

ADOPTED
MONTEREY COUNTY WORKFORCE INVESTMENT BOARD
OVERSIGHT COMMITTEE
September 13, 2012; 8:30am
Shoreline Workforce Development, 249 10th Street, Marina, CA

MEMBERS PRESENT: Al Davis, Cesar Lara, Larry Silva, Teresa Sullivan and Brian Turlington

MEMBERS ABSENT: Rick Deraiche (Excused), Mary Ann Leffel (Excused), Judith Profeta (Excused) and Andrea Zeller-Nield (Excused)

STAFF PRESENT: Joyce Aldrich, Marleen Esquerra and Flor Galvan

OTHERS PRESENT: Rosie Chavez, Estella Girardey, Wil Moore and Eileen Rohlfing

CALL TO ORDER/INTRODUCTIONS: Mr. Silva called the meeting to order at 8:41am and asked for introductions. A quorum was established.

CHANGES TO THE AGENDA: Ms. Esquerra advised that she had three handouts for Information items #6 Rapid Response update, #7, Update on new additional grants and #9, LWIA budget update.

PUBLIC COMMENT: None

CONSENT CALENDAR:

C-1 Action: Approve the minutes of the August 9, 2012 Oversight Committee meeting.

Motion: Ms. Sullivan motioned to approve the action item as stated.

Second: Mr. Lara

Motion Passed Unanimously

BUSINESS MEETING CALENDAR:

1. **Information: Update on current and pending, local, state and federal monitoring of Monterey County's local workforce investment system.** Ms. Aldrich reported the WIB had been involved in eleven monitoring reviews on a local, state and federal level throughout 2012. Six reviews were conducted and finalized locally by WIB staff; two were completed by the State's Compliance Review and Audit Evaluation Division; and three were completed by the Department of Labor. She expects to receive the State's final report on the Fiscal and Procurement review. She also stated that it is expected that the State will conduct a monitoring review concerning the Adult and Dislocated Worker Program within the next two months. In addition, she reported that the WIB received a draft report on the CALGRIP audit. The WIB provided a response and are awaiting a reply from the State. Also, the WIB is working with the auditor on the OIG audit. WIB staff expect to receive a response within 30 days. The WIB has not received a draft response concerning the Multi-Sector grant in collaboration with South Bay WIB. She informed the Committee that WIB staff are currently ramping up for local monitoring.

2. **Action: Review and approve the final monitoring report for the Office for employment Training's adult, Dislocated Worker and Rapid Response programs for program year 2011-12.** Ms. Esquerra reported that the monitoring report covers the first three quarters of the year. As part of the review, WIB staff reviewed 10% of case files (approx. 60-61 files); conducted a walk through of the One-Stop Career Center, interviewed staff and visited each of the service areas that interact with customers. As a result, several observations surfaced in which OET had the opportunity to resolve prior to the draft report being completed. At the time of the final monitoring report, two observations remained open concerning a number of Grievance and Complaint and the Selective Service forms that were missing from the participant case files. OET resolved a portion of the findings; however, the issues will remain open until WIB staff can verify during a future onsite visit that OET successfully implemented its corrective action plans.
Motion: Mr. Lara motioned to accept action item as stated.
Second: Mr. Turlington
Motion Passed Unanimously

3. **Action: review and approve the Final On-The-Job Training National Emergency Grant Monitoring Report for the Office for Employment Training for Program Years 2010-12.** Ms. Esquerra stated the reports show the results of OET and Shorelines' performance on the OJT-NEG project that serves participants that have been impacted by long term unemployment. Shoreline met 100% of their contract goal at 37 enrollments and OET met 83% (5 of 6) of their enrollment goal. Upon exit, all participants entered unsubsidized employment. OET had zero findings and two observations concerning their budget. Two observations were noted in Shoreline's draft report of which they responded to and corrected immediately.
Motion: Mr. Lara motioned to accept the action item as stated.
Second: Ms. Sullivan
Motion Passed Unanimously

4. **Action: Consider and approve the revised WIB Policy #2005-10 Grievance and Complaint Procedures.** Ms. Esquerra stated that the Department of Labor reviewed the WIB's current Grievance and Complaint Procedures and recommended a change to the policy language that implies that WIA is an entitlement program. Since WIA is not an entitlement program, DOL suggested that the language "your right to participation in the" be removed. WIB staff also updated the contact and mailing information.
Motion: Mr. Turlington motioned to approve the action item as stated.
Second: Mr. Lara
Motion Passed Unanimously

5. **Information: Receive a report on WIA title I Adult & Dislocated Worker program providers for PY 2012-13.**
Shoreline: Mr. Moore reported on Shoreline's performance for the period ending August 2012. Shoreline enrolled 15 participants and entered 8 into on-the-job training (OJT). The healthcare industry has continued to be the #1 placement area of choice. To date, the participant hourly wage has increased to \$12.47. Staff is working to increase outreach efforts in the South County area and just placed their first OJT enrollment.

