

NOTES
Notes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, October 30, 2008, 8:30 A.M.
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel, <i>Chair</i>	Business
Al Davis	Community Based Organizations
Cesar Lara	Labor
Jim Nakashima	Housing
Joseph Werner	WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Teresa Sullivan	Older Americans
Theresa Ream	Business
Rosalinda Batsford	Business
Michael Oprish	Business
Judith Profeta	Business
OTHERS PRESENT	REPRESENTING
Ruben Garcia	EDD
Manley Bush	WIB Staff
Debra Carrillo	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Chris Berthiaume	Office for Employment Training

CALL TO ORDER/INTRODUCTIONS:

The Oversight Committee Chair Ms Mary Ann. Leffel called the meeting to order at 9:50am. She welcomed those in attendance and called for introductions from those present. A quorum was not established. The chair requested to continue the meeting discussion on informational items only

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 #7 to the next Oversight Meeting. Chris Berthiaume will represent Lynda Dunn for item #5 and 6.

PUBLIC COMMENT: None

BUSINESS MEETING:

1. Action: Approve the minutes of the September 25, 2008 Oversight Committee meeting.

Due to the lack of a quorum, this item has been deferred to the next Oversight Committee meeting.

2. Action: Approve the Final Monitoring Report for the Offices for Employment Training's (OET) Workforce Investment Act (WIA) Title I Dislocated Worker Additional Assistance for (PY) 2007-08.

Due to the lack of a quorum, this item has been deferred to the next Oversight Committee meeting.

3. Action: Review the Final Monitoring Report for OET's WIA Title I Veterans Employment Related Additional Assistance Grant for PY 2007-08.

Due to the lack of a quorum, this item has been deferred to the next Oversight Committee meeting.

4. Action: Review the Final Monitoring Report for OET's WIA Title I Rapid Response Program for PY2007-08

Due to the lack of a quorum, this item has been deferred to the next oversight Committee meeting.

5. Information: Presentation of OET's Rapid Response Report for the period January 1, 2008 to September 15, 2008

Chris Berthiaume OET Analyst representing Lynda Dunn provided the committee an update on the Rapid Response (RR) activity log for Monterey County. Mr. Berthiaume stated OET received a letter from Elliott Robinson, Director, Department of Social and Employment Services (DSES) that the Monterey Del Monte Shopping Center branch of Mervyns store will be closing their store by December 31, 2008. Mervyns will begin the employee separations of approximately 50 employees within a 14-day period beginning December 23, 2008. This action is considered to be permanent. Mr. Berthiaume will follow-up on the information he received from DSES and inquire if the Salinas store will be impacted by the same action. Mr. Berthiaume said in terms of the communication flow OET did not receive the letter from the State of CA EDD. He met with Ruben Garcia EDD Regional Manager regarding receipt of the

WARN Notice letter. Mr. Garcia said he did not receive any information on the WARN Letter. Both EDD and OET assumed the WARN letters would be sent to the Point of Contact Lynda Dunn. Ms. Leffel stated the Californian will be doing another round of lay-offs in December but no official word has been announced yet. Mr. Werner asks Mr. Berthiaume if arrangement have been made to work with the employer. Mr. Berthiaume replied yes, Mr. Harry Gamaton, OET RR coordinator has been in contact with Mervyns. Mr. Werner ask if there was a way we track the number of people we serve on these types of layoffs? And would OET come back to advise the Oversight Committee on the status of the layoff? Mr. Berthiaume replied yes, Mr. Gamaton would complete an EDD Form 121. Mr. Berthiaume stated OET is having an employer recruitment for Old Navy next week. Furthermore the employer will use the One-Stop facilities to register applicants and complete applications on-line in the computer lab. Prescreening will take place on Wednesday, November 5, 2008. The company is looking to hire 70 seasonal workers for the Gilroy and Salinas store for the holiday period. Some management positions will be available.

