

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Thursday, September 25, 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	Business
Al Davis	Community Based Organizations
Teresa Sullivan	Older Americans
Cesar Lara	Labor
Joseph Werner	WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Michael Oprish	Business
Theresa Ream	Business
Rosalinda Batsford	Business
Jim Nakashima	Housing
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Ruben Garcia	EDD
Marleen Esquerria	WIB Staff
Leslie Rostron	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Lynda Dunn	Office for Employment Training
Harry Gamotan	Office for Employment Training
Chris Berthiamune	Office for Employment Training
Allen Ogletree	Office for Employment Training

**CALL TO ORDER/INTRODUCTIONS:**

Ms. Leffel called the meeting to order at 8:46am. She welcomed those in attendance and called for introductions from those present. A quorum was established.

**CHANGES TO THE AGENDA:**

In accordance with the WIB protocol and procedures policy, Ms. Leffel Oversight Committee Chair accepted the change to move agenda item #12 to follow item #4.

**PUBLIC COMMENT: None**

**BUSINESS MEETING:**

**1. Action: Approve the minutes of the August 28, 2008 Oversight Committee meeting.**

**Motion:** Cesar Lara

**Second:** Judith Profeta

**Motion passed unanimously**

**2. Action: Approve the Final Monitoring Report for the Offices for Employment Training's (OET) Workforce Investment Act (WIA) Title I Rapid Response Program (PY) 2007-08.**

Mr. Werner stated the last meeting of the Rapid Response (RR) draft monitoring report presented to the committee there was an issue regarding potential failure to submit an EDD Form 121 for Chiquita /Fresh Express. WIB staff received a copy of the EDD Form 121 for Chiquita/Fresh Express from OET which had not been originally noted on the OET log. The failure to submit the EDD 121 was withdrawn. The final report reflects one observation regarding the receipt and disposition of 5 WARN Notices from State of CA EDD to county partners. The WARN Notices were not responded to in a timely fashion by the One-Stop RR team. The State of CA EDD stated Ms Lynda Dunn, OET Deputy Director was the point of contact and the WARN Notices were sent to her fax number. There were other entities that received the WARN Notices but Ms Dunn was the primary recipient. The State of CA EDD did agree that some of the WARN notices were late when posted to the Internet due to insufficient information from the affected business. Mr. Werner and WIB staff met with Ms Dunn to implement a corrective action. OET will be the primary point of contact. The secondary WARN Notices will be sent to the WIB Executive Director and the EDD Regional Manager. Mr. Gamotan stated he had been in contact with the HR department at Fresh Express and the main headquarters in Cincinnati, OH. He confirmed from the employer that there was no WARN Notice submitted by the company; no plant closure and less than 50 people will be affected by the layoff. Mr. Gamotan stated an EDD Form 121 was submitted to EDD.

Mr. Gamaton referred to the 5 WARN Notices mentioned by Mr. Werner. Mr. Gamaton stated WARN Notices are normally filed for employers who layoff 50 or more employees. He also stated OET is not required to provide RR services to companies who layoff less than 50 workers unless the business request OET's assistance. He stated if the company has temporary or seasonal employment they are not required to file a WARN Notice. Mr. Gamaton said the 5 WARN Notices did not appear on the EDD RR website until March 2008, even though their layoffs were in September 2007. He stated the information was obtained through Mr. Ruben Garcia, EDD Manage. Ms. Dunn stated OET and WIB staff did present factual information however the information from state EDD was incorrect. Ms. Dunn stated she did not received the faxed 5 WARN Notices from the States of CA EDD. Should the report be approve, he stated he would work with EDD to implement the recommendation. Mr. Werner stated that EDD must submit timely information to the local area in order for the area to effectively provide RR services. EDD's response was that faxed WARN Notices was submitted to the telephone number confirmed to be Ms. Dunn's fax and they forwarded the appropriate transmission report as verification well before they were posted on the EDD website. Mr. Werner stated the proposed corrective action would eliminate these issues in the future. Ms. Leffel asked if our RR team should follow up on layoffs of less than 50 people. She asked if we would receive for funding for the extra work. Mr. Werner stated when the State of CA EDD allocates funding for RR activities to the 49 jurisdictions it is based on the number of visits, services and number of people served. It will be in the best interests of our jurisdiction to served businesses who layoff less than 50 employees even though we are not required to provide services by law. By filling out the EDD 121 forms we get credit for the visit, and increases the amount of money this jurisdiction receives for next years RR grant. It would be in our best interests that Mr. Gamaton and his team goes out and visits any business impacted by layoffs.

