



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, January 8, 2015

8:30-10:00am

**Oversight Committee
Members:**

Mary Ann Leffel, Chair

Al Davis

Jay Donato

Cesar Lara

Larry Silva

Teresa Sullivan

Brian Turlington

Andrea Zeller-Nield

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Mary Ann Leffel, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	Mary Ann Leffel
1. ACTION: Approve the minutes of the September 11, 2014 Oversight Committee meeting.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	
1. Consider and approve the revised WIB policy #2003-09 "Unlikely to Return".	Marleen Bush
2. Receive a report on the status of WIA Adult and Dislocated Worker programs for PY 2014-15.	Marleen Bush Rod Powell Wil Moore
3. Receive an update on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2014-15.	Rod Powell
4. Receive a report on the number of local WIA training placements and expenditures for PY 2014-15.	Marleen Bush
5. Update on the Local WIA budget for PY 2014-15.	Ruben Trujillo
6. Update on the WIB's Strategic Local Plan goals specific to Adult Programs and System Alignment and Accountability.	Marleen Bush for Joyce Aldrich
7. Approve the monitoring schedule for Program Year 2014-15.	Marleen Bush
ANNOUNCEMENTS OF EVENTS:	
SUBCOMMITTEE MEETINGS: Executive: 1/21/2015 – Shoreline, Marina Oversight: 3/12/2015 – Shoreline, Marina Youth: 1/26/2015 – Shoreline, Marina Business Services: 2/11/2015 – Marina Library	WIB MEETINGS: 2/4/2015: Marina Library
ADJOURN:	Mary Ann Leffel

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,
Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644

www.montereycountywib.org



A proud partner of America's Job Center of CaliforniaSM network.

UNADOPTED

Monterey County Workforce Investment Board (WIB)
Oversight Committee
Shoreline Workforce Development, 249 10th Street, Marina, CA
Thursday, September 11, 2014

Members Attended: Mary Ann Leffel (Chair), Jay Donato, Sherry Farson, Cesar Lara, Larry Silva, Brian Turlington and Andrea Zeller-Nield

Members Absent: Al Davis and Teresa Sullivan

Staff Present: Joyce Aldrich, Marleen Bush, Flor Galvan and Ruben Trujillo

Others Present: Terri Gallardo and Eileen Rohlfing

Call to Order/Introductions: Mr. Lara called the meeting to order at 8:40 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: None

Consent Calendar:

1. Action: Approve the minutes of the July 10, 2014 Oversight Committee minutes.

Motion: Mr. Donato motioned to approve the action as stated.

Second: Mr. Turlington

Approved unanimously by those in attendance

Ms. Leffel arrived at 8:47 a.m. to chair the meeting.

Discussion or review of Business Calendar Action Items:

1. Action: Approve the FINAL WIA Title I Adult and Dislocated Worker programs Monitoring Report for Program Year 2013-14 for the Office for Employment Training.

Ms. Bush reported that as per the request of the committee the monitoring period covered the entire program year 2013-14. Staff completed a desk review; interviews with staff as well as a review of participant case files. She reported that overall OET met all the Common Measures performance goals and is in compliance with the provisions of WIA and local policies. As for their budget, OET expended 95% of their Adult allocation and 74% of their Dislocated Worker allocation. Any unspent funds will be carried over into the new program year 2014-15.

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

Second: Mr. Lara

Approved unanimously by those in attendance

2. Action: Approve the FINAL WIA Title I Rapid Response Program Monitoring Report for program Year 2013-14 for the Workforce Investment Board. Ms. Bush presented information on the Rapid Response program and monitoring report for program year 2013-14. The total allocation in the report should be corrected to reflect \$263,274. She reported that the WIB and Business Services staff is operating the WIA Rapid Response Program in compliance with the provisions of WIA and local guidance. She reported that during the monitoring period, 425 workers were impacted by layoffs.

Motion: Mr. Lara motioned to accept the action with the change of allocation to \$263,274.

