Placements	OJT/ITA /DP Total #	% of Total
Total # and percentage of OJT/ITA /DP placements, based on the following industry clusters	<b>70</b>	<b>100%</b>
Agriculture	6	8%
Building/Design	12	17%
Healthcare	2	3%
Education	0	0%
Hospitality/Tourism	17	24%
Creative/Technology	1	2%
Other (Finance, Retail, Sales, etc.)	32	46%

**GEOGRAPHIC AREAS SERVED**

Quarter ending <u>March 2013</u>	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Central (Salinas)	55%	10%	25	63%
North	11%	10%	6	15%
South	18%	10%	2	5%
West	16%	10%	7	18%

**TARGET POPULATIONS SERVED**

Quarter ending <u>March 2013</u>	TARGET GOAL*	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Veterans & Eligible Spouses	5%	10%	5	13%
High School Dropout	15%	20%	15	38%
Disabled	15%	16%	29	73%
Ex Offender	50%	20%	39	98%
Homeless	15%	5%	9	23%

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

**PERFORMANCE GOALS**

Quarter ending <u>March 2013</u>	Plan	Actual
1. Total number of exits	63	55
2. Entered Employment Rate – entry into unsubsidized employment	67.0%	73%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,550	\$23,426
5. Average hourly wage		\$11.26

Turning Point – Placements: **40**

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

Agriculture: **4**

Harvester, Driver (2), Quality Assurance

Building/Design: **9**

Restoration Technician, Electrician (2), Metal Fabricator (2), Pool Maintenance (2), Plumber's Helper, Spray Foam Asst.

Healthcare: **1**

Mental Health Counselor,

Education:

Hospitality/Tourism: **10**

Convenient Store Clerk (5), Cashier (2), Relief Manager (2), Guest Service

Creative/Technology: **1**

Tech Support

Other: **15**

Driver (5), Loan Processor, Administrative Asst., House Cleaner, Auto Mechanic, Sales, Tool Repairman, Landscaper, Accounting Clerk, Baker's Helper

# MEMORANDUM

**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** RECEIVE A REPORT ON THE NUMBER OF LOCAL WIA TRAINING PLACEMENTS AND EXPENDITURES FOR 2012-13

**DATE:** JUNE 20, 2013

**INFORMATION:** Effective Program Year (PY) 2012-13, local Workforce Investment Boards are required to spend at least 25 percent of the combined total of their Adult and Dislocated Worker WIA Title I funds on training, imposed by Senate Bill 734. Ten percent of the expenditure requirement may be met by applying designated leveraged resources.

To meet this requirement, Monterey County's combined total training expenditure requirement is \$908,838. Of this amount \$545,303 or 15% has been set-aside for training purposes. The remaining 10% will be met by applying match funds in the amount of \$363,535 from the employer's paid portion of on-the-job training contracts as well as customized training. See the table below for a breakdown:

25% Training Expenditure Requirement	Amount
Adult	\$252,737
Dislocated Worker	\$292,566
<b>Total Combined Training Budget</b>	<b>\$545,303</b>
Leveraged Amount 10%	\$363,535
<b>Total Combined Training Budget and Leveraged 10%</b>	<b>\$908,838</b>

As of May 31, 2013, Monterey County obligated a total of 91% in training dollars equaling \$461,296.57 and obligated leveraged funds equaling \$363,535 (max 10%) for a total of \$824,831.57 towards the minimum expenditure requirement of \$908,838, as shown below:

Total Training OBLIGATED	Amount
Adult Training Obligated	\$195,720.92
Dislocated Worker Training Obligated	\$265,575.65
Leveraged Amount 10%	(max) \$363,535.00
<b>YTD Training Obligated &amp; Leveraged \$ as of 5/31/2013</b>	<b>\$824,831.57</b>
Percent Obligated & Leveraged	91%

As of May 31, 2013, the actual amount of expenditures total 37% in training dollars equaling \$230,079 and leveraged funds equaling \$110,387.21 for a total of \$568,371.79 towards the minimum expenditure requirement of \$908,838, as shown below:

Total Training EXPENDED	Amount
Adult Training Expenditures	\$139,058.23
Dislocated Worker Training Expenditures	\$116,175.20
Leveraged Amount 10%	\$256,754.23
<b>YTD Training Expenditures &amp; Leveraged \$ as of 5/31/2013*</b>	<b>\$511,987.66</b>
Balance	\$396,850.34
Percent Expended & Leveraged	56%

\*Expenditures do not reflect fiscal claim for Shoreline for April 2013.

