



# PUBLIC MEETING NOTICE

## Monterey County Workforce Investment Board Meeting

Rancho Cielo Youth Campus  
 Drummond Culinary Center  
 710 Old Stage Road, Salinas, CA 93908  
 Wednesday, February 3, 2010  
 7:30 am

David Bernahl, II,  
 WIB Chair

Erik Cushman,  
 WIB 1<sup>st</sup> Vice Chair

Joanne Webster,  
 WIB 2<sup>nd</sup> Vice Chair

Robert Brower, Sr.,  
 Past WIB Chair

**WIB Members:**

- Anthony Aniello
- Blas Barroso
- Mark Bastis
- Diane Berry-Wahrer
- Wendy Brickman
- Diana Carrillo
- Chris Chidlaw
- Linda Coyne
- James Culcasi
- Al Davis
- Harry Gamotan
- Ruben Garcia
- Dr. Douglas Garrison
- Rich Gillis
- Scott Grover
- Phoebe Helm
- Mike Hutchinson
- Aaron Johnson
- Cesar Lara
- Mary Ann Leffel
- Salvador Munoz
- Jim Nakashima
- Michael Oprish
- Lupe Palacio
- Dave Potter
- Judith Profeta
- Elliott Robinson
- Ralph Rubio
- Ken Scherpinski
- Teresa Sullivan
- Mark Verbonich
- Robert Weakley

Monterey County  
 Workforce Investment  
 Board (WIB)

Loyanne Flinn,  
 Acting Director  
 730 La Guardia Street  
 Salinas, CA 93905  
 (831) 759-6644

flinnlg@montereycountywib.org  
 www.montereycountywib.org

**AGENDA**

**CALL TO ORDER/INTRODUCTIONS** Erik Cushman, 1<sup>st</sup> Vice Chair

**CHANGES TO THE AGENDA**  
**PUBLIC COMMENT** – For items not listed on the agenda. Limited to 3 min.

**BUSINESS MEETING**

1. **Action:** Approve the minutes of the January 6, 2010 Workforce Investment Board meeting. *(See attached)* Erik Cushman

**APPOINTMENTS & RESIGNATIONS** Erik Cushman

2. **Action:** Approve the reappointment of WIB member Robert Weakley, representing Business for a three-year term to commence February 9, 2010 and end February 9, 2013. *(See attached)*

3. **Action:** Approve the reappointment of WIB member Joanne Webster, representing Business for a three-year term to commence February 9, 2010 and end February 9, 2013. *(See attached)*

4. **Action:** Approve the reappointment of WIB member Anthony Aniello, representing Business for a three-year term to commence February 9, 2010 and end February 9, 2013. *(See attached)*

**Director’s Report:** Bi-monthly summary of workforce development issues and upcoming considerations. Loyanne Flinn

**CONSENT CALENDAR** Erik Cushman

C-1: **Action:** Concur with the January 25, 2010 Executive Committee action to approve the Final OET Monitoring Report for the Disability Program Navigator (DPN) program for PY 2008-09. *(See attached)*

C-2: **Action:** Concur with the January 25, 2010 Executive Committee action to approve the Final OET Monitoring Report for the Veterans Apprenticeship program for PY 2008-09 *(See attached)*

C-3: **Action:** Concur with the January 25, 2010 Executive Committee action to approve the submission of the High Concentration of Eligible Youth Additional Assistance grant proposal for PY 2009-10 in the amount of \$18,500 to the California Workforce Investment Board. *(See attached)*

**OTHER BOARD MATTERS** Erik Cushman

**Board Member Comments and Referrals:** The Chair shall receive requests for information from board members for items not appearing on the agenda. Erik Cushman

5. **Action:** Approve the 2009-10 WIB Calendar of meetings for the full WIB and its subcommittees. *(See attached)* Loyanne Flinn

6. **Information:** Presentation regarding the Rancho Cielo Youth Campus, program and services. *(See attached)* Judge John Phillips

7. **Information:** Presentation regarding the Salinas Valley Enterprise Zone program and benefits. *(See attached)* Andrew Myrick

**SUBCOMMITTEE & ADVISORY COMMITTEE CHAIR REPORTS** Erik Cushman

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| 8. <b>Information:</b> Chair reports from: | <ul style="list-style-type: none"> <li>▪ Youth Council – Diana Carrillo</li> <li>▪ Executive – David Bernahl</li> <li>▪ Ad&amp;PR – Wendy Brickman</li> <li>▪ Planning – Robert Weakley</li> <li>▪ Construction – Ralph Rubio</li> <li>▪ Oversight – Mary Ann Leffel</li> <li>▪ DAC – Lupe Palacio</li> <li>▪ Healthcare – Joanne Webster</li> </ul> |
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**ANNOUNCEMENTS OF EVENTS OR SERVICES** Erik Cushman



