

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, July 23, 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 |
| Teresa Sullivan | Older Americans |
| Cesar Lara | Labor |
| Jim Nakashima | Housing |
| Loyanne Flinn | Acting WIB Executive Director, Ex-Officio Member |
| MEMBERS ABSENT | REPRESENTING |
| Michael Oprish | Business |
| Al Davis | Community Based Organizations |
| 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 |
| Harry Gamotan | OET Staff |

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:40am. She welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: Ms Leffel approved one change to the agenda. Ms. Dunn will provide a handout update to Information Item #3 regarding OET's proposed Revenue and Expenditures reporting format for consideration and approval by the Oversight Committee. Ms Leffel recommended a new agenda item #9 be added to discuss OET's handout update on the proposed Revenue and Reporting format. There was a motion to approve addition item to the agenda by Ms Profeta. The motion was seconded by Ms Sullivan. Motion passed unanimously.

PUBLIC COMMENT: None.

BUSINESS MEETING:

1. Action: Approve the minutes of the July 23, 2009 Oversight Committee meeting.

Motion: There was a motion to approved the July 23, 2009 minutes by **Ms Profeta**

Second: Ms Sullivan

Motion passed unanimously

2. Information: Review the Draft Monitoring Report for Office for Employment Training's California Gang Reduction and Intervention and Prevention (CalGRIP) Initiative for PY 2008-09.

Mr. Bush stated that Ms. Dunn provided the Oversight Committee a brief summary and update on the CalGRIP grant at the last Oversight committee meeting in June 25, 2009. Mr. Bush mentioned that the term of the grant was from February 1, 2009 thru March 31, 2011. He noted that OET's 1st Quarter Planned Enrollments were 18; the actual was 20 or 111% above plan goal. Also the 1st Quarter Planned Expenditures were \$42,000 the actual was \$28, 612 or 68%. Mr. Bush mentioned that the CalGRIP program has been in operation for 3 months since April 2009. Mr. Bush noted that the CalGRIP program design will prepare 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. There was discussion among committee members and OET Deputy Director, Ms. Dunn, regarding the benefits of Work-keys to assess participant skills and abilities.

3. Information: Review of Office for Employment Training (OET) Expenditures, Enrollments and Exits for Adult services as of June 30, 2009 for PY 2008-09.

Ms Dunn distributed a handout to committee members that described the Title IB Participant Plan Summary for Adult, Dislocated Worker and Youth programs. Ms Dunn also provided a two-year budget and expenditure comparison and budget totals for FY2009-10. Ms Dunn stated the information on the Participant Plan Summary (left column) were the actual numbers sent to the state by OET for the current program year. Ms Dunn said the numbers in the right column are preliminary and will change from time to time. She added that the American Recovery and Reinvestment Act (ARRA) numbers are not included in the plan summary. Ms. Dunn said the state system is having difficulty in tracking ARRA information.

Ms. Dunn referred to the two-year comparison that described the current and previous year planned and actual expenditures by category. The report format was done by OET at the request of the planning committee. The report indicated planned and actual expenditures and percentages. Ms. Dunn stated that OET planned to spend \$4,029,481 or 27% of plan in program salaries and benefits in the current year beginning July 1, 2009. She noted in comparison to last year's budget OET spent \$3,230,297 or 42% of plan. Ms. Dunn noted that this year WIB expenditures charged to the grant was \$1,253,998 or 8%. Last year in comparison \$764,215 or 10% of the grant was expended. Ms. Dunn stated if OET receives additional grants she plans to increase staff capacity or positions and fill them as needed and spread the cost of the new grants across programs. As a point of clarification Ms. Dunn said the column at the bottom of the two-year budget expenditures was the total amount of planned and preliminary expenditures. There was discussion regarding placements and Ms. Dunn stated that data regarding placements will be available 6 months after the participant has been exited. She added that the EDD Base Wage File will be used to determine placement information. Also supplementary information provided by OET to state will be used to identify participants that were not on the Base Wage File. OET will implement a follow-up process to contact participants that have been exited but are not on the base wage file. Ms. Leffel asked Ms. Dunn to provide current participant report updates each month. Ms. Dunn stated the reporting process for the previous month is done by the 20th of each month. In an effort to accommodate OET's reporting period the committee agreed that the second Thursday of the month be the date the Oversight (OS) committee will meet beginning September 2009. The committee also agreed to suspend the next OS meeting on Thursday, August 27, 2009. Ms. Leffel said she would like to meet with WIB staff to review and discuss the upcoming agenda packet on Wed or Thursday week prior to the OS meeting the following Thursday.

