

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Tuesday, July 15, 2008, 8:30 A.M.  
**Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Mary Ann Leffel, <i>Chair</i>	Business
Judith Profeta	Housing
Jim Nakashima	Housing
Al Davis	Community Based Organizations
Joseph Werner	WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Teresa Sullivan	Older Americans
Cesar Lara	Business
Michael Oprish	Business
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Manley Bush	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Occupational Services
Lynda Dunn	OET
Harry Gamotan	OET

**CALL TO ORDER/INTRODUCTIONS:** The Oversight Committee Chair, Ms. Mary Ann Leffel called the meeting to order at 8:39 am and called for introductions from those present. A quorum was established.

**CHANGES TO THE AGENDA:** None.

**PUBLIC COMMENT:** None.

**BUSINESS MEETING:**

**1. Action: Approve the minutes of the May 22, 2008 Oversight Committee meeting.**

**Motion:** Jim Nakashima moved to accept the minutes as stated.

**Seconded:** Al Davis

**Motion Passed Unanimously**

**2. Action: Consider and approve the acceptance of payment from Arbor Career Center in the amount of \$3,191.99 to resolve the finding of disallowed cost identified in the WIB monitoring report for PY 2007-08**

Mr. Werner stated that the full WIB approved the monitoring report of Arbor's program for 2007-08, which identified a disallowed cost for one On the Job Training (OJT) participant. Arbor agreed to the monitoring report finding and to repay all disallowed costs associated with the OJT participant to the county. The county has received Arbor's payment.

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

**Seconded:** Ms. Profeta

**Motion Passed Unanimously**

**3. Action: Accept payment from Shoreline Workforce Development services in the amount of \$4,048.64 as approved by the WIB at their June 4, 2008 meeting to resolve WIA Title I contract issues for PY 2007-08**

Mr. Werner stated that the WIB reviewed this issue in closed session and accepted the negotiated settlement between WIB staff and Shoreline. Thereafter, Shoreline submitted a check to OET to fully reimburse the county for all cost questioned by WIB staff. WIB staff has reported the closed session findings and Shorelines repayment to the EDD Compliance Review Division (CRD). WIB staff anticipates that the CRD will review the WIB's actions and forward the recommendations to the Office of Inspector General to consider this issue resolved and closed.

**Motion:** Mr. Nakashima

**Seconded:** Mr. Davis

**Motion passed unanimously**

**4. Information: Review the Draft Monitoring Report for OET's WIA Title I Adult and DW Programs for PY 2007-08**

Mr. Werner stated the WIB staff is required to monitor all programs funded by WIA Title I in Monterey County on a yearly basis. The monitoring consists of compliance review and observations. WIB staff is conducting the final phases of our annual monitoring review for PY 2007-08. Draft monitoring reports are presented today for review of the Office for Employment Training's (OET) operations. The reports will be brought back in final form at the next Oversight meeting. In regards to the reports that we have for the Adults and

Dislocated Worker programs, these draft reports have been presented to OET management prior to this meeting. On review of the draft report there are two issues of significance. The first observation focuses on the quantity and quality of casework completed by OET as reviewed by WIB staff from documented case notes. The sample review indicated a lack of documentation to substantiate effective coordination within OET and its partner agency as well as lack of coordination with in OET to provide services for targeted populations. Additionally, most of the job search efforts documented were deemed to be unassisted and OET staff showed little connection to the participant commitment or referrals to internal workshops. We have had several discussions with Ms. Dunn of which she and her administrative staff have been very cooperative. All have agreed that with the investment of significant financial resources, efforts need to be better coordinated with internal staff activities and to simplify the requirement for customers to receive service. OET and WIB will be working together to craft an acceptable corrective action plan. Mr. Werner stated the second concern identified in the monitoring report relates to the full WIB action which directed OET to establish \$190,000 in set aside funds for individual training accounts for dislocated workers and adults commencing on July 1, 2007 and expiring on June 30, 2008. This account was to be for new enrollees and not for any of the individuals who received ITAs from the governor's discretionary grants, TAA services, CWES funds, or participants carried over from the previous year. WIB staff negotiated the amount of funds available for ITAs with OET based on funds available. Through the WIB monitoring, staff reviewed financial records of OET and found that of the \$190,000 set aside for ITAs only \$24,500 had been expended and there had not been a separate account established for ITAs.

Ms. Dunn stated there maybe additional enrollments and expenditures for ITAs that occurred which are not currently identifiable. This is due to two factors the first is the conversion of all of our MIS data and the creation of a new virtual One-Stop system data platform. This conversion began in April and we have not been able to present any current MIS data to the Oversight Committee for three months. Additionally, the WIB received a governor's discretionary grant in the amount of \$650,000 and OET did not receive a grant code until April 2008. Since the grant allowed individual to enroll effective July 1, 2008 OET enrolled eligible participants into the Dislocated Worker Formula grant since the \$650,000 was not available to pay any cost for this program until April OET had no choice but to pay all costs out of a different grant code. They have been working since April to reconstruct this MIS dilemma. WEIB staff will have a true picture of this of the expenditure and enrollments after July 20, 2008. A lengthy discussion ensued regarding the quality of work performed by the subcontractor Geographic Solutions as well as the quality of work and challenges faced by OET during the conversion process. Ms. Leffel's main point as Chair of the committee is that she is concern that this committee has not received accurate information for one quarter of the program year and is concerned that the lack of information impacts effective oversight of the workforce system. She has asked that this concern be noted for the record through correspondence to Elliot Robinson. Should this problem not be resolved by the July 20, 2008 date she and the majority of the OS committee have asked Mr. Werner to meet with Ms. Dunn to identify the outstanding concerns and develop an immediate corrective action plan. Additionally, WIB staff is required to finalize draft reports to identify any other unresolved concerns pertaining to this topic also acquire final numbers for OET expenditures and report them at the next WIB Oversight Committee meeting.