David Bernahl, II,  
*WIB Chair*

Erik Cushman,  
*WIB 1<sup>st</sup> Vice Chair*

Joanne Webster,  
*WIB 2<sup>nd</sup> Vice Chair*

Robert Brower, Sr.,  
*Past WIB Chair*

**WIB Members:**

Anthony Aniello  
Blas Barroso  
Mark Bastis  
Diane Berry-Wahrer  
Wendy Brickman  
Diana Carrillo  
Chris Chidlaw  
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Harry Gamotan  
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Dr. Douglas Garrison  
Rich Gillis  
Scott Grover  
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Mike Hutchinson  
Aaron Johnson  
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Salvador Munoz  
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Ken Scherpinski  
Teresa Sullivan  
Mark Verbonich  
Robert Weakley

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**Upcoming Subcommittee Meetings:**

- Executive: 2/17/10 & 3/17/10
- Planning: 3/4/10 & 5/6/10
- Oversight: 2/11/10 & 3/11/10
- Youth Council: 2/8/10 & 3/8/10
- Ad&PR: 2/5/10 & 4/2/10
- Disability Advisory: 2/18/10 & 3/18/10

**Upcoming WIB Meetings:**

- April 7, 2010 – Shoreline, Marina
- June 2, 2010 – One Stop, Salinas

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**ADJOURN**

Erik Cushman

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If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. For information, please call (831) 796-3313 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).



David Bernahl, II,  
WIB & Executive Chair

Erik Cushman,  
WIB 1<sup>st</sup> Vice Chair

Joanne Webster,  
WIB 2<sup>nd</sup> Vice Chair

Robert Brower, Sr.,  
WIB Past Chair



## Monterey County Workforce Investment Board (WIB)

### Contact Information

#### Loyanne Flinn, WIB Acting Director

Salinas One-Stop Career Center  
730 La Guardia Street, Salinas, CA 93905  
Phone: (831) 759-6644  
Email: [flinnlg@co.monterey.ca.us](mailto:flinnlg@co.monterey.ca.us)  
Website: [www.montereycountywib.org](http://www.montereycountywib.org)  
General Phone: (831) 796-3313  
Fax: (831) 796-3512

#### WIB Management Analysts:

Miguel Banda, (831) 796-3311, [bandam@co.monterey.ca.us](mailto:bandam@co.monterey.ca.us)  
Manley Bush, (831) 796-3320, [bushm@co.monterey.ca.us](mailto:bushm@co.monterey.ca.us)  
Marleen Esquerra, (831) 796-3381, [esquerraml@co.monterey.ca.us](mailto:esquerraml@co.monterey.ca.us)  
Stephanie Shonley, (831) 796-3387, [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

## Monterey County One-Stop Career Center Operators

### Contact Information



#### Office for Employment Training (OET)

Lynda Dunn, Deputy Director  
Phone: (831) 796-3330  
Email: [dunnl@co.monterey.ca.us](mailto:dunnl@co.monterey.ca.us)  
Website:  
[www.onestopmonterey.org](http://www.onestopmonterey.org)

#### CalWORKs Employment Services (CWES), Community Action Partnership (CAP), Monterey County Child Care Planning Council (CCPC)

Barbara Verba, Deputy Director  
Phone: (831) 796-1520  
Email: [verbab@co.monterey.ca.us](mailto:verbab@co.monterey.ca.us)  
Website:  
<http://mcdses.co.monterey.ca.us>

#### Employment Development Department (EDD)

Ruben Garcia, Manager  
Phone: (831) 796-3632  
Email: [RGarcia@edd.ca.gov](mailto:RGarcia@edd.ca.gov)  
Website:  
[www.edd.ca.gov](http://www.edd.ca.gov)

### Monterey County One-Stop Career Center Locations

Monterey County  
Workforce Investment  
Board (WIB)

Joseph Werner,  
Executive Director

730 La Guardia Street  
Salinas, CA 93905  
(831) 759-6644  
Fax (831) 796-3512  
[wernerj@co.monterey.ca.us](mailto:wernerj@co.monterey.ca.us)  
[www.onestopmonterey.org](http://www.onestopmonterey.org)

#### Salinas One-Stop

Salinas Airport Business Park  
730 La Guardia Street  
Salinas, CA 93905  
(831) 796-3600

#### Seaside One-Stop

University Plaza Shopping Center  
1760 Fremont Blvd, Ste. D-2  
Seaside, CA 93955  
(831) 899-8236

#### King City One-Stop

Towne Square Shopping Center  
200 Broadway Street, Ste. 62  
King City, CA 93930  
(831) 386-6801

**UNADOPTED****Minutes of the Monterey County Workforce Investment Board**

Wednesday, January 6, 2010, 7:30 A.M.