Ms. Profeta left the meeting at 9:40am

4. Information: Discussion and update on OET's ARRA Summer Youth Programs for PY 2008-09.

Ms. Dunn said OET ARRA summer youth program will go through a series of monitoring beginning with Workforce Investment Board (WIB) from July 27, 2009 through July 31, 2009. The Department of Labor (DOL) will conduct their monitoring from August 5, 2009 through August 7, 2009 and California State Employment Development Department (EDD) from August 17, 2009 through August 21, 2009. Ms. Leffel said she was pleased with OET's summer youth enrollment level currently at 565. Ms. Dunn said OET has expanded their outreach and recruitment for the first time San Lucas, Los Lomas and Moss Landing. Ms. Dunn indicated the success of the recruitment was due in part by WIB staff's AD&PR campaign.

Mr. Nakashima left the meeting at 10:05am

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

Mr. Bush reported on Arbor and Turning Point's expenditures at 98% and 91% respectively. The June 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 are at 68%, Shoreline is 88% and Turning Point is at 57% of plan. Total staff salaries and benefits were 100% for Arbor, 64% for Shoreline and 92% 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 or 64% of plan. In terms of Geographical enrollments Arbor is doing well in Central but will need added emphasis in the North, South and West regions. Shoreline will need to focus on increasing their enrollments in the North region and Turning Point will need to focus their attention in the West region. Ms. Leffel recommended the Geographic data be deleted as a requirement for the subcontractors and OET.

6. Information: Discussion regarding the services and activities of Turning Point's Adult Program for PY 2008-09.

Ms. Chavez stated Turning Point exceeded enrollment and On-the-Job Training goals at 102% of plan. 44 Adults were assisted with job training opportunities and related employment services. All geographic and demographic goals except 4 were met with new strategies now in place to assure complete compliance in this area for the new fiscal year. 100% of Turning Point enrollments were parolees or probationers, 75% disabled, 36% high school drop-outs and 43% homeless. All program participants have been exited as planned utilizing a participant exit strategy to support successful Performance Measure outcomes including job placement and retention. Follow-up will commence immediately with the focus of services on job retention, and promotion or reemployment should the need arise.

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

Ms. Concepcion stated with Arbor's contract year 08-09 ending June 30, 2009, Arbor did not meet two benchmarks 1) The Entered Employment benchmark was at 100% the actual was 86% and 2) The On-the-Job (OJT) Training goal was 33 and the actual was 21 or 64%. The average OJT wage was \$10.70. Ms. Concepcion noted that Arbor continued to follow-up with participants and found that 96% are still employed. She said their outreach and marketing strategy for Employers was in place since March and saw improvement in their contacts. Arbor staff looks forward to working with new employers and participants in the new contract year. Ms. Concepcion noted that Arbor is in the process of setting up the Work Keys program to assist participants in their career goals.

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

Mr. Moore stated at the present status Shoreline has currently written four (4) OJT contracts, or approximately 133% of plan for the period ending 7/09. He added that Shoreline anticipate writing an additional two contracts within the next two weeks.

Mr. Moore said at this point in the program year, it is too early to discuss specific monthly budget expenditures (our first invoice is not due until 8/10/09). However, based upon a rudimentary projection, we are spending within our submitted budget plan. In terms of program highlights and challenges Mr. Moore stated in the past, both the South and North County areas have been a challenge to serve. However, due to our past marketing efforts, and benefitting from established community relationship, particularly in the South, we have been able to immediately place two participants whom reside in these areas. We will continue to focus our efforts in these high unemployment/low income areas of the county. Also he said as always, we are continuing to seek collaborative opportunities that will benefit the community and the One Stop system as a whole. Towards this goal, the partner managers met earlier in the month to discuss potential areas of collaboration, and practical concerns that affect the day to day operations of the OJT/One Stop programs. As a result of the meeting, the partners have scheduled a line level meeting to allow our case managers to network and exchange placement information. This meeting will take place in mid-August. Mr. Moore said Shoreline staff members also met with a representative from the Alliance on Aging to discuss ways we can collaborate and integrate our programs. Additional contact and meetings will follow throughout the program year.

9. Information: Discussion regarding Office for Employment Training's new report format on Participant Plan Summary, Two year budget expenditure comparison and Budget totals for PY 2009-10

Ms. Dunn covered this information in item 3# above.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms Leffel stated the next meeting scheduled for Thursday, October 8, 2009.

ADJOURNMENT:

Motion: There was a motion to adjourn the meeting by Ms Sullivan

Second: Mr. Lara

Ms. Leffel adjourned the meeting at 10:25am