Second: Mr. Turlington

Approved unanimously by those in attendance

3. Receive a report on the status of WIA Adult and Dislocated Worker programs for PY 2014-15.

Ms. Bush reported that as of August 31, 2014 Monterey County expended 5% of its WIA Adult funds; 9% of its Dislocated Worker funds and enrolled/carried-in 17% of its planned Adult participants and 19% of its planned Dislocated Worker participants.

4. Receive an update on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2014-15. Mrs. Aldrich reported that the DWAA grant serves special projects such as the

Capital One and River Ranch layoffs. She reported that due to staff's continual outreach, individuals who were impacted are returning for services. She reported that as of August 31, 2014, \$90,274 has been expended.

- 5. Receive a report on the number of local WIA training placements and expenditures for PY 2014-15.** Ms. Bush reported that as of July 1, 2014, thirteen participants were enrolled in training. She reported that Monterey County has accumulated \$30,096 in leveraged resources to apply towards the 10% leveraged amount allowed towards meeting the training expenditure requirement.
- 6. Update on the Local WIA budget for PY 2014-15.** Mr. Trujillo reported that as of August 31, 2014 the Adult allocation has expended \$82,691. He reported that after October 2014 the Adult expenditure percentage should increase as Monterey County will receive the second quarter allocation. He also reported that the Youth program expends most of the allocation during the summer due to participant wages expended during the Summer Youth Employment Program. He reported that Monterey County has exhausted the first allocation of Rapid Response funds; however once Monterey County enters October, the second allocation should be received. He reported that the WIB Executive Director and Fiscal Manager continue to monitor the budget closely.
- 7. Update on the WIB's Strategic Local Plan goals specific to Adult programs and system Alignment and Accountability.** Mrs. Aldrich reported that Monterey County is up to date and continue to move forward with completing the goals of the WIB's strategic local plan. She reported that transitions will be made due to the Workforce Innovation and Opportunity Act (WIOA) to include new language for integrated services of Job Center partners and services to diverse groups. She reported that Monterey County continues to work on partnering with Job Corps as a Job Center collaborator.
- 8. Presentation and discussion on the Workforce Innovation and Opportunity Act (WIOA).** Mrs. Aldrich reported that the federal government has pushed the Department of Labor to release the draft regulations to all local workforce investment boards by January 18, 2015 on how individual components of the new law will be implemented in the local areas. She reported that some changes will be made to make sure that Job Centers are serving those with disabilities and providing opportunities for pre-apprenticeship and apprenticeships. She also reported that the Department of Rehabilitation, Department of Social Services and the Employment Development Department are mandated to be partners of the Job Center, which Monterey County already has in place.

Announcement of Events: Ms. Leffel announced the Annual Higher Education Research Economic Impact breakfast will be taking place on October 16, 2014 at the Monterey Marriott Ferrante Room.

Adjournment: Ms. Leffel requested to adjourn the meeting at 10:14 a.m.

Motion: Mr. Turlington motioned to adjourn the meeting.

Second: Mr. Donato

Approved unanimously by those in attendance

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE REVISED WIB POLICY #2003-09 "UNLIKELY TO RETURN"

DATE: JANUARY 8, 2015

RECOMMENDATION:

It is recommended that the Oversight Committee consider and approve the following revised WIB policy:

■ **#2003-09 – Unlikely to Return**

Update: The proposed policy revisions were made to comply with the newly revised Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website:
http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd14-4.pdf.

The policy also includes an affidavit as a means to document and maintain evidence of information obtained during the intake and eligibility process.

ATTACHMENT:

#2003-09 – Unlikely to Return Policy with proposed revisions.

Monterey County Workforce Investment Board (WIB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2003-09

Effective Date: June 1, 2004

Initial Release Date: June 1, 2004; Revised: February 4, 2015
Full WIB Adopted: February 4, 2015 (Pending full WIB Approval)

Formatted: Highlight

Formatted: Highlight

TO: All Monterey County Providers of Workforce Investment Act (WIA) Title I Services

SUBJECT: Unlikely to Return

PURPOSE: To establish the definition of "Unlikely to Return" to a previous industry or occupation to be used when determining the eligibility of Dislocated Workers.

