



# **OVERSIGHT COMMITTEE MEETING AGENDA PACKET**

Thursday, May 10, 2018

8:30 a.m. – 10:30 a.m.

MBEST

3180 Imjin Road, Conference Room B, Marina, CA

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

## NOTICE TO THE PUBLIC

Members of the public who wish to address the Committee should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Committee Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Committee Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee may take action on any item designated as an action item.
- Workforce Development Board Oversight Committee members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board Oversight Committee members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North  
Salinas, CA 93901

(831) 796-6434

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

**Oversight Committee Members:**

*Cesar Lara, Chair*

Al Davis

Brian Turlington

Jay Donato

Sherry Farson

Mimi Laurent

Joanne Webster

## Monterey County Workforce Development Board Oversight Committee

MBEST, 3180 Imjin Road, Conference Room B, Marina, CA 93933

**Thursday, May 10, 2018; 8:30 a.m.**

### AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>		<i>Cesar Lara, Chair</i>
<b>CHANGES TO AGENDA:</b>		
<b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</i>		
<b>CONSENT CALENDAR:</b>		Cesar Lara
1. <b>ACTION:</b> Approve minutes from November 9, 2017.		
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>		Cesar Lara
1. Update on America's Job Center of California's Hallmarks of Excellence Certification process.		Javier Vanga Sangeeta Durrall
2. Update on Proposition 39 (Pre-Apprenticeship) Grant and Fiscal and Procurement monitoring by the State of California Employment Development Department.		Chris Donnelly
3. Update on Eligible Training Provider List monitoring.		Sangeeta Durrall
4. Update on Subrecipient Program monitoring by Brennan Workforce Consulting.		Chris Donnelly
5. Quarterly update on WIOA Adult, Dislocated Worker and Youth Program performance through March 30, 2018.		Chris Donnelly
<b>ANNOUNCEMENTS:</b>		Cesar Lara
<b>SUBCOMMITTEE MEETINGS:</b> Executive: 5/24/18, MBEST Business Services: 7/10/18, MBEST Oversight: 8/9/18, MBEST	<b>WDB MEETING:</b> 6/6/17, SpringHill Suites Hotel, Marina	
<b>ADJOURNMENT:</b>		Cesar Lara
<p>Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a>. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. <b>ALTERNATE AGENDA FORMATS:</b> If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.</p>		

**UNADOPTED**

Monterey County Workforce Development Board  
**Oversight Committee**  
MBEST, 3180 Imjin Road, Marina, CA  
**Thursday, November 9, 2017**

**Members Present:** Al Davis, Brian Turlington (Chair), Jay Donato, and Sherry Farson

**Members Absent:** Cesar Lara, and Joanne Webster

**Staff Present:** Chris Donnelly, Flor Galvan, Marleen Bush and Javier Vanga

**Call to Order/Introductions:** Mr. Turlington called the meeting to order at 8:38 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment:** None

**Announcements:** None

**Consent Calendar:**

1. Action: Approve minutes from August 15, 2017.

**A motion was made by Jay Donato to approve the minutes from August 15, 2017, seconded by Al Davis.**

**Discussion or Review of Business Calendar Action Items**

1. Action: Consider and approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring reports for the Office for Employment Training for Program Year (PY) 2016-17.

**A motion was made by Jay Donato to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring reports for the Office for Employment Training for Program Year (PY) 2016-17, seconded by Brian Turlington.**

2. Action: Consider and approve the FINAL WIOA Title I Youth Program monitoring report for Turning Point of Central California, Inc., for PY 2016-17.

**A motion was made by Al Davis to approve the FINAL WIOA Title I Program monitoring report for Turning Point of Central California, Inc., for PY 2016-17, seconded by Sherry Farson.**

3. Update on the transition of the Monterey County Office for Employment Training to the Monterey County Department of Social Services.

