

ADOPTED
MONTEREY COUNTY Workforce Investment Board
OVERSIGHT COMMITTEE

June 14, 2012, 8:30AM
Shoreline Workforce Development Services, 249 10th Street, Marina, CA

Members Present: Phoebe Helm, Cesar Lara, Judith Profeta, Larry Silva, Teresa Sullivan and Brian Turlington

Members Absent: Al Davis (Excused) and Mary Ann Leffel (Excused)

Staff Present: Joyce Aldrich, Marleen Esquerra and Flor Galvan (WIB staff)

Others Present: Yuko Duckworth (EDD), Timothy Jones (Turning Point), Wil Moore (Shoreline) and Rod Powell (OET)

Call to Order/Introductions: Ms. Profeta called the meeting to order at 8:33am and called for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: None

Consent Calendar:

Mr. Silva requested that item C-3 regarding the approval of the final monitoring reports of Shoreline and Turning Point's Workforce Investment Act (WIA) adult programs for PY 2011-12 be pulled off the consent calendar for further discussion.

C-3 Action: Approve the final monitoring reports of Shoreline and Turning Point's Workforce Investment Act (WIA) adult programs for PY 2011-12.

In reference to the observations in the monitoring reports, Mr. Silva inquired about the timeliness of subcontractors issuing claims for reimbursement and if it impacts the contract parameters. Ms. Aldrich stated the subcontractors are required to submit their claims by the 15th day of each month for the prior month-end period. She stated it has been a challenge with all subcontractors and discussions have been held where staff stated that they must comply with the contract terms and conditions. All subcontractors agree to adhere to the timeliness of submitting claims.

Motion: Mr. Lara motioned to approve the action as stated.

Second: Ms. Sullivan

Motion Passed Unanimously

Ms. Profeta requested a motion to approve the consent calendar referencing items C-1 and C-2.

C-1 Action: Approve the minutes of the May 10, 2012 Oversight Committee meeting.

C-2 Action: Approve the monitoring schedule for Program Year 2012-13.

Motion: Mr. Lara motioned to approve the actions as stated.

Second: Ms. Sullivan

Motion Passed Unanimously

Business Meeting Calendar:

1. **Action: Approve the revised WIB Policy #2011-05 On-the-Job Training.** Ms. Aldrich stated that the WIB recently had an audit completed by the Department of Labor for the NEG-OJT Program. The monitor suggested that we examine our OJT Program Policy to include NEG opportunities where our local area can permit an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business. In addition, the State has a waiver in place that provides guidance on this increased flexibility. Mr. Silva requested that a correction be made to section C. Invoicing on page 3 to ensure the reimbursement percentage sliding scale is consistent throughout the policy.

Motion: Mr. Lara motioned to accept the action with the invoicing language corrected.

Second: Ms. Helm

Motion Passed Unanimously

2. **Information: Update on current and pending, local, State and Federal monitoring of Monterey County's local workforce investment system.** Ms. Aldrich stated that Monterey has been involved in several State and federal audits. Our local monitoring has done very well. OET's Adult, Dislocated Worker

and Rapid Response monitoring is currently pending. Ms. Esquerra completed an informal case file review of the NEG Multi-Sector grant. Monterey recently had an audit completed by South Bay WIB and DOL. During the exit interview, the auditor stated that the participant case files look excellent. They were very pleased to see how the assessment, individual training plan and job market analysis were all related. During the 85% WIA Fiscal Procurement monitoring review, the auditor had two findings relating to the recruitment process for the Economic Development Director. WIB staff responded to the draft report and we are awaiting a final response. We are also awaiting a draft report concerning the State review of the CalGRIP grant. As for the review of the NEG Multi-Sector grant, the auditor recommended changes to the Complaint & Grievance WIB policy to remove the "right to participate in program" language in attachment A. The auditor stated that WIA is not an entitlement program and encouraged us to remove this language.

3. **Information: Receive a report on WIA Title I Adult and Dislocated Worker program providers for PY 2011-12.** Ms. Esquerra provided an update on the WIA Adult and Dislocated Worker program providers and referenced the side-by-side comparison matrix which provides the total amount allocated to each provider, the average cost per participant, enrollment numbers and summary of activities and services. Shoreline and Turning Point's cost per participant is much higher because they serve fewer enrollments and provide more training. OET is less as they serve more participants which spread the costs across core, intensive and training services. For program year 2011-12, the number of total enrollments served is 553. Of that amount, the number of total core services provided was 3,719 with an average of 6.5 services received per participant. The total number of intensive services provided was 1,808 with an average of 4 services received per participant. The total number of training services provided was 111 with an average of .4 received per participant.
4. **Information: Update on grants.** Ms. Aldrich provided an update on current grant submissions. The WIB received verbal approval of funding for the Governor's 25% Discretionary Additional Assistance Dislocated Worker Funds for the amount of \$999,847 to serve mass layoffs of workers in the manufacturing and banking industries to include Capital One workers. She stated the Veteran's Employment Related Assistance Program grant proposal was not funded.
5. **Information: Discuss Monterey County's Dislocated Worker strategy including:**
Ms. Aldrich reported on Monterey County's Dislocated Worker strategy. She stated that plans are underway to submit a new National Emergency Grant to provide on-the-job training opportunities to local displaced workers to include River Ranch, Capital One and Fresh Express. She received confirmation that Monterey County was awarded the Dislocated Worker Additional Assistance Funding for \$999,847 to serve displaced workers in the manufacturing and banking industries. She plans to contact the State to see if its possible to rollover the current year Rapid Response funding into the subsequent year. She provided an update on training provided to the Rapid Response Team. She also presented a brief job analysis overview of the local area.
6. **Information: Update on Monterey County's local workforce investment area (LWIA) budget.** Ms. Aldrich stated that WIB staff received the most recent budget information from DSES/OET's fiscal unit for today's meeting. She presented the budget challenges in the area of the adult funding stream which far exceeded the planned goal. OET's fiscal office is determining how they are doing business and how to move participants to other allocations where they have remaining funding. At present, OET is making progress. Together, WIB and OET staff are pulling together a plan to transition the admin of workforce investment services into economic development. One of the proposed strategies is to move the fiscal and MIS units under the new Economic Development Department to work together with the WIB. This proposes a significant change involving OET.

ADJOURN: Ms. Profeta motioned to adjourn the meeting at 10:04am.

Motion: Mr. Silva motioned to accept the motion as stated.

Second: Mr. Turlington