Hyatt Regency Monterey, Grove Room, 1 Old Golf Course Road, Monterey, CA

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
David Bernahl, <i>Chair</i>	Business
Erik Cushman, <i>Vice Chair</i>	Business
Joanne Webster, <i>2nd Vice Chair</i>	Business
Robert Brower, Sr., <i>Past WIB Chair</i>	Business
Robert Weakley	Business
Linda Coyne	K-12 Education
Mary Ann Leffel	Economic Development
Salvador Munoz	Business
Al Davis	Community Based Organization (CBO)
Lupe Palacio	Community Based Organization (CBO)
Tony Aniello	Business
Scott Grover	Business
Rich Gillis	Business
Mark Bastis	Business
Michael Oprish	Business
Harry Gamotan	Labor Organizations
Jim Nakashima	Housing Authority
Ralph Rubio	Labor Organizations
Supervisor Dave Potter	Monterey County Board of Supervisors, 5th District
Elliott Robinson	Department of Social and Employment Services
Maria Castillo	Labor Organizations
Ken Scherpinski	Labor Organizations
Loyanne Flinn	Acting WIB Executive Director Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Diana Carrillo	Migrant Seasonal Farm Worker Programs
Aaron Johnson	Business
Mike Hutchinson	Business
Judith Profeta	Business
Mark Verbonich	Business
James Culcasi	Business
Cesar Lara	Labor Organizations
Teresa Sullivan	Older American Programs
Phoebe Helm	Economic Development
Diane Berry-Wahrer	Department of Rehabilitation
Blas Barroso	Labor Organizations
Chris Chidlaw	Business
Wendy Brickman	Business
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Lynda Dunn	Office for Employment Training (OET)
Rosie Chavez	Turning Point
Doug Orlando	State EDD
Samantha Johnson	Monterey County Business Council
Manley Bush	WIB staff
Miguel Banda	WIB staff
Stephanie Shonley	WIB staff
Yuri Dew	WIB staff
Gloria Torrez	WIB staff

**CALL TO ORDER/INTRODUCTIONS:** Mr. Bernahl called the meeting to order at 7:40am. He welcomed those in attendance and called for introductions. A quorum was established.

**CHANGES TO THE AGENDA:** None.

**PUBLIC COMMENT:** Mr. Brower requested an update on the status of Mr. Werner's return; Mr. Robinson replied that Mr. Werner is taking time off; he added that he did not have an update. Mr. Brower expressed his frustration at the lack of information provided to the Board. Mr. Brower requested that an update be given to the next Executive Committee. Mr. Robinson added that if he had an update by the time of the next Executive Committee meeting he would provide it.

## **BUSINESS MEETING:**

**1. Action: Approve the minutes of the October 21, 2009 Workforce Investment Board meeting.**

**Motion:** Ms. Webster moved to approve the minutes as stated.

**Second:** Ms. Leffel

**Abstained:** Mr. Rubio

**Motion passed unanimously**

## **APPOINTMENTS & RESIGNATIONS:**

**2. Action: Accept the resignation of WIB member, Mr. Robert Bittner, representing the Employment Development Department.**

**Motion:** Ms. Leffel moved to approve the action as stated.

**Second:** Ms. Webster

**Motion passed unanimously**

**3. Action: Review the credentials and act upon the nomination of WIB nominee, Mr. Ruben Garcia, representing the Employment Development Department to commence on December 15, 2009 and end on June 24, 2011 replacing Mr. Bittner.**

**Motion:** Ms. Leffel moved to approve the action as stated.

**Second:** Mr. Brower

**Motion passed unanimously**

## **OTHER BOARD MATTERS:**

**Director's Report:** Ms. Flinn introduced Yuri Dew, new analyst for the WIB. She commented on her weekly emails to the Board members. The committee thanked Ms. Flinn for her emails; they commented that they have been very helpful. She briefly reviewed the consent items.