**Motion:** Cesar Lara made a motion not to accept the monitoring report as stated and to present the report at the next Oversight meeting

**Second: Judy Profeta**

**The committee approved the motion unanimously**

### **3. Information: Review the Draft Monitoring Report for OET's WIA Title I Dislocated Worker Additional Assistance Grant for PY 2007-08.**

Mr. Werner stated WIB staff met with OET to discuss the \$650, 000 grant to assist the agricultural workers to return to work from the layoffs in 2006. This grant followed the 1.2 million dollar grant received earlier to provide the same services. The initial concern that EDD had regarding OET expenditures for the first \$1.2 Million was an unapproved over expenditure of the staff salary line item and under expenditure of funds for participant training. The 1.2 million dollar grant expired in March 2007. WIB staff and OET went into the second grant with good-faith negotiations in March 2007. The second grant originally requested \$750, 000. EDD insisted upon a zero based budget with very little money for administration and staff salaries, requiring OET to utilize existing staff funded through existing allocations to support participant training activities. A compromise was reached in late July and early August that reduced the grant to \$650,000 and significantly increased OET staff salaries to include a line item for funding OET's staff to provide support for assessment of Trade Act Assistance participant's that were co-enrolled. Ms. Dunn stated she has been working with the WIB and state to closeout the Dislocated Worker (DW) Additional Assistance grant and to develop a second grant budget. She stated that several communications regarding the revised budget were not responded to by EDD, causing OET to enroll the Governor's Discretionary parent participants into the DW formula grant. The state delayed the authorization of a grant code causing administrative difficulties that could have been resolved if the state had not waited until April 2007.

### **4. Information: Review the Draft Monitoring Report for OET's WIA Title I Veterans Employment Related Assistance Grant for PY2008-09**

Mr. Werner stated that the current fiscal reports reflect significant under expenditures in the training line item fo4r participants. Since the grant will expire on September 30, 2008 he state he has requested that EDD extend the duration of this grant. When Ms. Dunn and her fiscal staff confirm the amounts of under expenditures, which are expected to be \$100,000, Ms. Dunn will be asked to develop an expenditure plan for the remaining funds submitted to the state for the consideration of an extension. Ms. Sullivan asked if other agencies could support OET in providing training services for veterans. Mr. Werner stated that is possible however it would significantly delay the approval of an extension.

### **5. Information: Update on Veterans Assistance grant**

Ms. Dunn stated the figures reflected in the report were as of September 2008. The final figures are not due until mid-October. Ms. Dunn stated the low-income veterans are hard to serve because of personal barriers that include long-term unemployment, drugs, alcohol, PTSD, disabilities, and retired veterans returning to the workforce. Ms. Dunn stated there is a nationwide issue in outreach and recruitment of qualified veterans that meet the income threshold. She stated that if the veteran opts to go to training they must meet the federal income guidelines. Mr. Werner stated that serving returning veterans has always been a complicated process. Workforce systems and existing veterans programs need to connect better with each other so that each veteran can maximize the resources available. Returning veterans have multiple issues in the transition back to civilian life which is why a significant amount are reserved in special competitive grants. Mr. Werner stated any veteran with a disability would meet the current federal income guidelines. Additionally OET could network with veterans' organizations that have lists of thousands of veterans that are disabled, however, the list is confidential. Ms. Dunn said OET receives a list of recently discharged veterans. Ms. Dunn cited an example of a disabled female veteran with children would need support systems to provide adequate child care services while the veteran is in training. Mr. Werner stated that future grant applications should network with behavioral health organizations to provide services One-Stop staff may not have the expertise. Additionally One-Stop Career center staff should network with community colleges, adult

schools in an effort to enhance existing services, which could improve a veteran's chance of completing a degree program. Veterans may find it easier to go directly to community colleges than our One-Stop Career Center in Salinas. Based on reports from OET, traditional methods of outreach have been unsuccessful and a focus group for veteran's services might need to be established.