## BUSINESS ITEM #4

Since the last Oversight Committee meeting in May, the numbers of Adult and Dislocated Worker training enrollments have increased from 131 to 182.

The majority of enrollments (99 or 54%) were referred to training vendors on the Eligible Training Provider List (ETPL) to receive tuition reimbursement through the use of individual training accounts (ITA). While the remaining enrollments (83 or 46%) participated in the local labor force through the utilization of on-the-job training (OJT) opportunities, which means they received training by an employer while engaged in productive work on the job.

An additional 134 have been enrolled into individual training accounts under the Dislocated Worker Additional Assistance special project grant for a total training obligation of \$536,777.

The following is a breakdown of the training enrollments and obligated expenditures, to date:

<b>2013 - Adult and Dislocated Worker (DW) - Training Contracts</b>						
Grants	Training	Agency	# Enrolled	Obligated	Est. Avg Cost	OJT Leveraged \$
ADULT	ITA	OET	23	\$ 88,962.29	\$ 3,867.93	\$ -
ADULT	OJT	OET	1	\$ 5,760.00	\$ 5,760.00	\$ 2,880.00
DW	ITA	OET	75	\$ 334,097.90	\$ 4,454.64	\$ -
DW	OJT	OET	7	\$ 31,477.75	\$ 4,496.82	\$ 15,738.88
ADULT	OJT	Turning Pt	40	\$ 47,044.12	\$ 1,176.10	\$ 23,522.06
ADULT	OJT	Shoreline	35	\$ 52,254.51	\$ 1,492.99	\$ 26,127.26
ADULT	ITA	Shoreline	1	\$ 1,700.00	\$ 1,700.00	\$ -
<b>SUBTOTAL</b>			<b>182</b>	<b>\$ 561,296.57</b>		<b>\$ 68,268.19</b>

<b>2013 - All Other Training</b>						
Grants	Training	Agency	# Enrolled	Obligated	Est. Avg Cost	DWAA Leveraged \$
DWAA & DW Co-Enrolled	ITA	OET	93	\$ 361,378.04	\$ 3,885.79	\$ 361,378.04
DWAA	ITA	Shoreline	41	\$ 175,399.00	\$ 1,871.78	
WORKFORCE SOL	OJT	OET	22	\$ 41,179.14	\$ 4,278.02	
AB109	OJT	OET	1	\$ 1,920.00	\$ 1,920.00	
AB109	ITA	OET	1	\$ 4,956.00	\$ 4,956.00	
<b>SUBTOTAL</b>			<b>158</b>	<b>\$ 584,832.18</b>		<b>\$ 361,378.04</b>

<b>TOTAL</b>			<b>340</b>	<b>\$ 1,146,128.75</b>		<b>\$ 429,646.23</b>
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# MEMORANDUM

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**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD  
**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD  
**SUBJECT:** UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2012-13  
**DATE:** JUNE 20, 2013

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**INFORMATION:**

For discussion at the Oversight Committee meeting, the attached represents the report presented to the Monterey County Board of Supervisors (BOS) Budget Committee on a monthly basis to display expenditure information in relation to the Local Workforce Investment Area's (LWIA) approved 2012-13 budget.

**ATTACHMENT:**

BOS Budget Committee report – June 12, 2013

**MONTEREY COUNTY BOARD OF SUPERVISORS'  
BUDGET COMMITTEE**

<b>MEETING:</b> June 12, 2013	<b>AGENDA NO.:</b>
<b>SUBJECT:</b> Receive and accept the monthly budget report for April 2013 from the Office of Employment and Training (OET), now a part of the Economic Development Department for the local Workforce Investment Act (WIA) programs.	
<b>DEPARTMENT:</b> Economic Development Department	

**RECOMMENDATION:**

It is recommended that the Budget Committee receive and accept the monthly budget report for April 2013 from the Office of Employment and Training (OET), now a part of the Economic Development Department for the local Workforce Investment Act (WIA) programs.

**SUMMARY/DISCUSSION:**

The attached report represents the monthly report requested by the committee to display expenditure information in relation to the approved 2012-13 budget. The Workforce Investment Board (WIB) receives the same report which breaks out the different components of WIA funding. The program components as defined by federal law are listed below. In addition the program has non-WIA funding to provide employment services for Silver Star, AB 109 and Workforce Solutions.

