

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, June 25, 2009, 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
Judith Profeta	Business
Al Davis	Community Based Organizations
Teresa Sullivan	Older Americans
MEMBERS ABSENT	REPRESENTING
Joseph Werner	WIB Executive Director, Ex-Officio Member
Cesar Lara	Labor
Michael Oprish	Business
Jim Nakashima	Housing
OTHERS PRESENT	REPRESENTING
Manley Bush	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Lynda Dunn	OET Staff
Dean Toler	Geographic Solutions
Elliott Robinson	Director DSES
Paul Toomey	Geographic Solutions
Elliott Robinson	DSES
Stephanie Shonley	WIB Staff
Marleen Esquerra	WIB Staff
Harry Gamotan	OET Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:45am. She welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: Ms. Leffel approved and distributed a handout to support agenda item #5 regarding the reporting of OET's revenue and expenditures.

PUBLIC COMMENT: None.

BUSINESS MEETING:

1. Action: Approve the minutes of the May 28, 2009 Oversight Committee meeting.

Motion: Mr. Davis

Second: Ms. Profeta

Motion passed unanimously

2. Information: Review the Draft Monitoring Report for Shoreline's Certified Nursing Assist. Pipeline Program for PY2008-09.

Mr. Bush gave a brief update on Shoreline's CNA Pipeline program. The program provided participants an opportunity to gain the necessary skills in the medical field over a 12-week period. Upon completion, successful graduates were required to take the State exam to obtain their certification. Students who are certified are eligible to apply for CNA positions available in hospitals and nursing homes. Shoreline's program design included on-the-job training for participants with an opportunity for upward progression to become a License Vocational Nurse (LVN) as well as a Registered Nurse. Mr. Bush stated during the monitoring WIB staff reviewed participant case files and conducted on site reviews to interview four participants and an instructor. The students were in their fourth week of clinical training and were very pleased with the results. In terms of CNA enrollments, Shoreline's enrollment goal is at 92% according to their plan. During the file review, Mr. Bush noted three observations with the recommended corrective action. Shoreline was given until July 10, 2009 to respond to the draft monitoring report with a corrective action plan.

3. Discussion, update and presentation on the Virtual One-Stop (VOS) reporting Systems and technical support.

Mr. Toler presented an update on the Virtual One-Stop (VOS) user conference hosted in Monterey. Geographic Solutions received positive feedback from both the attendees and industry experts who did the presentations. Mr. Toler noted that one of the comments made by a Regional EDD Director was the presenters were well prepared and informative. Mr. Toler was pleased to announce that San Luis Obispo's One-Stop is in the process of implementing the VOS system. Shoreline is now the One Stop operator of the San Luis Obispo One-Stop. Mr. Toler noted that Geographic Solutions has developed software to track the new ARRA funds through VOS. He also indicated that they have turned-on the WorkKeys component to track assessments for careers and occupational exploration. Mr. Toler stated the next phase of version 10 will be implement in Monterey in September 2009. The upgrade will

include labor market information. Ms. Leffel inquired if the subcontractors Arbor, Turning Point, Shoreline and the Office for Employment Training if they had any issues concerning the VOS system. There was no comment from the subcontractors. Ms. Dunn of OET recommended a standard reporting format be developed and submitted to the Oversight Committee for approval. Ms. Dunn said Mr. Barker of OET's MIS unit developed several report formats that can be used to obtain data information in VOS. She also added by July 1, 2009, OET plans to complete a report format that will be acceptable by the committee. In terms of reporting, Ms. Leffel recommended that OET and WIB staff appraise the Oversight committee on the American Recovery and Reinvestment Act (ARRA) funds regarding the amount received, funding recommendations, request for proposals, disposition and outcomes. Ms. Esquerra stated the Oversight subcommittee of the whole was provided example report formats from OET that outlined the amount of funds received by funding stream, the amounts expended, the total number of people served and exited. Several reports included a trend analysis over a series of years. Ms. Dunn stated that OET predicts placements and employment outcomes as estimates until the information can be measured through EDD's base wage files. Ms. Esquerra stated that WIB staff refers to the monthly state JTA reports to report performance outcomes to the Board. Ms. Dunn stated that OET plans to continue to seek new ways to improve their reporting process in a timely and efficient manner. Ms. Profeta requested comparative reports be provided to the committee to measure outcomes and expenditures quarterly, semi-annually and annually. The results can be compared with previous data to measure improvement or if corrective action is necessary. There was a consensus from the committee members on Ms. Profeta's recommendation. In summary, Ms. Leffel recommended that each of the partners continue to plan, improve and resolve the MIS and fiscal reports to ensure efficiency of the One-Stop system.