Turning Point: Ms. Chavez reported that Turning Point's staff continue to do well. They successfully exceeded their goal by enrolling 12 participants and placing 11 into OJTs and one directly into unsubsidized employment. They've placed participants in the hospitality and building & design industries with an average hourly wage of \$11.30. She shared a story of a participant who was homeless and recently enrolled into their program with a desire to attend Cabrillo College to receive his electrical certification. He recently completed his studies and was directly placed into employment making \$18.00 an hour. She also stated that the employer will be paying for the participant's continued education.

6. **Information: report out on the required Rapid Response activities to private sector employers in Monterey County, including small business.** Ms. Aldrich reported on the significant amount of activity concerning Capital One. It's anticipated that the 1st round of layoffs will happen on October 2, 2012. A number of employees have already contacted Shoreline and OET for services. Capital One has asked that the Rapid Response Team return for another orientation in November. To date, 52 employees attended the first Rapid Response orientation. Ms. Aldrich also attended a meeting with the City of Salinas, Board of Supervisors and Assemblyman concerning the need to provide Community Based Organizations with \$600,000 to work with potential businesses to fill space at the Capital One building. She informed the Committee that she received information from a Regional Human Resources Agent for the banking industry who wishes to train Capital One employees in the banking industry. The Rapid Response Team is now strategizing on how to provide classroom size training. She also informed the Committee that we recently received two WARN layoff notices from La Hacienda Farms and General Vineyard Services. Ms. Aldrich has contacted the businesses and received great reception to the Rapid Response Team providing a presentation on November 30, 2012.

7. **Information: Update on grants.** Ms. Aldrich reported that the collaboration with South Bay WIB on phase two of their NEG Multi-Sector grant with DOL has been put on hold. She is also working with our local SBDC partner to apply for California Employment Training Panel funds through the California Workforce Association to serve light manufacturing companies and those that need to train new-hires. Ms. Aldrich explained that she's planning to submit a grant request in November or December for additional assistance dislocated worker funding to serve companies impacted by mass layoffs.

8. **Information: report on the number of local WIA training placements and expenditures.** Ms. Esquerra reported that as a system we enrolled 144 Adult and Dislocated Worker participants; OET enrolled 44 participants a combination of OJT's and classroom training; Shoreline enrolled 58 participants, a

combination of the NEG grant and their Adult contract; and Turning Point enrolled 42 participants. She stated that most of the enrollments are OJTs however 24 participants requested classroom training. A total of \$143,000 was obligated for Adult Training and OJTs at an average cost of \$1500 per participant; \$37,000 was obligated for Dislocated Worker Training and OJTs at an average cost of \$3,700; \$21,000 was obligated for the NEG-Multi participant training at an average cost of \$3,100. Mr. Silva asked staff to explain the cost variance in training. Ms. Esquerro explained that the amount is based on total number of participants enrolled divided by the total amount obligated. Ms. Esquerro advised that she will provide the Committee with a breakdown of the allocations by ITA and OJT so the Committee can have a better understanding of the differences in the average cost per participants for the different funding streams. Ms. Esquerro will also provide the Committee with the total amount of OJT participants that entered unsubsidized employment.

9. **Information: Update on the Monterey County's Local workforce Investment Area (LWIA) budget and Budget Ad-hoc Workgroup meeting held on August 21, 2012.** Ms. Aldrich stated the first meeting for the Budget Ad-Hoc Committee was held. At the request of the Oversight Committee, OET's fiscal staff updated the budget spreadsheets to provide a better understanding of the WIA finances to the WIB. Since the inception of SB734, Ms. Aldrich explained that it's critical to track the right information and leveraged resources on the budget on a monthly basis. Ms. Aldrich also requested that the fiscal staff provide information on each individual grant and how it's allocated. Mr. Silva inquired about the administrative operating cost. Ms. Aldrich replied that fiscal allocates the amounts at the end of each quarter to the various funding streams after they have received the time sheets of staff that shows where staff was working. Mr. Silva requested a classification listing of employees working in programs, admin and WIB.

Announcements: Mr. Silva announced the meeting dates and times. Mr. Turlington announced that Alternative Café in Monterey relocated their current location to Golden State Theatre on Alvarado Street. A soft launch party will take place on Saturday, September 15, 2012 however the official launch will be on Friday, September 21, 2012.

Adjournment: Mr. Silva moved to adjourn the meeting 9:45am.

Motion: Mr. Lara

Second: Mr. Turlington

Motion Passed Unanimously