

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Thursday, September 10, 2009, 8:00 A.M.  
**Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Jim Nakashima (Interim Chair)	Housing
Judith Profeta	Business
Al Davis	Community Based Organizations
Cesar Lara	Labor
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Teresa Sullivan	Older Americans
Mary Ann Leffel ( <i>Chair</i> )	Business
Michael Oprish	Business
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Manley Bush	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Lynda Dunn	OET Staff
Doug Orlando	EDD State
Harry Gamotan	OET Staff

**CALL TO ORDER/INTRODUCTIONS:**

Mr. Nakashima called the meeting to order at 8:20am. He welcomed those in attendance 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 September 10, 2009 Oversight Committee meeting.

**Motion:** There was a motion to approved the September 10, 2009 minutes by **Ms Profeta**

**Second: Mr. Lara**

**Motion passed unanimously**

**2. Information: Review of the Local Workforce Investment Area (LWIA) budget and One-Stop Operational costs for program years 2009-09 and 2009-10.**

Ms Dunn referred to the recently approved fiscal reporting format in the agenda packet. She said the budget report will be provided to the committee on a monthly basis. Ms. Dunn stated pages 1-9 reflects the expenditures as of this reporting date with one exception, there is one outstanding expense in the amount of \$40,000 pending. She added that the funds are a combination of stimulus and formula monies to include carry-in dollars and specific grant funds for OET. Ms. Dunn referred to page 2 on the adult funding available to OET that describes a snapshot of last years totals; budget projection for fiscal year 2009-10; the actual expenditures for July 2008 and the balances that are available for the remainder of the year. Ms. Dunn noted that the subcontracted services for 2008-09 totaled \$691,078 of the \$1,000,000 budgeted for the year. Ms. Dunn stated OET fiscal received invoices in the amount of \$4,800. Also the fiscal data will be updated on the 20<sup>th</sup> of each month and reflected in the actual column and reported out to the Oversight Committee. Ms. Dunn stated in terms of the CalGRIP funds in the amount of \$500,000, OET has spent \$58,000 prior to June 30, 2009. Also reflected on the report are some of the expenses from Turning Point, who is doing the OJT component for CalGRIP. Ms. Dunn stated CalGRIP's enrollments are ahead of plan (45 participants) with 50 participants or 111% of planned enrollments. Ms. Dunn said based on the success of the program so far, OET will request for additional funding to sustain the CalGRIP program. In terms of Dislocated Worker and Adult programs, Ms. Dunn stated the actual expenditures and percentages reflected in the report for the first month are low, because OET will only report the funds as they are spent. She added there were approximately 150 new adult services contracts in the system with average contract between \$5-6,000 each. Ms. Dunn stated OET has been apprised of the plan that OEDC and WIB have implemented, and OET will work within the guidelines of the plan. She added OET has contacts with Hartnell College and Monterey Peninsula College to provide specific technical training opportunities for adults as Diesel Mechanics and Green Construction.

Ms. Dunn referred to page 5 regarding Youth ARRA funds. She said the total funds available was \$2.8Million, OET has spent \$811,026 prior to June 30, 2009. As of July 31, 2009 OET spent \$987,332 with a remaining balance of \$1,034,753. Ms. Dunn said there will be some adjustment made between Youth ARRA and Youth Formula funding source because of co-enrollments. Ms. Dunn referred to page 6 and stated the planned expenditures are as indicated by line items with emphasis on services and supplies. She noted that OET will use a portion of the funds to purchase and upgrade computers and any funds unspent from the service and supplies line item will be moved back into programs. Ms. Dunn noted that the subcontractor expenditures for fiscal 2009-10 were significantly higher than the previous fiscal year by \$800,000. Ms. Dunn referred to page 7 of the report regarding planned expenditures for the WIB that were charged to specific grants. The planned expenditures were \$1,253,998 with the year to date actual at \$70,489.

### **3. Information: Review the Draft Monitoring Report for Office for Employment Training's Disability Program Navigator (DPN) grant program for PY 2008-09.**

Mr. Bush said the WIB and OET submitted a grant request for the six consecutive years for \$170K, due to reduction in grant funds Monterey was approved for \$72K with a term of the grant from July 1, 2008 to June 30, 2009. Also the work statement that OET and WIB wrote in the grant was structured to have broad strategic goals for services under OET's new configuration model. The services included a comprehensive action plan focused on coordinating plans regarding multiple programs, systems and services that impact employability, employment and career advancement of youth and adults by implementing integrated resource teams. He added all funds were expended and closed. Mr. Bush stated the monitoring review covered the period July 1, 2008 to June 30, 2009. The Exit briefing with OET Deputy Director was conducted on July 8, 2009. He noted that the field review indicated OET served 4% of the enrolled disabled adult population. Total enrollments were over 1900 but only 128 were identified as disabled. Mr. Bush said WIB staff also reviewed DPN staff time distribution and identified areas where time was not charged to the grant however there was evidence where work was performed. He noted that WIB staff identified one observation regarding time distribution and one finding regarding underserved in the demographic enrollment in accordance with WIB Policy 2005-4. In conclusion, Mr. Bush said OET has two observations still open from previous year monitoring pending corrective action response.