REFERENCES: Workforce Investment Act Eligibility Technical Assistance Guide, prepared by the California Employment Development Department (EDD), found online at the following website: http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd14-4.pdf

DEFINITIONS: Unlikely to Work – may be defined in terms of family, personal, or financial circumstances that may affect the likelihood of the individual's returning to his or her previous industry or occupation for employment. The definition does not need to be based solely on economic conditions and job availability.

Formatted: Font: Bold

Formatted: Font: Bold, Italic

Formatted: Font: Italic

POLICY AND PROCEDURES:

A. Individual worked in a declining industry or occupation, as documented on State or locally developed labor market statistic lists of such industries or occupations. State labor market data lists are available from the Employment Development Department's (EDD) Labor Market Information Division. Local lists must may be developed by an appropriate entity, such as the Chamber of Commerce, the local Workforce Investment Board, economic development Agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.

A.B. Individual worked in an industry or occupation/job for which there are limited job orders in the EDD CalJOBSSM or Virtual One Stop (VOS) systems at the time of eligibility determination, as certified by the local EDD field office Workforce Services staff or by the America's Job Center of California One Stop staff with access to the CalJOBSSM or VOS systems database. (Less than 5 jobs listed within Monterey County)

Formatted: Superscript

C. Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through the an in-take orientation process or assessment of the client's educational achievement levels, testing, or other suitable means.

D. Individual has had a lack of job offers as documented by the local EDD Workforce Services or Unemployment Insurance (UI) staff, rejection letters from employers in the area, or other documentation of unsuccessful efforts to obtain employment in the prior industry or occupation.

E. Individual cannot return to their previous industry or occupation because they have Has physical or other problems/limitations, which would prevent preclude reentry into the former industry or occupation, as documented by a physician or other applicable professional (e.g., psychiatrist, psychiatric social worker, chiropractor, etc.). In circumstances where support documentation is not available, an applicant self-attestation self-certification may be utilized to demonstrate unlikely to return.

F. Individuals that may have worked seasonally can be considered unlikely to work in a previous industry or occupation as a temporary or seasonal worker, for a variety of reasons such as:

- a. Change in family situation that requires higher income;
- b. Disability that precludes returning to the same industry or occupation;
- c. Natural disaster that results in lost wages;
- d. Loss of agricultural land;
- e. Mechanization; or
- f. Any significant variance to normal seasonal employment patterns resulting in uncertain return-to-work dates.

Formatted





G. Individuals laid off on a temporary basis, with a specific return date do not meet the criteria of unlikely to return work in a previous industry or occupation.

ATTACHMENT: UNLIKELY TO RETURN – AFFIDAVIT

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: www.montereycountywib.org/policies/

**MONTEREY COUNTY
Workforce Investment Board (WIB)**

UNLIKELY TO RETURN – AFFIDAVIT

I, _____ am unlikely to return to my previous industry or occupation because:

CHECK AS MANY AS APPLY:

- _____ Demand for workers in the previous occupation or industry is declining long-term.
- _____ Limited job orders in the CalJOBSSM or Virtual One Stop (VOS) systems that demonstrate re-employment is unlikely. *(Less than 5 jobs listed within Monterey County)*
- _____ Insufficient education for reentry into the former occupation or industry.
- _____ Obsolete or inadequate job skills for reentry into the former occupation or industry.
- _____ Lack of job offers as documented by the local EDD Workforce Services or UI staff.
- _____ Physical or other limitations that prevent reentry into former employment.
- _____ A seasonal farm worker unlikely to return to previous industry or occupation as a temporary or seasonal worker. *(Individuals laid off on a temporary basis, with a specific return date do not meet the criteria of "Unlikely to Return".)*
- _____ Other barrier(s), as described in the additional comments below.