6. Information: Review of OET's Budget for PY 2008-09 Plan vs. Actual

Mr. Berthiaume referred to the agenda packet to discuss the expenses and obligations. He stated OET is anticipating additional revenue in the CalWorks program. Mr. Werner asked for a clarification from Mr. Berthiaume if OET was presenting both 2007-08 and 2008-09 budget? Ms. Leffel said only the 2008-09 will be presented. Mr. Werner said at the last Manager's meeting with the Director of DSES stated the CalWorks program budget will be reduced by \$500,000 down from \$1.4 million. Mr. Werner ask Mr. Berthiaume if the CalWorks funds for OET was expended? Mr. Berthiaume replied no, the current funding is being held in reserve and OET's CalWorks funding is presently under expended. CalWorks referrals to training are on hold until OET can determine if there will be an increase to the current CalWorks budget. He said OET currently has \$200,000 and may receive an additional \$100,000 for a total of \$300,000. Mr. Nakashima ask Mr. Berthiaume, who defines where the allocation goes? Mr. Berthiaume deferred the question to Mr. Werner. There was discussion on how the funds are allocated. Into three economic streams and how OET and DSES agree on how the funds will be spent on staff cost, infrastructure and training. Mr. Berthiaume added that the bulk of the money allocated for CalWorks recipients are for case management, training. And follow-up

7. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2008-09

Ms Leffel agreed to move this item forward to the next Oversight Committee meeting

8. Information: Discussion regarding services and activities of Turning Point's Adult Program for PY2008-09

Ms. Carrillo stated meeting their OJT goals currently at 70% has challenged the Turning Point (TP) program. She said their goal is 20 OJT's and they currently have 14. Eight participants have completed assessments and currently participating in workshop activities. Ms Carrillo referred to the handout. She stated approximately 300 contacts a month are coming through their doors. However only 20 applicants have completed the required eligibility process and enrolled into the system. TP has no problem finding employers but they are having difficulty making a job match. In an effort to increase the pool and find appropriate candidates and employers, TP has increased their outreach and recruitment. Applicant barriers to employment include limited work history; no driver's license or they have a driver's license but poor driving records. Employers are requesting applicants have basic skills. Ms. Leffel asked Ms. Carrillo what industries are being represented by OJT's? Ms. Carrillo replied the trades, some of which are in the WIB Industry clusters such as plumbers, electrician helpers and painters. Ms. Carrillo said in terms of geographical enrollments they are doing well in the East and West with more emphasis needed in the South and Northern regions of the county. She said TP would need to improve outreach and recruitment for limited English participants. Workshop activities are ongoing and conducted daily. Ms. Carrillo stated TP has established strong collaborative with CET in an effort to share resources in South county and also to implement a referral policy to increase participant enrollments. Ms. Carrillo said CET has agreed to provide transportation to TP participants if they are attending training at the Watsonville facility.

9. Information: Discussion regarding services and activities of Arbor's Adult Program for PY2008-09

Ms Concepcion referred to the handout and stated Arbor's report will be as of September 30, 2008. She stated Arbor has 20 enrollments and 14 OJT's. The OJT participants were employed as warehouse workers, customer service cashiers and delivery drivers. The average wage is \$10.94 an hour. Arbor recruited one new employer since the last report. Ms. Concepcion said their geographical performance in the West and South was 2% with Central Salinas at 49%; more emphasis will be needed in the North at 0%. She stated in terms of population demographics the Veterans are at 2%, Older Workers at 2%, TANF Recipients at 9%, High School Dropouts at 9% and People with Disabilities at 4%. Additionally Limited English is at 2%, Ex-Offenders at 30% and Homeless is at 5%. Ms. Concepcion said Arbor is having difficulty obtaining employer OJT's due to downturn in the economy. Mr. Werner asked how many OJTs was Arbor expected to enroll in the first quarter? Ms. Concepcion replied the goal was 9. Ms. Concepcion said Arbor has a large volume of customers seeking information and immediate job openings but are unwilling to complete the program enrollment requirements. Mr. Werner asked if Arbor offer services to customers that only seek information, access to CalJobs or VOS? Ms. Concepcion said yes. Mr. Nakashima asked how does your current average wage of \$10.94 compare from previous reports? Ms. Concepcion said the average wage was approximately \$10.44 an hour from the last quarter.

10. Information: Discussion regarding services and activities of Shoreline's Adult Program for PY2008

Mr. Werner prefaced the discussion by stating that the state has approved the CNA grant. WIB has reserved 85% of the grant funding of Shoreline Workforce Development to conduct ETP's with \$30,000 withheld in reserved. Mr. Moore reported that Shoreline Workforce Development is currently meeting their OJT goals and objectives at 83% of plan. The goal is 12 OJT's and Shoreline is currently at 10. He said in terms of the CNA grant, Shoreline has 5 candidates currently enrolled in the CNA program at the Adult