##### **5. Information: Review the Draft Monitoring Report for OET's WIA Title I Youth Program for PY 2007-08**

WIB staff conducted a review of the program operations and found it to be functioning successfully. One thing that we did notice in the monitoring of the files is the relationship with staff and participants were significantly different then the adult and dislocated worker staff and their customers. The youth staff and the way the program in constructed require a lot of hands on work with the participants. It requires onsite visits out to the worksites and talk to the supervisors that provide guidance to the youth in short work with the participant's issues that were identified in the adult and dislocated worker program.

##### **6. Information: Review the Office for Employment Training Budget for PY 2008-09**

Ms. Dunn referred the committee members to the handout booklet on the proposed budget for the coming year for all of the workforce investment funds as well as Non-WIA funds that will be part of the OET operational budget. The first page depicts the anticipated revenue in dollars by category. Many of the programs are still estimate figures although the first three adult, dislocated worker and youth are formula funds and are exact amounts. The Rapid Response and Disability Program Navigator are estimates. Ms. Dunn stated she would be looking at total workforce investment funds to be at 6.8 million to provide services. The Non-WIA funds include CAL Learn dollars, which is \$250,000. This program serves pregnant and parenting teens. The Silver Star Program was funded at \$250,000. However the Board of Supervisors authorized approval of funding for the first quarter at \$32,000. At the Federal level Ms. Dunn stated she believes there maybe \$100,000 made available to OET. Ms. Dunn stated CalWORKS has agreed to reimburse OET \$260,000 maximum. This is dependent upon OET getting referrals and providing direct services. The Temporary Assignment Program (TAP) is a program adopted through Riverside County that OET staff is implementing to save the county monies by hiring county temporary staff in-house. Should this program be successful, the county will be able to limit its use of private sector staffing agencies and save a significant amount of administrative costs. OET will work directly with county HR to implement the program. The County HR staff is being loaned to OET. Mr. Werner advised the committee that they are not responsible for the oversight of this program. Should this program be implemented through OET WIA Title I positions, a time distribution analysis will have to be maintained to assure that WIA Title I funds are being use appropriately. Any concurrently enrolled individual from a TANF Program, TAA, or other projects would be the responsibility of the Oversight Committee if WIA funds were commingled in these projects. Ms. Dunn said Mr. Werner's staff and OET's staff would work together to develop a participant plan from the budget. Each year the WIB board approves an enrollment and financial expenditure plan by quarter, which is part of the Monterey County Annual plan, which is submitted to EDD. Ms. Dunn said by August 2008 the committee will have the dollars compared to the budget for the entire system and you will also see the plan vs. actual for each of the different categories. The budget will have to change to support new program concepts. Ms. Dunn said OET would make every effort to update the committee on the outcomes of the program changes and funding sources. This

information will be available to the committee on a monthly basis. Ms. Dunn referred to the handbook to describe to the committee the initial funding availability that included \$1.1 million available for subcontractors and the administrative cost, which is 10%. The administrative cost for WIA is for personnel, printing and purchasing. The combined OET and WIB budget is \$4.3 million. OET's portion of the budget will be for salaries, supplies, participant support and infrastructure. The final page is a recap of the funds.

**7. Information: Discussion regarding the update and status of the Virtual One-Stop System**

Ms. Leffel stated that we have reviewed the concerns and issues surrounding the implementation of the new MIS system and is hopeful the majority of the concerns have been resolved. Ms. Dunn stated overall the VOS is a dynamic system that serves the needs of customers and employers. There will be one-on-one training with the staff to understand the complexities of the system. The system will allow OET to go paperless. Customers will no longer be required to sign the form.

**8. Information: Review the Final Monitoring Report for Unity Care's WIA Title I Youth Program for PY 2007-08**

Mr. Bush stated the Unity Care contract is being brought to the attention of the Oversight Committee as an educational item for the council. The Youth council is responsible for the oversight of all youth services and contracts. The purpose of this agreement is to allow a portion of the OET participants most in need of continued support, to be helped by Unity Care to get jobs or continue their education. The program was evaluated as being successful. One area of improvement that was identified by the WIB monitoring staff is the coordination between OET and Unity Care. Meetings by agency staff which discuss and evaluate each participant and their needs did not occur on a regularly scheduled basis. Thus impacting, the duration of time and individual was not served by either agency. OET and Unity Care have been directed to resolve these issues. The frequency and quality of the meetings have improved. Ms. Leffel ask that WIB continue to monitor these activities on frequent basis to insure increased quality of services and receive a return on investment for the \$120,000 invested in specialize youth follow-up services.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Mr. Nakashima announced a new change in the Farm Labor Housing regulation. People in processing plants and aquaculture farming can now live in Farm labor Housing Complexes. Ms. Leffel indicated the Monterey Business Council is aggressively pursuing the implementation of Work Readiness certificates on a countywide basis. Work Keys is being seriously considered as a program model of choice. Ms. Leffel is encouraging all training providers to take a serious interest in learning about Work Readiness announced on July 24, 2008 Economic Development Forum. Ms. Leffel announced the next Oversight Committee meeting will be on August 28, 2008. Mr. Davis stated he would not be available for the meeting.

**ADJOURNMENT:**

**Motion:** Ms. Profeta moved to adjourn the meeting

**Seconded:** Mr. Davis

**Motion Passed Unanimously**

**Ms. Leffel adjourned the meeting at 10:14 am.**