<b>Funding Category</b>	<b>Budget</b>	<b>Expenses through April 2013</b>	<b>Percent Expended</b>
Adults	\$1,684,911	\$1,478,237	88%
Dislocated Worker	\$2,335,709	\$1,503,850	64%
Rapid Response	\$593,355	\$392,671	66%
Youth	\$1,726,085	\$1,035,750	60%
Additional Assistance (Capital One)	\$999,847	\$677,472	68%
Non WIA Programs	\$1,858,800	\$515,655	28%

**Summary Count of Enrollments by Grant - PY 2012-13 (Up to May 24, 2013)**

<b>Grant</b>	<b>Participant Plan</b>	<b># of Enrollments</b>	<b>% of new Enrollments for 5/13</b>	<b># in Training*</b>
WIA Adult	450	400	1	36
WIA Dislocated Worker	250	412	4	41
WIA Youth	450	334	43	0
Workforce Solutions	120	120	9	15
AB 109	100	75	5	8
Silver Star	Based on referral	52	3	12
Additional Assistance/Dislocated Worker	185	260	3	58
<b>Total # of Enrollments to date</b>		<b>1,653</b>	<b>68</b>	<b>170</b>

\* Training enrollments include On-the-Job Training (OJT), Work Experience or Individual Training Accounts (ITAs)

**DISCUSSION:**

- The Adult program allocation indicates expenditures to date are at 88% of the FY 2012-13 Adopted Budget. The expenditures although very high area anticipated to come within budget allocation at the end of the FY.
- The Dislocated Worker program continues to be within the Adopted Budget allocation by the end of the fiscal year. The State Employment Development Department has waived the 80% expenditure rate due to Sequestration. Any unexpended allocation will be rolled over to next fiscal year to help offset sequestration impacts in the first quarter of 2013.
- The Rapid Response/Business Services allocation will be within the FY 2012-13 Adopted Budget by the end of the fiscal year. Received word from the State that any unused portion may be carried over to FY 2013-14. Any unexpended allocation will be rolled over to next fiscal year to help offset sequestration impacts in the first quarter.
- The summer youth employment program is close to implementation. Youth are beginning interviews with worksite locations. Eligibility continues for enrollment to program. The program will be within the FY 2012-13 Adopted Budget by the end of the fiscal year.
- The Additional Assistance funding is the Capital One project. To date, the project has 260 individuals enrolled. The grant enrollment goal is 185 participants. Training obligations are not exceeding budget allocation. Anticipate applying for additional funding to serve remaining Capital One employees facing layoff after July 2013.
- Non-WIA funding programs, such as Silver Star, AB 109 and Workforce Solutions, services and programs are being offered. Child Welfare Employment Services (CWES) Workforce Solutions inter-agency agreements are in place. All programs are based on referrals from primary agency. Anticipate Workforce Solutions and AB 109 appropriations being below the FY 2012-13 Adopted Budget by the end of the fiscal year.
- As per Committee request; below the budget information is the summary count of enrollments in the programs to date. To date, enrollments are aligned with the FY 2011-12 Adopted Participant Plan with the State Employment Development Department.
- Rapid Response Allocations do not have participant enrollment requirements. The central purpose of Rapid Response is to help laid off workers transition to new employment as quickly as possible and layoff aversion; to assist employers in advance of a layoff notice.


**OTHER AGENCY INVOLVEMENT:**

Probation Department for AB 109; Department of Social Services' for Silver Star and Workforce Solutions Department for the CalWORKS Welfare-to-Work program.

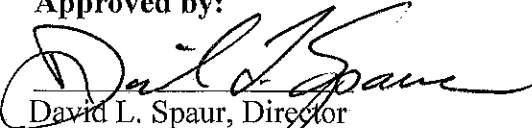
**FINANCING:**

WIA revenues are drawn down from the state Employment Development Department as expenses are incurred. Expenses are paid on a reimbursement basis with state Employment Development Department. Program expenditures are aligned with program revenue. There is no impact to the General Fund.

**Prepared by:**

  
Joyce Aldrich  
WIB Agency Executive Director  
796-6644

**Approved by:**

  
David L. Spaur, Director  
Economic Development Department  
755-5928

# MEMORANDUM

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**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE THE DRAFT MONITORING REPORT ON SHORELINE'S ADULT PROGRAM FOR PY 2012-13

**DATE:** JUNE 20, 2013

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**RECOMMENDATION:**

It's recommended that the Oversight Committee consider and approve the final monitoring report on Shoreline's Adult Program for PY 2012-13 and forward it to the full WIB for final approval.