4. Discussion and update on OET MIS reporting systems for OET and subcontractors.

Ms. Dunn reported that most of the information was previously discussed under informational item 3. However, she added that OET has two different reporting systems when compiling enrollments, outcomes and expenditures. Enrollments and outcomes are generated from VOS through OET's MIS department and expenditures is generated through OET's fiscal department.

5. Review of Office for Employment Training Expenditures, Enrollments and Exits as of June 30, 2009 for PY2008-09.

Ms. Dunn stated that OET's current reporting system will be changed to a different format. Ms. Leffel asked if the new report can include a simple narrative at the bottom to emphasize important points or pending actions. Ms. Dunn provided the committee members an example of OET's new report format for review and discussion. Ms. Dunn noted that the report will be provided to the committee once a month. The report will include an update on WIA formula and ARRA funds that will be categorized into Adult, Dislocated Worker, non-participant dollars such as Rapid Response, Youth and non-WIA funds which are monies that OET receives that are not tied to the workforce investment system. Ms. Dunn anticipates \$15 million will be coming into the system beginning July 1, 2009. The WIB costs will be allocated across all grants. The new format will include planned and year-to-date actual expenditures, and percentage and balances remaining by category. For planning purposes, Ms. Dunn stated the Dislocated Worker ARRA funds carried-in towards the end of the grant in the year 2010-2011, will be \$250,000. Ms. Dunn noted that the Rapid Response and Disability Navigator funds will be spent on staff costs and overhead because there are no participant costs involved. Ms. Dunn said under the Rapid Response ARRA funds \$150,000 will be subcontracted out for core services. Ms. Dunn stated that WIB and OET applied for \$90,000 in Disability Navigator funds, but she anticipates a lower amount of \$72,000. Regarding Youth ARRA funds Ms. Dunn said OET plans to carry-in \$300,000 into 2010-2011, and sub-contract services for follow-up in the amount of \$120,000. The Youth formula funds will also be subcontracted out services in the amount of \$400,000. Ms. Leffel recommended the report include when the funds were awarded and the duration of the award. In reference to the expenditure summary document, Ms. Dunn said the budget totals are year to date expenditures, with the remaining balance rolled up of all previously stated categories.

6. Discussion and update on the Gang Reduction, Intervention and Prevention grant (CalGRIP) for PY2008-09.

Ms. Dunn provided the committee an update on the CalGRIP grant. She said the CalGRIP grant was a collaboration between the Employment Development Department in coordination with the CA Workforce Investment Board and the Labor and Workforce Development Agency. She said funding resources were acquired through WIA Governor's Discretionary 15% grant funds for the purpose of expanding job training for current gang members, gang involved, or at-risk of gang involved youth. Ms. Dunn added that the projected outcomes of this grant is aimed at helping 100 young adults, ages 18 to 24, over a two-year period. Also the proposal includes partnering with existing local agencies such as the Probation Department and law enforcement, welfare agencies, public education agencies, youth advocacy groups, faith based and community based organizations, training providers and employers to create a service plan for the targeted youth. She added the plan will prepare the targeted youth to enter an education or training program that will focus on linking youth to career pathways in high wage/high growth industries or in an occupation with future career advancement opportunities for youth who exit existing youth programs at Silver Star, Rancho Cielo, Turning Point and other local community youth centers. Ms. Dunn stated the CalGRIP program also includes partnerships with a mental health agency through Rancho Cielo. Mr. Bush said WIB staff recently completed monitoring of the CalGRIP program. He said OET began outreach for the CalGRIP program in April 2009 with 20 new participants enrolled in the program. Mr. Bush stated the grant period will be for 2 years from February 1, 2009 to March 31, 2011.

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

Ms. Esquerra reported on Arbor and Turning Point's expenditures at 91% and 83% respectively. The May 2009 fiscal data for Shoreline and Turning Point was not available at the time the report was prepared. Therefore, Shoreline's fiscal expenditures represent April 2009 at 65 % of their total expenditures. The OJT expenditures for Arbor is at 68%, Shoreline is 88% and Turning Point is at 68% of plan. Total staff salaries and benefits were 95% for Arbor, 64% for Shoreline and 84% for Turning Point. Shoreline and Turning Point, achieved their contracted program goals. Arbor is below their planned and OJT enrollments at 34 of 43 or 79% of plan and 21 of 33 OJTs.

8. Information: Discussion regarding the services and activities of Turning Points Adult Program for PY 2008-09.

Ms. Chavez reported on Turning Point's accomplishments this year. They exceeded their OJT enrollment goals without compromising program services in the current depressed economy. While all geographic and demographic goals were not met, the implementation of innovative outreach and partnership activities have improved, which is expected to continue into the new fiscal year. Turning Point's staff are looking forward to implementing the WorkKeys component into their program services in the coming year to aid clients in assessment, career planning and skill development. Ms. Chavez stated with the onset of their recently awarded CalGRIP funding, Turning Point will add an additional 16 OJTs targeted for gang youth ages 18-24.