**The board received an update on the transition of the Monterey County Office for Employment Training to the Monterey County Department of Social Services**

4. Monthly and Quarterly update on the WIOA Programs for PY 2017-18.

**The board received the Monthly and Quarterly update on the WIOA Programs for PY 2017-18.**

5. Update on AJCC Certification Process

**The board received an update on the AJCC Certification Process.**

6. Director's Report

- Regional activities
- State Monitoring review for WIOA Youth Program on October 2-6, 2017

**The board received reports from the Director regarding the regional activities and the State Monitoring review for WIOA Youth Program on October 2-6, 2017**

**Adjournment:** Mr. Turlington adjourned the meeting at 9:40 a.m.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON AMERICA'S JOB CENTER OF CALIFORNIA'S HALLMARKS OF EXCELLENCE CERTIFICATION PROCESS

**DATE:** MAY 10, 2018

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**INFORMATION:**

The Workforce Innovation and Opportunity Act (WIOA) establishes a framework under which local Workforce Development Boards (WDB) are responsible for maintaining high-quality and effective America's Job Centers of California (AJCC) within their local areas. To assist in these efforts, the State of California Employment Development Department (EDD) Workforce Services Division issued a directive entitled "Certification Process for Comprehensive AJCCs," (WSD16-20) on June 9, 2017, outlining key requirements for local WDBs to use to ensure the effectiveness of its AJCCs, including assurance that local area AJCCs are physically and programmatically accessible for individuals with disabilities, and a that process for continuous improvement is in place.

The directive states that each WDB must develop and follow a certification process to conduct an independent and objective evaluation of the comprehensive and satellite AJCCs within its local area once every three years, using criteria and procedures as included in the directive and established by the California Workforce Development Board (State Board).

**Update of AJCC Certification Hallmarks of Excellence:**

Once MCWDB received the decision from the state on its AJCC certification process, the Certification Review Team, as well as representatives from the Department of Rehabilitation and EDD, local WDB members, and local Adult Education consortium members met on August 30, 2017 to review the certification process and discuss the next steps for implementation.

The Certification Review Team members agreed to submit feedback to MCWDB staff on the action plan and areas in which they would like to participate. The Team would conduct their self-assessment of the comprehensive AJCC during the months of September and October 2017. The members agreed to submit their self-assessment results to MWWDB staff at the end of November 2017.

To ensure consistency and completeness in carrying out the action plan and tasks, the initial team members used the Baseline and Hallmarks of Excellence criteria and matrixes along with the local WDB certification outline/process and checklist for the initial self-assessment review.

The members reconvened in early November 2017 to meet and discuss the results of their initial self-assessment, and exchange ideas that lead to recommendations for quality improvement. The review team collaboratively completed the Hallmarks of Excellence criteria matrix with continuous improvement goals and recommendations. MCWDB staff compiled the self-assessment reviews and, with the One Stop Operator, completed the first draft. The One Stop Operator came onboard in April 2018.

**Key Dates:**

As required, the AJCC Hallmarks of Excellence certification outline and process was submitted by the Monterey County WDB to the State Regional Advisor on September 28, 2017 for the State Board to review and approve. On November 1, 2017, the State Board issued a notice approving Monterey County's AJCC certification outline and process.

**Next Steps:**

- May 10, 2018: Draft AJCC Certification submitted to the MCWDB Oversight Committee for review;
- June 6, 2018: AJCC Certification submitted to WDB Board for approval; and
- June 30, 2018: MCWDB will submit the Hallmarks of Excellence to the State Board.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON PROPOSITION 39 (PRE-APPRENTICESHIP) GRANT AND FISCAL AND  
PROCUREMENT MONITORING BY THE STATE OF CALIFORNIA EMPLOYMENT  
DEVELOPMENT DEPARTMENT

**DATE:** MAY 10, 2018

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**INFORMATION:**

Executive Director Christopher Donnelly will provide an update on Proposition 39 Pre-Apprenticeship Grant and Fiscal and Procurement monitoring to be completed by the State of California Employment Development Department.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON ELIGIBLE TRAINING PROVIDER MONITORING  
**DATE:** MAY 10, 2018

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**INFORMATION:**

Executive Director Chris Donnelly will provide an update on the Monterey County Workforce Development Board's recent monitoring activities relating to local training providers currently on the State's Employment Training Provider List (ETPL).