Printed Name

SS# (Last 4)

Client Signature

Date

ADDITIONAL COMMENTS BY ELIGIBILITY REPRESENTATIVE:

I hereby attest that the information provided above is an accurate reflection of the circumstances surrounding the job search of the customer named herein. Determination of his/her "Unlikely to Return" status was made based on personal, industry and/or occupational data as specified above and verified and documented in the participant's case file.

REVIEWED AND APPROVED:

Eligibility Representative Signature

Date

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: RECEIVE A REPORT ON THE STATUS OF WIA ADULT AND DISLOCATED WORKER PROGRAMS FOR PY 2014-15

DATE: JANUARY 8, 2015

INFORMATION:

This report provides a fiscal and performance status update for Program Year 2014-15 for all WIA Adult and Dislocated Worker program providers to include the Office for Employment Training (OET) and Shoreline Workforce Development Services.

Expenditures:

An update on the budget and expenditures will be provided at the Oversight Committee meeting.

Enrollments:

As of December 31, 2014, Monterey County enrolled/carried-in 30% of its planned Adult participants and 20% of its planned Dislocated Worker participants based the enrollment plan for PY 2013-14, as follows:

Program	Local Plan 2013-14 Enrollments <i>(includes carry-in)</i>	**Proposed Local Plan 2014-15 Enrollments <i>(includes carry-in)</i>	Actual	% Local Plan based on PY 2013-14
Adult	569	466	168 (104 new) 145 (79 new) OET 25 new Shoreline	30%
Dislocated Worker (<i>OET only</i>)	515	396	104 (23 new) OET	20%

**Proposed Local Plan 2014-15 Enrollments is pending approval from State.*

Performance:

The performance of WIA Adult & Dislocated Worker Programs is measured by three Common Measures. Monterey County must achieve a local success rate of 80% or higher for each measure.

The purpose of these measures is to identify the following core areas of the workforce system:

1. Entered Employment Rate – measures the number of people who got a job
2. Retention Rate – measures those that got a job, whether or not they stayed employed
3. Average Earnings – measures those that stayed employed, what they earned

As of the 1st quarter period of Program Year (PY) 2014-15, Monterey County achieved the following local success levels and exceeded the 80% minimum target goals as shown in the following tables:

Adult	*State Proposed Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	67.0%	73.0%	109%	Yes	Yes
Retention Rate	77.0%	75.0%	97%	No	Yes
Average Earnings	\$11,650	\$10,465	90%	No	Yes

**Proposed performance goals established by the State for PY 2014-15, pending final State approval.*

Dislocated Worker	*State Proposed Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	65.0%	77.0%	118%	Yes	Yes
Retention Rate	77.5%	82.0%	106%	Yes	Yes
Average Earnings	\$14,600	\$27,654	189%	Yes	Yes

**Proposed performance goals established by the State for PY 2014-15, pending final State approval.*

Program Provider Reports:

- Office for Employment Training – A summary of OET's Adult and Dislocated Worker Program performance will be provided at the meeting. A representative from OET plans to present on OET's Programs at the Oversight Committee meeting.
- Shoreline Workforce Development Services – A summary of Shoreline's Adult Program is attached. A representative from Shoreline plans to present on their program at the Oversight Committee meeting.



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

Subcontractor: Shoreline Workforce Development Services

For the period ending: Dec-Program Year 2014-15

ENROLLMENT GOALS

Monthly Participant Plan Summary	Total TARGET GOAL	Cumulative Monthly Plan	YTD Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	55	33	25	75.7%
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	23	16	14	87.5%
3. Total # of Direct Placements	32	16	11	68.7%
4. Total # of Training (OJT/ITA) and Direct Placements (DP)			25	
5. Total # of WorkKeys Readiness Indicator			14	
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