#### **6. Information: Review of OET's Final Budget for PY 2007-08**

Ms. Dunn referred to the agenda packet and stated what you see is the creative accounting that occurred during the program year 2007-08. She stated that there was \$600,000 of expected revenue that did not materialize. In order to cover fixed costs during the year, projections were made on under expenditures in the WIB and subcontractor budgets to cover revenue shortfalls. Additionally, funds transferred occurred where there was expected to be revenue available for transfer. Administrative funds were also used to balance the cost associated with the Dislocated Worker program. We were able to properly utilize the funds and expend them to support the program operation of adult, Dislocated Worker, Special Project Budget, Rapid Response, Youth Services, Veterans Grant, Disability Navigator, Independent Living Project that comes from Social Services, Foster Youth Program and Non-WIA funds from Silver Star Budget, CAL Learn and CALWORKS. Ms. Dunn stated the shortfall was the result of the anticipated revenue of \$600,000 that was posted to OET's revenue account that did not occur. As a result we posted more dollars in the Adult and Dislocated funds that were available and move monies from the overages into the Adult and Dislocated formula funds. Mr. Werner asked Ms. Dunn for a clarification on the funds that were rescinded. Ms. Dunn stated the federal rescission required the return of approximately \$50,000 from formula grants. Additionally, when the Mee Memorial Hospital dropped out of the CNA Pipeline grant the funds OET had reserved to support staff and overhead had to be reprogrammed into other funded projects.

#### **7. Information: Review of OET's Budget for PY 2008-09**

Ms. Dunn referred to the agenda packet for this year's budget at attachment 6a. as the anticipated revenue for both WIA and Non-WIA funds. Additionally, this year OET did not anticipate extra dollars and any new monies will be added to the budget as anticipated revenue. Ms. Dunn has concerns over the \$250,000 Silver Star funds that may not be available depending on the Board of Supervisors decision. Ms. Dunn said \$100,000 did come through at the federal level, however the remaining dollars will be allotted to OET in quarterly increments. Ms. Dunn said the CAL Learn and CALWorks monies are not in jeopardy yet although the CAL Learn and CALWorks budget was cut at the state level by \$70 million that may impact OET's current budget. Ms. Dunn stated that the information in the packet is not the most recent fiscal data; she recited the most recent financial information from data she required late last night. No handouts were available for board members to review. Ms. Leffel stated that she wants information on the agenda that reflects only new data. If there are no changes she prefers not to discuss the matter. Ms. Leffel said she prefers handouts be available to the committee members if the information is not available in the agenda packet.