School in King City, with 4 participants in the Monterey Adult School and one in the Pacific Grove Adult School. Mr. Moore will prepare a report for the committee on the requirements of the CNA grant and present the information at the next meeting. Mr. Moore said they have a job specialist that is writing two new OJT's in Soledad in the meatpacking industry, if the OJT's are successful it will increase their percentage and be above goal. He said Shoreline has seen an increase in the number of visitors coming through the doors not including people that call in. Mr. Moore stated nearly 54.5% of the placements were within the five WIB designated priority industries as outlined in the contract, this does not count the direct placement enrollment that was obtained through the intensives services designation. Mr. Moore said geographically, Shoreline needs to improve in the South and North regions of the county currently at 0% with Central Salinas at 82% and West at 18%. He said as a result of Shoreline's recently approved CNA grant in South County there is ongoing discussion with the local health care district for placements of CNA's and support positions. Ms. Leffel said Fresh Express would be opening a cooler plant in King City that will help generate jobs in South County. She said the anticipated opening would be in the spring of next year. Mr. Moore said in terms of population demographics, high school dropouts and limited English are at 45%, TANF at 9% with Veterans, Older Workers, Disabled, Ex-Offenders and Homeless at 0%. Mr. Moore stated Shoreline's budget is within 90% of planned expenditures. Ms. Leffel asked the subcontractors if the participants have support services such as appropriate clothing for interviews. Mr. Moore and Ms. Carrillo said yes. Mr. Werner said the Salinas One-Stop Career Center has a clothing closet for participants to access and also subcontractors have allocated funds for support services in their contract agreements.

Mr. Werner stated the subcontractors are providing their statistical and program analysis because the VOS system is in progress of developing upgrades that will provide more information needed for the WIB staff to report out to the Oversight committee. Mr. Werner stated part of the problem is we have two different systems. For example under the new system the staff will tell the system when the participant's program is over. The information will be entered into VOS and computerized to a "150 day soft exit" system. The services will come from a menu of short prevocational activities. This will allow more people to come through the front door and receive services. Conversely our contracts with our providers for OJT's require a hard exit system because they are measured on a yearly basis. They have to demonstrate to the WIB Board that they have completed their contractual agreements in terms of the amount of OJT's done, and the amount of people that came through the door. The OJT's have been successfully completed and people hired so they can report it to the WIB so they can be evaluated for the next year's funding.

Mr. Berthiaume stated OET is trying to get the VOS system to communicate with the state system. One of the fixes in place is to implement a soft exit mechanism that will be in place with VOS. For example if someone is enrolled in the system and there are no activities within 90 days OET will soft exit the individual from the system so they don't show up on the reports. Mr. Berthiaume stated VOS has the capability to run reports that will be beneficial to the partners. OET will need clarification as to what the partners would like to see. Currently VOS has information available 24 hours after they are enrolled. Mr. Berthiaume stated as of October 29, 2008, OET has enrolled 390 participants, that includes all of the people enrolled all of last year. He said the soft exit piece is important because it is a customer driven system. Each time the customer uses VOS it will generate an activity. OET is providing 85% of the services on the same day. Mr. Berthiaume said if the client has all right to work documents they would receive immediate services such as, job search and referrals, resume writing, and job applications. There was discussion on how the business service team will provide partners with access to job orders and potentially generate immediate job referrals. Mr. Werner asked Mr. Berthiaume if OET would be able to generate reports for the committee next month. Mr. Berthiaume said yes. Mr. Moore stated that Shoreline Workforce Development Services is coordinating their job development efforts with OET Business Services to enhance their placement activities.

Mr. Cesar Lara was present for the committee meeting at 9:35

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Mr. Werner acknowledged the WIB staff that participated in the Monterey Commission for Employment of People with Disabilities for the Employer/Employee Recognition Event on October 23, 2008. The event was advertised in the business section on the Monterey Coast Weekly. Ms. Leffel asked for a consensus from the committee to change the next Oversight Committee date from Wednesday, November 26, 2008. Mr. Werner recommended that Mr. Bush research the date(s) and inform the committee members through email on the next meeting date. Ms. Leffel recommended that Thursday, November 26, 2008 be an alternate date for the meeting. Ms. Leffel suggested the meeting in December be scheduled for, Thursday December 4, 2008 and December 26, 2008 be deleted. Ms. Leffel requested staff reports be included in the agenda packets. Mr. Werner stated the subcontractors report format would be the same each month. There was discussion by Ms. Leffel regarding the planning grant for informational technology facility to be built at the CSUMB. The facility will provide information on economic development. Ms. Leffel also discussed information on the resolution of issues regarding building permits for CalTrans. The project is expected to create 700 jobs in Greenfield and South County. Ms. Leffel also discussed alternative fuel construction project proposals for Greenfield using solar energy and wind power.

The meeting ended at 10:00 AM