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	25	100%
Agriculture		
Building/Design	2	8%
Healthcare	8	32%
Education	3	12%
Hospitality/Tourism	3	12%
Creative/Technology	1	4%
Other (Finance, Retail, Sales, etc.)	8	32%

GEOGRAPHIC AREAS SERVED

Quarter ending Dec 2014	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA and DP)	% of Actual
Central (Salinas)	39%	10%	16	64%
North	18%	10%	0	0%
South	25%	10%	4	16%
West	18%	10%	5	20%

TARGET POPULATIONS SERVED

Quarter ending Dec 2014	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA and DP)	% of Actual
Veterans & Eligible Spouses	0%	0%	4	16%
High School Dropout	30%	30%	11	44%
Disabled	0%	0%	0	0%
Ex Offender (Contracted target goal)	30%	30%	4	16%
Homeless	40%	40%	14	56%

PERFORMANCE GOALS

Quarter ending Dec 2014	Plan	Actual
1. Total number of exits	18	17
2. Entered Employment Rate – entry into unsubsidized employment*	17	n/a%
3. Retention Rate – 6 months after entry into unsubsidized employment		
4. Average Earnings – increased earnings in unsubsidized employment	\$10,550	
5. Average hourly wage		\$13.76

ACTIVITIES

- Renewed OJT development activities in Oct. following a 1st qtr furlough
- Selected as One -Stop Provider-Santa Cruz County
- Met with Monterey County Job Fair Committee-Projected April event date
- Placed 3 Veterans with new employer HHI Services at an average starting wage of \$16.67 per hour

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 2014-15

DATE: JANUARY 8, 2015

INFORMATION:

The following report provides background information on the 25 Percent Governor's Dislocated Worker Additional Assistance (DWAA) special project grant that the WIB successfully applied for and received funding for PY 2014-15.

The purpose of the project to expand re-employment services and training to serve up to 160 individuals due to an increase of displaced workers seeking services from the America's Job Center of California (formerly One-Stop) delivery system. The increased customer flow is driven by multiple layoffs, primarily in the banking and agriculture light manufacturing industries.

The WIB plans to work with the Office for Employment Training (OET) to provide the employment and training services to these displaced workers. The goal of all services it to provide job search support, assessment of skills and abilities, classroom training, on-the-job training (OJT) and employment training to the displaced workers impacted by layoffs, specifically from Capital One and River Ranch Fresh Foods.

The table below is a summary of the number of planned enrollments and expenditures:

DWAA Services	Total Plan	Total Actual
Core & Intensive Registered Enrollments	160	26
Training Enrollments	65	3
Exits from the Program	160	0
Placed in Unsubsidized Employment	61.8%	TBD
Met 6-mo Employment Retention Goal (after exit)	75.6%	TBD
Average Earnings Replacement	\$13,122	TBD
Total Expenditures through October 31, 2014	\$813,662	\$132,441

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 PY 2014-15

DATE: JANUARY 8, 2015

INFORMATION:

Effective Program Year (PY) 2014-15, 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 (10%) of the expenditure requirement may be met by applying designated leveraged resources.

25% Training Budget: An update on actual training expenditures will be provided at the meeting.

Program Year (PY) 2014-15 - Training Enrollments:

Since the last Oversight Committee meeting on September 11, 2014, the number of Adult and Dislocated Worker training enrollments has increased from 13 to 52.

The majority of enrollments (39 or 75%) 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 (13 or 25%) 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.

To date, six WIA participants successfully received Federal Pell Grant awards to apply toward their classroom training, totaling \$ 38,080. In total, Monterey County has accumulated \$32,350 in leveraged resources (Pell Grants, OJT employer match funds and DWAA leveraged funds) to apply toward meeting a portion of the minimum training expenditure requirement (an amount up to 10%).