#### **8. Information: Presentation of Monterey County One-Stop Career Center system and flowchart of services**

WIB staff provided handouts to committee members. Mr. Ogletree gave a power point presentation. Mr. Ogletree stated the One-Stop Career Center is made up of partners such as Small Business Development, Monterey County Department of Social and Employment Services, Alliance on Aging, Monterey Adult Education, Department of Rehabilitation, Hartnell College, EDD Workforce Services, Center for Employment Training, and Workforce Investment Board. Since its inception the One-Stop has registered over 36,000 people. Customers have access to service needs such as Business Services and Solutions that work directly with employers. The One-Stop has the EDD Employment Services that provide access to CAL Jobs and unemployment benefits. The Career Builders Services provides information on career development. The Navigation Services offer assistance to jobseekers with disabilities to find jobs through partner agencies such as Department of Rehabilitation and Social Security Agency. The New Beginnings Program in collaboration with Community Health Nursing, Children's Medical Services and Nutrition Services of the County's Health Department help expecting and parenting teens or teen fathers up to 20 years old into the CAL Learn program to improve their high school and post-secondary education and prepare them for the world of work. Other services offered at the One-Stop include Veterans Employment Services that assess customer needs and establish career goals and service strategies to achieve the goals. Youth Employment Services help youth by providing educational and employment opportunities, career counseling, mentoring, identifying appropriate training in preparing youth for the world of work. Mr. Ogletree said Member Services involve One-Stop staff greeting customers at the door and offer a brief orientation on services available. Customers self register into the Virtual One-Stop and CAL Jobs systems. Customers are also provided a membership card and told how to access jobs, workshops and offered choices of services based on customer's choice and interests. The Business Services Team is the connection between the private sector industry and jobseekers working directly with the employment related community. The Business Services team assist jobseekers to come together and network employment opportunities at job fairs and chamber events. Employers have access to online jobseekers through the Virtual One-Stop system. Mr. Ogletree stated the goal of the One-Stop Career Center partners is to be fully integrated under this new concept by July 2009. The Career Builders offer services to assist jobseekers in development of their career service plans and individual employment goals and prepare jobseekers for employment through workshops on resume and interview preparation. Joblink services provide an opportunity for jobseekers to meet employers and learn best practices by providing information on their expectations, positions available and hiring process. Mr. Ogletree stated some 75 employers have participated and approximately 350 jobseekers have benefited by the services since the program began 2 years ago. Ms. Esquerria stated the Full WIB would receive a similar presentation on, December 3, 2008.

#### **9. Information: Presentation of MIS and fiscal reports for WIA Title I adult subcontractors for PY2008-09**

Ms. Esquerria stated there were no new updates since the last report. Ms. Leffel stated she did review the information in the agenda packet and did not have any questions. The report was accepted as written.

**10. Information: Discussion regarding services and activities of Turning Point’s Adult Program for PY2008-09**

Ms. Chavez reported Turning Point is experiencing some difficulty in obtaining OJT positions for the offender population due to the current economic situation in the county. Furthermore many of the employers contacted are citing workforce cutbacks due to financial situation and pool of qualified employees when they do hire. Ms. Chavez provided a handout on services and activities to the committee members.

**11. Information: Discussion regarding services and activities of Arbor’s Adult Program for PY2008-09**

Ms. Concepcion gave a brief overview on the number of OJT contracts currently at 9 participants with 13 new enrollments. Ms. Concepcion provided a handout on services and activities to committee members.

**12. Information: Discussion regarding services and activities of Shoreline’s Adult Program for PY2008-09 and the Certified Nursing Assistant (CNA) pipeline grant**

Mr. Moore reported that Shoreline Workforce Development is currently meeting their OJT goals and objectives at 87.5% of plan for the quarter ending 9/30/2008. Mr. Moore provided a handout on services and activities to committee members.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Mr. Werner reported to the committee on the result of the last WIA Conference he attended. Mr. Werner stated there is a new CALGRIP Grant that will be available in two weeks. Ms. Rostron announced there will be an Employer/Employee Recognition Event scheduled for Thursday, October 23, 2008 from 12-2pm at the Embassy Suites in Seaside. Ms. Leffel stated on September 30, 2008 at 4pm, the Monterey Business Council will meet to discuss or decide on the selection of “WIN or KeyTrain Program.” Ms. Leffel said she will not be available to attend the next Oversight Committee Meeting scheduled for October 23, 2008. Ms. Judy Profeta stated she will not be available for the next meeting. Therefore the next Oversight Committee meeting will be rescheduled and the date will be emailed to all committee members.

**ADJOURNMENT:**

**Motion:** Ms. Sullivan

**Second:** Mr. Davis

**Motion Passed Unanimously**

**Ms. Leffel adjourned the meeting at 10:40 AM**