**BACKGROUND:**

As part of the annual compliance review process, the Monterey County Workforce Development Board (WDB) staff conducted on-site monitoring activities with training providers on the Eligible Training Provider List (ETPL) for the local area. The reviews and on-site visits are to ensure that training providers receiving WIOA funding are in compliance with federal and state ETPL and nondiscrimination and equal opportunity (EO) requirements for the period from July 1, 2017 to June 30, 2018.

Out of 14 current, eligible service providers, a sample of seven was selected due to the large number of WIOA participants in training with those service providers. All but one of the training providers that were not selected as part of the sample have already undergone a desk review.

The ETPL monitoring process included:

1. Completion, review, and discussion of the ETPL Training Provider Monitoring Guide and Nondiscrimination & Equal Opportunity Survey;
2. An on-site walk-through of the facility and classrooms;
3. Interviews with key staff providing services funded by WIOA;
4. Interviews with one or two participants receiving WIOA funded services, arranged prior to the visit; and

Review of school materials that may include: personnel policies and procedures, proof of insurance, documents related to and in support of services provided to participants receiving WIOA funded services, promotional materials, school catalog, registration forms, curricula related to participant training, work readiness preparation, remedial skills training and/or other participant activities.



**Summary of Results:**

Generally, all of the monitored service providers were meeting the program requirements as stipulated in the Master ETPL contract regarding administration and delivery of training programs, no instances of noncompliance regarding training services. General cleanliness, however, was an area of potential improvement for some providers.

Those participants who were interviewed were satisfied with the training received; however, deficiencies were noted in physical accessibility. WDB staff have provided EO resources and will continue to monitor this aspect of training provider compliance until corrected.

WDB staff took the opportunity to reiterate the importance of participants receiving an industry-recognized certification and/or credential as an outcome of successful training.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON SUBRECIPIENT PROGRAM MONITORING BY BRENNAN WORKFORCE CONSULTING

**DATE:** MAY 10, 2018

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**INFORMATION:**

Executive Director Chris Donnelly will provide an update on the Monterey County Workforce Development Board's upcoming Subrecipient Programmatic and Fiscal monitoring activities.

**BACKGROUND:**

WIOA requires core programs to report on common performance indicators, to measure and report participant progress, and to evaluate program and service effectiveness. Each recipient of WIOA funds, as well as each subrecipient, must monitor grant-supported activities to ensure that the funding is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the funding, and that the performance goals are achieved.

Currently, the Monterey County Workforce Development Board has two subrecipients providing WIOA Title I-funded services: the Monterey County Department of Social Services (MCDSS) provides Adult, Dislocated Worker, and Youth Services; and Turning Point of Central California provides Youth services.

On March 7, 2018, the MCWDB Executive Committee authorized the release of an RFQ for WIOA programmatic and fiscal/procurement compliance monitoring services and approved staff to proceed with the development of any resulting contract(s), as approved by the WDB at its April 4, 2018 meeting. Request for Qualifications and Quote was released on Tuesday, March 20, 2018 with a submittal deadline of April 11, 2018.

Two responsive proposals were submitted for evaluation. Based on a higher number of total points, Brennan Workforce Consulting was recommended by the three-person selection committee to provide all program and fiscal/procurement monitoring services for the MCWDB.

Subrecipient monitoring activities are anticipated to begin on Monday, May 7, 2018.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** QUARTERLY UPDATE ON WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM, THROUGH MARCH 30, 2018.

**DATE:** MAY 10, 2018

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**INFORMATION:**

Staff will provide a quarterly update on WIOA Adult, Dislocated Worker, and Youth Programs, through March 30, 2018.

**HANDOUT:**

WIOA programs quarterly update