The following is a breakdown of training enrollments and obligated expenditures for PY 2014-15:

2014-15 - Adult and Dislocated Worker (DW) - Training Contracts

Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	OJT employer match leveraged \$	Pell Grants leveraged \$
ADULT	OET	ITA	31	\$116,749.00	\$3,766.10	\$0.00	\$28,052.00
ADULT	Shoreline	OJT	13	\$22,042.54	\$1,695.58	\$4,212.73	\$0.00
DW	OET	ITA	8	\$29,157.00	\$3,644.63	\$0.00	\$4,298.00
SUBTOTAL			52	\$167,948.54		\$4,212.73	\$32,350.00

2014-15 - All Other Training

Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	DWAA Leveraged \$	Pell Grants
DWAA	OET	ITA	3	\$12,456.00	\$4,152.00	\$12,456.00	\$0.00
AB109	OET	ITA	1	\$4,956.00	\$4,956.00	\$0.00	\$5,730.00
SUBTOTAL			3	\$14,912.00		\$9,956.00	\$5,730.00
TOTAL			56	\$185,360.54		\$16,668.73	\$38,080.00

MEMORANDUM

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 2014-15
DATE: JANUARY 8, 2015

INFORMATION:

WIB staff plan to present an update on the Local Workforce Investment Area's (LWIA) Program Year budget for 2014-15.

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: UPDATE ON THE WIB'S STRATEGIC LOCAL PLAN GOALS SPECIFIC TO ADULT PROGRAMS AND SYSTEM ALIGNMENT AND ACCOUNTABILITY

DATE: JANUARY 8, 2015

SUMMARY:

At the Oversight Committee meeting on January 8, 2015, WIB staff plan to present an update on the WIB's Key Strategic Local Plan.

ATTACHMENT:

WIB Strategic Initiatives and Local Plan Goals

Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17
(Through the 1st Quarter Period of Program Year 2014-15)

PY 2014-15

1st Quarter Focus
 (July - September)