**INFORMATION:**

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 2012-13.

In February 2013, 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 8, 2013, addressing two observations found during the monitoring review that included recommendations on: 1) Timeliness of claims submitted for reimbursement and 2) reporting of accruals.

The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report to submit a response. No response was received to the draft report; therefore the report stands.

**ATTACHMENT:**

FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2012-13



# MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

## Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



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June 10, 2013

Mr. John Collins, Senior Vice President  
Goodwill Industries of Santa Cruz/Monterey/San Luis Obispo DBA  
Shoreline Workforce Development Services  
350 Encinal Street  
Santa Cruz, CA 95060

**RE:** FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2012-13

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Shoreline Workforce Development Services for program year 2012-13. The monitoring review covered the period of October 1 – December 31, 2012. WIB staff Marleen Esquerra conducted the monitoring review.

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 a desk review of Shoreline's expenditures and enrollments, interviews with Shoreline staff as well as the results of a participant case file review.

**Monitoring Dates:** February 6 & 7, 2013 at 1325 North Main Street, Salinas, CA.

**Background:** The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$294,840, for Program Year (PY) July 1, 2012 to June 30, 2013 to provide core, intensive, training and supportive services to sixty-nine (69) 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. Thirty-six (36) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and thirty-three (33) participants will receive direct placement services.

### I. **DESK REVIEW:**

Table 1: Shoreline's performance was reviewed for compliance with the contract plan for the 2<sup>nd</sup> quarter period ending December 31, 2012. Shoreline's total actual expenditures are \$123,964 (84%) of their 2nd quarter budget with training expenditures at \$25,476 (83%) of plan and their SB 734 leverage amount above plan at 148%. Staff salaries and benefits expenditures are \$92,877 (83%) of \$111,257. Supportive service expenditures are \$5,610 (101%) of \$5,563.

#### i. **Expenditures – Table 1:**

Program Year 2011-12 (2 <sup>nd</sup> Quarter)	Total Contract	Training	SB 734 Leverage	Staff Salaries & Benefits	Supportive Services
Dec 2012 Plan	\$147,420	\$30,600	\$12,510	\$111,257	\$5,563
Nov 2012 Actual*	\$123,964	\$25,476	\$18,546	\$92,877	\$5,610
Percent of (2nd Quarter) Plan	84%	83%	148%	83%	101%

\*At the time of the monitoring review, actual expenditures are based on claims received up to November 2012.

Table 2: Shoreline’s total enrollments are 98% (45) of plan with 83% (19) enrollments placed into training and 79% (26) enrolled as direct placements and placed into unsubsidized employment. Shoreline’s geographic enrollments continue to be much higher than planned for the Central area at 78%. North County is at 9% and South County is at 2%, below the 10% minimum goal and contract plan. West County is at 11% above the 10% minimum goal, but below the contract plan of 20%. A total of 44% were placed within the WIB approved industry clusters. Table 3: Service to the disabled population, ex offenders, and homeless are well above plan, while the veterans/eligible spouses and high school drop out populations are below the contract plan goals at 2% of 19% and 27% of 39%, respectively. All training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual’s readiness for WorkKeys® testing. As of the 2<sup>nd</sup> Quarter period, Shoreline met or exceeded the 80% minimum target levels for all the Common Measures performance goals with local success levels at 106% for entered employment, 80% for retention, and 94% for average earnings.

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

**ii. Enrollments – Table 2:**

Program Year 2012-13 (2 <sup>nd</sup> Qtr)	New Enrollments	Training (ITA/OJT)	Total Direct Placements (DP)	Geographic Areas Served Min Goal = 10%				Industry Clusters (OJT/ITA/DP)
				Central	North	South	West	
Dec 2012 Plan	46	23	33	35%	25%	20%	20%	50%
Dec 2012 Actual	45	19*	26	35	4	1	5	20 of 45
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>98%</b>	<b>83%</b>	<b>79%</b>	<b>78%</b>	<b>9%</b>	<b>2%</b>	<b>11%</b>	<b>44%</b>

\*Includes one carry-in enrollment from PY 2011-12.

