

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Thursday, October 8, 2009, 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
Teresa Sullivan	Older Americans
Cesar Lara	Labor
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
Judith Profeta	Business
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Michael Oprish	Business
Al Davis	Community Based Organizations
Jim Nakashima	Housing
<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
Gloria Torrez	WIB Staff
Marleen Esquerra	WIB Staff

**CALL TO ORDER/INTRODUCTIONS:**

Ms. Leffel called the meeting to order at 8:49am. 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. Information item 4 handout update to the Adult Subcontractors for PY2008-09 and 2009-10 will be presented by Ms. Esquerra. There was a motion by Ms Profeta to accept the change to the agenda. The motion was Seconded by Ms. Sullivan. The motion passed unanimously.

**PUBLIC COMMENT:** None.

**BUSINESS MEETING:**

**1. Action:** Approve the minutes of the September 10, 2009 Oversight Committee meeting.

**Motion:** There was a motion to approve the September 10, 2009 minutes by **Ms. Sullivan**

**Second: Mr. Lara**

**Motion passed unanimously**

**2. Action: Approve the Monitoring Schedule for PY2009-10 for WIA Title I Adult, Dislocated Worker and Youth Programs.**

**Motion:** There was a motion to approve the monitoring schedule for PY2009-10 Title I Adult, Dislocated Worker and Youth Programs by Ms. Sullivan.

**Second: Mr. Lara**

**Motion passed unanimously**

Mr. Bush said he met with each subcontractor and OET to insure the monitoring dates were available for both the program and fiscal compliance reviews of each agency. Mr. Bush noted that the monitoring would begin in January through June 2010. Also each agency will be notified by correspondence approximately 2 weeks before their scheduled monitoring review. Mr. Bush also invited the committee members to participate in the monitoring. Mrs. Leffel requested that email be sent out to the committee members notifying them of the monitoring dates so members can plan to be available.

**3. Information: Review the Local Workforce Investment Area budget and One-Stop Operational costs for PY2008-09 and 2009-10.**

Ms. Flinn referred to the report on page six and briefly discussed OET's planned budget and expenditures. She noted that OET is spending 29% of their budget on participant costs with most of the expenditures coming from the Summer Youth Employment Program. She indicated that current WIB expenditures charged to the grant was 10% or \$125, 181. There was a question by Mr. Lara on the Rapid Response ARRA funds that were expended before July of 2009. Ms Flinn responded that the grant period began on February 2009. The expenditures before the new fiscal year would have been authorized and allowable. Furthermore, Ms. Flinn stated an announcement will be made in the next planning committee meeting. Mrs. Flinn recommended that reports could be provided to the committee on a quarterly basis.

**4. Information: Presentation of MIS and fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10.**

Ms. Esquerra said the report format provided to the committee has been updated. WIB staff will be responsible to report out on only the expenditures plan vs. actual. She added the format will include a side-by-side comparison with the bottom half reflecting the remaining funds to be returned. Ms Esquerra stated the report also reflects actual number of OJTs and the average cost per OJT. Ms Esquerra said Shoreline met their enrollment goals. She noted that Turning point did a good job in terms of enrollments by exceeding their goals. Ms. Esquerra stated any unspent funds are return to the WIA Title I Adult Programs.

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

Mr. Moore said for the first quarter Shoreline is above plan with monthly goal of 15 new enrollments. The actual is 23 or 153% above goal. Mr. Moore stated Shoreline placed 18 participants or 78% of the plan goal targeted toward the five (%) industry clusters. He said they are working with the recent graduates from the Shoreline CNA courses as health care participants. There was discussion on outreach and recruitment regarding people with disabilities. Ms. Flinn stated in January 2010, there will be training for staff to employ people with disabilities. She noted that WIB staff will also participate in training. Mr. Moore added that Mr. Richard Pimental will be the guest speaker and presenter. Mr. Moore extended the invitation to the Oversight Committee member. Mr. Moore stated Shoreline will focus on improving the Limited English enrollments. Mr. Moore added that Shoreline is currently at 100% of their Entered Employment. However he anticipates the percentage to go down because people are not completing their OJTs.

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

Ms Concepcion said as of the end of September 30, 2009 Arbor is behind on OJTs. The monthly plan goal is 9 actual is 5 or 56%. She noted that there were 4 candidates who are enrolled and are pending OJT. Ms Concepcion said most of Arbor's enrollments were from Salinas. Arbor's current enrollment goal is 34. Ms Concepcion stated in terms of placements Arbor placed 5 participants that were targeted in the five industry groups, 3 in Building Design and 2 in Other (Office manager and Receptionist). She said the average hourly wage is 10.00. Ms Concepcion noted that Arbor participated in the Salinas Adult School Job Fair on October 7, 2009. There was discussion regarding Arbor participating in Work Keys program at the One-Stop Career Center.

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

Ms Chavez stated as of September 22, 2009, Turning Point has 10 enrollments and 10 OJTs with four more pending. She added that 5 participants were in the five major industry groups and 5 were not. Ms Chavez noted that there has been an increase of enrollments in the West County by 6%. The Plan was 34% actual is 40%. which is an increase from years past. In terms of Targeted population served, Turning Point has improved in two areas 40% high school drop-outs and 10% Homeless. She noted that the average wage is 10.50. There was discussion on what impact OET's Work Experience program is having on Turning Point's OJT program. Ms. Flinn said she will be working with Turning Point to see how a compromise may work in the best interest of both agencies.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Ms Leffel announced that the Monterey County Business Council (MCBC) recently signed a contract with Worldwide Interactive Network (WIN) to provide and integrate WorkKeys as part of the existing menu of services. MCBC has extended it's partnership to include Santa Barbara, Ventura and San Luis Obispo Counties. Ms. Leffel also stated MCBC also signed a contract agreement with ArtsOpolis which is a leading software solution and community of users dedicated to cultural marketing, audience development, tourism, and community building. Ms Leffel stated the MCBC will manage the website. There would be sponsorships, but no membership requirements. Partnerships will be established with the Arts Council. The Workplace connections will be used to connect employers to potential employees.

Ms. Leffel announced the next Oversight meeting will be on November 12, 2009.

**ADJOURNMENT:**

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

**Second: Mr. Lara**

**Ms. Leffel adjourned the meeting at 9:50.**