Strategic Plan Goals & Strategies *(Includes new WIB Retreat 2014 strategies)*

GOAL #1 – BUSINESS AND INDUSTRY: Meet workforce needs of high demand sectors.	
<p>Strategy #1: Develop LMI to identify workforce needs, shortages & skills gaps</p> <ol style="list-style-type: none"> Develop LMI on priority industry sectors & needs Work with local chambers to survey members Synchronist survey on business growth, development, trends Survey needs of employers participating in OJT Use SBDC Nat'l Info Clearinghouse to identify resources Attend SBDC roundtables of industries Use WIN@ training for WorkKeys@ assessments Use WorkKeys@ tests to certify worker proficiencies 	<p>Completed - 5/2013. LMI posted to WIB website, data used in Local Plan and WIB policies. Completed - 9/2013. Data presented to Youth Council. Info graphic of data compiled, released by Chamber in Monterey Herald. Completed - 7/2013. Collaborating with Econ. Dev. & Business Services. Results reported to Business Services Committee. Completed - 8/2013. Program staff to continue to survey employers participating in OJT. Completed - 12/2013. Presentation given by SBDC at Business Services Committee. Continue to promote to small businesses. TO BE SCHEDULED - Attend SBDC roundtables of industries ON HOLD - Use WIN@ training for WorkKeys@ assessments ON HOLD - Training staff to implement WorkKeys@ tests to certify worker proficiencies.</p>
<p>Strategy #2: Develop Business Services Plan</p> <ol style="list-style-type: none"> Develop Business Services Plan Business Services - business retention & layoff aversion Business Services - custom job fairs and recruitments 	<p>Completed - 6/2013 Completed - 8/2013. Ongoing efforts in place to enhance retention & layoff aversion strategies. Results reported to Sub-Committees. Completed - 8/2013. Business Services continue to host custom job fairs & recruitments. Results reported to Bus. Svcs Committee.</p>
<p>Strategy #3: Develop/operate regional workforce & economic development network</p> <ol style="list-style-type: none"> Align WIB with Econ Dev Committee Evaluate LMI tools w/industry sectors & partnerships Convene roundtables for training & career pathways 	<p>Completed - 10/2013. Ongoing alignment through Econ Dev & WIB meetings and Comprehensive Economic Dev. Strategy (CEDS) plan. Completed - 9/2013. WIB subscribed with EMSI to access online LMI data. Ongoing efforts in place to look at other useful LMI tools. Initiated in 11/2013, need to convene roundtables for training needs & career pathways.</p>
<p>Strategy #4: Implement Business Services Plan NEW! (WIB Retreat 2014)</p> <ol style="list-style-type: none"> Develop talking points for WIB members to use Develop brief elevator pitch for WIB members to use Recognize/include in outreach that business is key customer Identify info on business incentives, tax credits, OJT, ETP, etc. Develop e-brochure explaining services; link to WIB website 	<p>Completed - 8/2014. Reported to Bus Services Committee 8/26/2014 & emailed to members. Completed - 8/2014. Reported to Bus Services Committee 8/26/2014 & emailed to members. Initiated discussions related to Work Ready Communities initiative. Completed - 6/2014. Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website. Completed - 6/2014. Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website.</p>
<p>Strategy #5: Close Gaps Between Education & Business NEW! (WIB Retreat 2014)</p> <ol style="list-style-type: none"> Inventory Business workforce needs countywide Partner to apply for the appropriate workforce related grants Gain understanding of LMI and promote to business/education 	<p>Work to be done in collaboration with new WIOA regional workforce needs. Should begin in late Spring 2015. Completed - 6/2014. Workforce Innovations Fund grant awarded Oct 2014. Ongoing efforts to apply for additional grants shall continue. Completed - 6/2014. LMI compiled from EDD & EMSI, shared with staff, public, WIB/Youth Council & Business Services Committee, regularly.</p>
GOAL #2 – SYSTEM ALIGNMENT/ACCOUNTABILITY: Service integration & continuous improvement.	
<p>Strategy #1: Ensure active engagement of WIB and workforce stakeholders</p> <ol style="list-style-type: none"> Recruit WIB members in priority industry sectors Convene WIA provider meetings Initiate branding of America's Job Center of California (AJCC) 	<p>Continue to recruit WIB members in priority industries. In 2014, new business members were added from Hospitality/Tourism and Banking. New interest from Mee Memorial HR Director, waiting on completed application. Convene ongoing WIA provider meetings. Ongoing branding of AJCC will occur as funding permits. This is on hold due to possible change in WIOA regulations.</p>
<p>Strategy #2: Ensure services delivered are accessible and meet diverse groups</p> <ol style="list-style-type: none"> Ensure AJCC partners integrate services Ensure services are available to diverse populations 	<p>MOUs need to be updated to re-evaluate offerings. WIOA will provide new language for integrated services of Job Center partners (to follow). Completed - 7/2013. Ongoing efforts continue to ensure services are provided to diverse populations.</p>
<p>Strategy #3: Demonstrate value and impact of workforce system</p> <ol style="list-style-type: none"> Report services & outcomes to Oversight Committee Promote accomplishments, outcomes, testimonials Inform staff on mission & vision of WIB & Local Plan 	<p>Completed - 7/2013. Continue to report services and outcomes to Business Services, Oversight and Youth Council regularly. Completed - 8/2013. Testimonials scheduled at WIB and Youth Council meetings, as time permits. Completed - 9/2013. Employees signed acknowledgement forms after a 30-day review and Q&A period to understand the Local Plan.</p>

Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17
(Through the 1st Quarter Period of Program Year 2014-15)

PY 2014-15

1st Quarter Focus
 (July - September)