### **4. Information: Review the Draft Monitoring Report for Office for Employment Training's Veterans Grant Program for PY 2008-09.**

Mr. Bush stated the Monterey County WIB requested and received \$500K to service eligible veterans and spouses that began in January 25, 2007 to August 31, 2008. OET and WIB staff applied for an extension and was approved from September 1, 2008 to March 31, 2009. He added the monitoring review covered the period October 1, 2008 to March 31, 2009. OET Deputy Director received an exit briefing on May 21, 2009. Mr. Bush said the Desk review indicated OET expended 395K or 79% of the total budget of \$500,000. Also OET returned \$104,000. He noted that the total enrollment for the entire period was 81 participants. Forty six of 81 participants were exited. The remaining 35 were co-enrolled into Adult and Dislocated Worker Formula grants after March 31, 2009. As of June 2009 there were 9 participants remaining. Mr. Bush said a file review was conducted on 10 participants or 12% of the active files. He noted there were case notes in two files with gaps in service delivery exceeding 90 days. One participant received supportive services for transportation with expired vehicle registration.

### **5. Information: Discussion regarding the services and activities of Shoreline's Adult Program for PY 2009-10.**

Mr. Moore reported that the information presented, will be under the new reporting format. Shoreline's monthly goal is 6 the actual is 19 enrollments or 316% of plan. The actual On-The-Job (OJT) contracts is 19 or 316% over plan goal of 6 OJTs. In terms of outcomes, Mr. Moore said 74% of Shorelines placements were in the 5 Industry Clusters. He noted that as a result of the CNA grant 12 of 19 placements were in the Health industry. Also 4 of the 12 participants graduated from the CNA program. Mr. Moore stated the geographical areas served 68% of their placements were in the Salinas area, with 5% in the North, 16% in the South region and 11% in the West. In terms of demographic enrollments, Mr. Moore said the Older Workers were 5.26%, TANF 21%, High School Dropout 31%, and People with Disabilities 0%, Limited English 15%, and Ex-Offender 5%. Mr. Moore said Shoreline is involved with other partners to include OET to do outreach and recruitment of 180 CalWORKS participants. Shoreline hopes to benefit from the partnership by creating OJT opportunities for their participants. Mr. Moore added that Shoreline staff attended the Occupational Training course at Hartnell College.

### **6. Information: Discussion regarding the services and activities of Arbor's Adult Program for PY 2009-10.**

Ms. Concepcion said Arbor's plan for the year is 34 enrollments with a monthly plan of 5 enrollments. Currently Arbor has 4 enrollment or 80% of plan. In terms of the 5 Industry Clusters, Arbor has 3 enrollment or 75% in Building and Design and one in "other" category as an office manager.

### **7. Information: Discussion regarding the services and activities of Turning Point's Adult Program for PY 2009-10.**

In terms of Turning Point's participant plan summary, Ms. Chavez stated their annual plan is to enroll 54 participants, with a monthly plan of 12. The actual enrollments are 6 participants or 50%. Ms. Chavez noted that 2 or 10% of the participants are with in the 5 Industry Clusters, 1 in Building Design and 1 in Hospitality industry. Also 4 participants were listed in the "Other" category listed as financial manager, office manager, transportation and cashier. Ms. Chavez said Turning Point continue to do recruitment and presentations at Sun Street, TRUCHA and Salvation Army. Also Turning Point staff attended workshops at the One-Stop Career Center and two upcoming events at the Chambers of Commerce.

**8. Information: Discussion regarding the State of California Employment Development Department (EDD) and Department of Labor (DOL) monitoring results of OET's Summer Youth Program for PY2009-10**

Mr. Bush stated OET's Summer Youth Program began on June 15, 2009 to August 14, 2009. WIB staff conducted the OET summer youth monitoring on July 27-31, 2009. The review consisted of file review of 60 files, on-site review and interviews of 16 worksites to include program and fiscal operations. OET received an exit briefing on August 4, 2009. He noted one observation regarding contract provision was identified during the review. Mr. Bush said the DOL monitoring began on August 5 to 7, 2009. DOL reviewed both program and fiscal operations. During the on-site review the monitors were impressed with the presentation given by the "Youth in Focus" youth led work teams. As a result OET was recognized in the DOL Newsletter as being on of the outstanding jurisdictions with innovative ideas for summer youth programs. They were also recognized as having no findings or observations during the review. Mr. Bush noted that the EDD state monitoring review began on August 17 to 21, 2009. The review included on-site participant and employer visits, file review and fiscal monitoring. He said the state also monitored WIB staff's monitoring process and procedures of OET and sub-recipients. The monitor was impressed with OET case-management and commented that the files were the best in four previous reviews. Also the WIB staff has a strong monitoring program. As a result there were no observations or findings during the monitoring.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Mr. Nakashima announced the next Oversight committee meeting will be on Thursday, October 8, 2009 at 8:30am

**ADJOURNMENT:**

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

**Second: Mr. Davis**

**Mr. Nakashima adjourned the meeting at 9:30am**