**iii. Enrollments – Table 3:**

Program Year 2012-13 (2 <sup>nd</sup> Qtr)	Target Populations Served				
	Veterans & Eligible Spouses 10%	HS Dropouts 20%	Disabled 16%	Offenders 10%	Homeless 5%
Dec 2012 Plan	19%	39%	19%	13%	19%
Dec 2012 Actual	1	12	10	13	20
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>2%</b>	<b>27%</b>	<b>22%</b>	<b>29%</b>	<b>44%</b>

**II. FIELD REVIEW:**

Twenty percent (20%) of Shoreline’s adult participant case files were reviewed. The files were organized with checklists and all the necessary information for eligibility and Right to Work documentation was included. WIB staff was impressed with the forms Shoreline uses to certify qualified OJT employers, verify unsubsidized employment and wages after exit, and summarize the proposed participant work plans.

**i. Staff Interviews**

WIB staff met with and interviewed Shoreline staff Ms. Lorena Garcia and Ms. Vanessa Estrada. Staff is very knowledgeable with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract.

**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 indicate that Shoreline is satisfactorily meeting their PY 2012-13 adult subcontract provisions. An exit interview was conducted

on February 7, 2013 with Ms. Sara Jamison, Employment Services Analyst. Program staff was advised of the following observations:

**i. Observations:**

1. **Timeliness of Claims for Reimbursement:** Claims and reimbursements have been constantly submitted late for processing.

**Recommendation:** Per the subcontractor agreement Exhibit D – Other Terms and Conditions, section 6.05. Payment of Authorized Expenditure, it states in part: “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.” Shoreline must comply with the subcontract stipulations and submit all reports and invoices as agreed upon in the contract.

2. **Reporting of Accruals:** The monthly claims and reimbursements do not include a line item to report accruals.

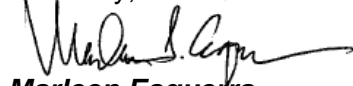
**Recommendation:** Per the Monterey County #2007-8 – Financial Reporting Policy for WIA Subrecipients, it states in part, “All subrecipients are required to use the accrual basis of accounting and submit a summary of WIA expenditure reports on a monthly basis.” As stated in the previous observation, “financial reports and invoices shall include all obligations, expenditures and accruals incurred during the previous month.” Shoreline must comply with the WIB policy and subcontract stipulations and submit all reports and invoices with accruals separate from cash expenditures.

In addition to the observations stated above, a condition was identified that may become a compliance issue if not addressed. Specifically, there were instances of a date overlap between the last date of the on-the-job training (OJT) contract and the start date of placement into unsubsidized employment. We suggest that Shoreline ensure the OJT contract period does not overlap with the unsubsidized paid employment period. In cases where the date periods overlap, Shoreline must ensure the participant case file adequately documents the reason for the overlap and the OJT amount paid does not extend beyond the contract period and ends before the start of the unsubsidized employment period.

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.

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) 796-6412.

Sincerely,



**Marleen Esquerro**

WIB Management Analyst  
Monterey County Workforce Investment Board

cc:

Wil Moore, Employment Services Manager  
Sara Jamison, Employment Services Analyst  
Joyce Aldrich, WIB Executive Director

# MEMORANDUM

---

**TO:** OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE THE DRAFT MONITORING REPORT ON TURNING POINT'S ADULT PROGRAM FOR PY 2012-13

**DATE:** JUNE 20, 2013

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**RECOMMENDATION:**

It's recommended that the Oversight Committee consider and approve the final monitoring report on Turning Point's Adult Program for PY 2012-13 and forward it to the full WIB for final approval.

**INFORMATION:**

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 2012-13.

In February 2013, 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 8, 2013, addressing one observation found during the monitoring review that included a recommendation for Turning Point to increase its outreach efforts to recruit eligible adult in the designated geographic area 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. No response was received to the draft report; therefore the report stands.

**ATTACHMENT:**

FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2012-13

# MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

## Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



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June 10, 2013

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

**RE:** FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2012-13

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Turning Point for program year 2012-13. The monitoring review covered the period of October 1 – December 31, 2012. WIB staff Marleen Esquerra conducted the monitoring review.

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 a desk review of Turning Point's expenditures and enrollments, interviews with Turning Point staff, participants and employers, as well as the results of a participant case file review.

**Monitoring Dates:** February 12-15, 2013 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 \$272,160, for Program Year (PY) July 1, 2012 to June 30, 2013 to provide core, intensive, training and supportive services to sixty-three (63) 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. Thirty-eight (38) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-five (25) participants will receive direct placement services.