Strategic Plan Goals & Strategies *(Includes new WIB Retreat 2014 strategies)*

GOAL #3 – ADULTS: Increase number of people who obtain industry-recognized credentials or degree.	
Strategy #1: Increase the number of career pathway programs in demand industries	
1 Increase availability of training to WIA enrollments	Completed - 6/2013. Results reported to Oversight Committee and monitored by staff.
2 Promote & implement Career Readiness Certification	ON HOLD - Training staff on how to best promote & implement Career Readiness Certification
3 Inventory and update ETPL to align with industry sectors	Completed - 8/2014. Continue efforts are underway to update ETPL to align with industry sectors
Strategy #2: Strategies to avert lay-offs, help retain workers jobs or provide rapid transition to new employment	
1 Secure ETP funding opportunities	Continue to secure ETP funding opportunities, CWA applied on behalf of all LWIA's and should learn soon on whether they were awarded.
2 Business Services to promote tax credits, incentives, OJTs	Completed 5/2014. Ongoing efforts continue to promote tax credits, incentives, OJTs, ETP, etc.
3 Use UI and WARN data to strategize layoff aversion efforts	Completed 5/2014. Continue to use UI and WARN data for layoff strategies. Data is found in new CalJOBS system and via EDD partners.
Strategy #3: Increase career pathway programs (i.e. apprenticeships, OJT, customized training, etc.)	
1 Align WIB policies with priority industry sectors	Completed - 6/2014.
2 Streamline OJT processes for employers	Non-WIA programs have streamlined OJT processes in place. WIOA may give updated OJT processes that allow a more streamlined process for formula allocations.
3 Ensure training funds target apprentice occupations	Completed - 6/2014. Ongoing efforts underway to target apprentice occupations, based on ETPL offerings and customer choice.
GOAL #4 – YOUTH: Increase youth to graduate prepared for postsecondary education and/or a career.	
Strategy #1: Collaborate and better serve youth to connect them to education, training and employment.	
1 Add Youth related item on WIB meeting agendas	Completed - 8/2013
2 Promote youth related resources, Choices, LMI, etc	Initiated in 9/2013. Ongoing efforts continue to promote youth related resources.
3 Continue Speakers' Bureau effort	Continue Speakers' Bureau "classroom to careers" effort
4 Youth Council to bring in job leads & promote services	Youth Council to bring in job leads & promote services
Strategy #2: Increase educational, training and career attainment of youth.	
1 Promote Career Technical Ed programs & pathways	Continue to promote CTE programs & pathways
2 Promote and ensure transition into postsecond ed	Continue to promote & ensure postsecondary ed
Strategy #3: Youth Entrepreneurship Program NEW! (WIB Retreat 2014)	
1 Research best practices of other counties/WIBs	Initiated conversations with CSUMB on entrepreneurship program.
2 Develop Entrepreneurship Program / Plan	Initiated conversations with CSUMB on entrepreneurship program. Presented idea to Business Services Committee in 10/2014.
3 Research/identify resources for youth programs regionally, statewide and federal opportunities	Completed - 2/2014. Ongoing efforts to update data and share with others. Working with Hartnell and also with MPC on their new CCPT applications.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: APPROVE THE MONITORING SCHEDULE FOR PROGRAM YEAR 2014-15
DATE: JANUARY 8, 2015

RECOMMENDATION:

It is recommended that the Oversight Committee consider and approve the following monitoring schedule for program year 2014-15 for WIA Title I Adult, Youth, Dislocated Worker, and Rapid Response programs and service providers as well as any Special Projects and Discretionary Grants.

Proposed Adult, Dislocated Worker, Rapid Response & Special Projects Monitoring Schedules and Reporting Periods:

Shoreline Adult Program:

- ❑ February 2-3, 2015
- ❑ Report: March 2015

Office for Employment Training Adult & Dislocated Worker Programs:

- ❑ April 6-10, 2015
- ❑ Reports: May 2015

Workforce Investment Board Rapid Response Program:

- ❑ March 9, 2015
- ❑ Reports: April 2015

Special Project and Discretionary Grants:

- ❑ To be determined based on grant start and end periods

Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:

Turning Point Youth Program:

- ❑ February 9-10, 2015
- ❑ Report: March 2015

Office for Employment Training Youth Programs

- ❑ April 20-24, 2015
- ❑ Reports: May 2015