9. Information: Discussion regarding the services and activities of Arbor's Adult Program for PY 2008-09.

Ms. Concepcion reported on Arbor's program services as of May 31, 2009. They include 34 enrollments, 24 exits with 18 entered into employment after OJT with 6 direct placements that are still employed. Ms. Concepcion stated the average medium wage is \$10.70. In terms of geographical enrollments, Arbor needs to increase their enrollments in the South and West regions of the County. Ms. Concepcion noted that emphasis will be focused on improving the demographic enrollments for limited English, Veterans, TANF recipients, and the disabled population by implementing outreach through partnership activities.

10. Information: Discussion regarding the services and activities of Shoreline's Adult Program for PY2008-09

Mr. Moore reported that Shoreline has successfully reached 100% of their OJT contract goal. The average hourly wage for all participants placed under an OJT contract was \$11.84, representing \$1.84 above the contract goal. Mr. Moore said over 50% of all OJT contract placements were within the five WIB designated priority industry clusters. In terms of the budget, Mr. Moore stated Shoreline is within 90% of their plan for expenditures by the end of the program year. Mr. Moore presented two illustrations of year-end program analysis that depicted OJT/Career Center Visitor Comparison and average hourly wage by industry.

11. Information: Update on the Certified Nursing Assistance Pipeline grant modification.

Mr. Moore provided the committee an update on the current progress, current training and budget as of June 25, 2009. Mr. Moore said as per Shoreline's previous report last month 104 participants, or 108% were enrolled in the CNA program. Twenty-nine participants have obtained employment. He said 45 participants are either in training or waiting to take the state test; as such they are not eligible for placement at this time. Mr. Moore stated the second class of 15 students was formed and entered into training on May 4, 2009. The class will graduate by June 30, 2009. In terms of the budget, Mr. Moore stated as of the April 2009 Oversight Committee meeting; the state grant for the CNA program was discontinued effective March 31, 2009. Shoreline submitted a final March invoice to OET fiscal. He added that Shoreline is currently working with the WIB to close this portion of the program and extend the grant under a new funding source. In anticipation of the extension, a new Service Plan and Budget was submitted to the WIB; the extension was approved by the full board.

12. Discussion and update on WIB grants for Employer Training Panel, Green Collar Jobs and Allied Health Care.

a. Employer Training Panel: Ms. Esquerra stated on June 3, 2009, the full WIB concurred with the May 18, 2009 Executive Committee action to approve the submission of a letter of request for technical assistance to the California Workforce Association (CWA) for Employer Training Panel (ETP) consultant services. The deadline to submit letters to request technical assistance is June 15, 2009. The CWA will select three to four WIBs to receive technical assistance with an additional four WIBs to "shadow" the process. A committee of WIB directors not applying for TA will make the selection within 2 weeks of the application. A second round, including a 2-hour briefing for interested WIBs will occur in the fall.

b. Green Collar Jobs: Ms. Esquerra noted that on June 3, 2009, the full WIB concurred with the May 18, 2009, Executive Committee action to approve the submission of \$1,000,000 American Recovery and Reinvestment Act (ARRA) grant application to the State of California EDD and California Volunteers for Green Jobs Corp proposal. The Monterey County WIB submitted the proposal as the lead agency and fiscal agent for the Workforce Collaborative of California's Central Coast (WCCCC), a four county consortium consisting of Monterey, San Luis Obispo, Santa Barbara and Ventura Counties. This WCCCC region is recognized as one of the nine Economic Regions. Ms. Esquerra said should the grant be awarded, Monterey County WIB shall receive 10% of the \$1,000,000 for administrative costs, leaving \$225,000 allocated to each County. In addition, each County is responsible for providing a \$250,000 dollar for dollar cash and/or in-kind match.

c. Allied Health Care: Ms. Esquerra said on June 15, 2009 the Executive Committee approved the submission of a letter of interest to CWA for consultant services not to exceed \$50,000 to work with the WCCCC on healthcare and allied healthcare issues. The deadline to submit a letter of interest to CWA is June 19, 2009. Local WIBs are encouraged to participate in applying for funding provided by the California Endowment in the amount of \$210,000. It is anticipated that the grant will fund four or five local WIBs. The role of the local WIBs who are successfully funded will be to develop a regional strategic plan to increase the diversity of the healthcare workforce with its key stakeholders.

ANNOUNCEMENTS OF EVENTS OR SERVICES: Ms. Leffel announced the next Oversight meeting on July 23, 2009.

ADJOURNMENT:

Motion: Mr. Davis

Second: Ms. Leffel

Ms. Leffel adjourned the meeting at 10:45am