### I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the 2<sup>nd</sup> quarter period ending December 31, 2012. Turning Point's total actual expenditures are \$126,528 (46%) of their 2nd quarter budget with training expenditures at \$17,424 (60%) of \$28,900 and the SB 734 leverage amount above plan at 170%. Staff salaries and benefits expenditures are over budget at \$79,048 (116%) of \$68,337, due to higher than anticipated costs to accommodate the increase in training enrollments. Supportive service expenditures are at \$4,280 (84%) of plan.

#### i. **Expenditures – Table 1:**

Program Year 2012-13 (2 <sup>nd</sup> Quarter)	Total Contract	Training	SB 734 Leverage	Staff Salaries & Benefits	Supportive Services
Dec 2012 Plan	\$272,160	\$28,900	\$10,240	\$68,337	\$5,071
Dec 2012 Actual	\$126,528	\$17,424	\$17,424	\$79,048	\$4,280
Percent of (2nd Quarter) Plan	46%	60%	170%	116%	84%

Table 2: Turning Point’s total enrollments are 82% (28) of plan with 106% (19) enrollments placed into training and 36% (9) enrolled as direct placements and placed into unsubsidized employment. Turning Point’s geographic enrollments continue to be much higher than planned for the Central area at 58%, North area at 16% and West area at 26%, while the South County area is at 0%. A total of 64% were placed within the WIB approved industry clusters. Table 3: Turning Point exceeded all the minimum WIB established target population goals and all training enrollments (100%) have successfully completed the WorkKeys® assessments in Applied Math, Locating Information and Reading for Information. As of the 2<sup>nd</sup> Quarter period, Turning Point exceeded the 80% minimum target levels for all the Common Measures performance goals with local success levels at 94% for entered employment, 97% for retention, and 109% for average earnings.

One observation is noted in the conclusion portion of this report.

**ii. Enrollments – Table 2:**

Program Year 2012-13 (2 <sup>nd</sup> Qtr)	New Enrollments	Training (ITA/OJT)	Total Direct Placements (DP)	Geographic Areas Served Min Goal = 10%				Industry Clusters (OJT/ITA/DP)
				Central	North	South	West	
Dec 2012 Plan	34	18	25	55%	11%	18%	16%	50%
Dec 2012 Actual	28	19	9	11	3	0	5	18 of 28
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>82%</b>	<b>106%</b>	<b>36%</b>	<b>58%</b>	<b>16%</b>	<b>0%</b>	<b>26%</b>	<b>64%</b>

**iii. Enrollments – Table 3:**

Program Year 2012-13 (2 <sup>nd</sup> Qtr)	Target Populations Served				
	Veterans & Eligible Spouses	HS Dropout	Disabled	Ex Offender	Homeless
Dec 2012 Plan	5%	15%	15%	50%	15%
Dec 2012 Actual	3	11	15	18	3
<b>% of 2<sup>nd</sup> Qtr Plan</b>	<b>16%</b>	<b>58%</b>	<b>79%</b>	<b>95%</b>	<b>16%</b>

**II. FIELD REVIEW:**

Twenty percent (20%) of Turning Point’s adult participant case files were reviewed. 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 met with Turning Point staff Ms. Rosie Chavez, observed a pre-employment workshop conducted by Mr. Timothy Jones and interviewed a selection of employers and participants. Feedback received from the employers and participants indicate that staff is professional, knowledgeable and focused on the needs of participants and employers. Employers stated the pre-employment workshop is very valuable prior to placement of candidates into employment.

**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 2012-13 adult subcontract

provisions. An exit interview was conducted on Friday, February 15, 2013 with Turning Point Staff Ms. Rosie Chavez and Ms. Pearl Sanchez.

Program staff was advised of the following observation:

**i. Observation:**

**Geographic Areas & Target Populations Served:** Data provided for December 2012 indicates Turning Point fell short of meeting the geographic service area minimum goal in South County.

**Recommendation:** Turning Point needs to increase outreach efforts to recruit eligible adult in the designated geographic area 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.

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) 796-6412.

Sincerely,



**Marleen Esquerro**

WIB Management Analyst

Monterey County Workforce Investment Board

cc:

Rosie Chavez, Adult Program Director

Pearl Sanchez, Youth Program Director

Joyce Aldrich, WIB Executive Director