**Board Member Comments and Referrals:** None.

## **CONSENT CALENDAR:**

Mr. Brower requested that item C-2 regarding the approval of the FY2009-10 Department of Social & Employment Services recommended budget to add 18 positions and increase appropriations and estimated revenues by \$6,140,394 from the American Recovery and Reinvestment Act be pulled from the consent calendar for discussion and moved out of consent into Action item #4.

**Mr. Bernahl requested a motion to approve the consent calendar referencing items C-1, C-3, C-4**

- **C-1: Action:** Concur with the November 16, 2009 Executive Committee action to approve the final OET monitoring report for the California Gang Reduction, Intervention and Prevention (Cal GRIP) grant for PY 2008-09.
- **C-3: Action:** Concur with the December 21, 2009 Executive Committee action to approve payments to Program Coordinator Tony Cardoso and The Monterey/Santa Cruz Counties Building Trades Council in non-WIA funds from the Seaside Resort Development Fund.
- **C-4: Action:** Concur with the December 21, 2009 Executive Committee action to approve the final monitoring report of the Office for Employment Training ARRA Youth Program Grant for PY 2009-10.

**Motion:** Mr. Rubio moved to approve the consent calendar referencing items C-1, C-3, C-4

**Second:** Ms. Webster

**Motion passed unanimously**

**4. Concur with the December 21, 2009 Executive Committee action to approve the FY2009-10 Department of Social & Employment Services recommended budget to add 18 positions and increase appropriations and estimated revenues by \$6,140,394 from the American Recovery and Reinvestment Act.**

Mr. Brower asked how these positions will affect the county; Mr. Cushman replied that the positions are already being filled through temporary agencies. He added that they will be temporary county employees contingent upon ARRA funds. Mr. Brower expressed his concerns over the possibility of the temporary staff becoming permanent staff. Mr. Robinson added that it's not the plan. Ms. Leffel commented that the work needs to be done and this is a good way to retain additional staff.

**Motion:** Ms. Leffel moved to approve the action as stated.

**Second:** Mr. Potter

**Motion passed unanimously**

**5. Action: Concur with the December 21, 2009 Executive Committee action to approve the updated percentage goals in WIB Policy #2010-1 entitled "WIA I Resource Allocation.**

Mr. Cushman stated that the Planning and Executive Committee members approved the updated policy. Ms. Leffel added that as the Oversight Chair she supports the updated policy. Mr. Garrison asked if the WIB had authority to change the policy; Ms. Flinn replied that it is a local WIB policy. Mr. Brower expressed his opposition to the change. In response to Mr. Rubio's question, Ms. Flinn responded that the percentages reflect unemployment numbers. Mr. Rubio asked about the possibility of using the numbers from the 2010 census; Ms. Flinn added that once the numbers are published they will be reviewed. Mr. Rubio added that he would like to see the unemployment numbers. Mr. Weakley commented that the Planning Committee proposed the minimum goals because they wanted the subcontractors to spend money where there is a need instead of spending time and resources trying to make their numbers. Ms. Leffel added that they will still be required to report geographic services percentages to the Oversight Committee every month.

**Motion:** Ms. Leffel moved to approve the policy as stated and to bring it back for review in six months.

**Second:** Mr. Potter

**Opposed:** Mr. Brower, Mr. Garrison, Mr. Bastis and Mr. Rubio

**Motion approved by the remaining WIB members in attendance**

**6. Action: Concur with the December 8, 2009 Special Executive Committee to approve the goals proposed by WIB members at the Annual WIB Retreat held on October 21, 2009.**

Mr. Bernahl asked the facilitators of the workgroups to present to the Board the highlights of their groups. Mr. Cushman commented that one of the goals is to examine WIB structure and reevaluate the meeting schedule. He added that they will work with the AD&PR committee to develop new goals and outcomes. Ms. Leffel commented that a regional economic and workforce development conference is in the planning stages. She also added that Ms. Flinn has done a great job of networking with partners. She added that it was suggested that WIB staff participate in employer organizations. Mr. Bernahl added that every workgroup agreed that there needs to be more WIB presence in the community. He stated that WIB staff is working on an MOU with the One-Stop partners.

**Motion:** Ms. Leffel moved to approve the action as stated.

**Second:** Mr. Oprish

**Motion passed unanimously**

**7. Information: Presentation from the Monterey County Business Council regarding WorkKeys and Career Readiness.**

Ms. Johnson reported that the Salinas and Seaside One-Stops are currently WorkKeys testing sites. She added that WorkKeys certificates range from bronze, gold, silver and platinum. The highest certification available is platinum. A work personality profile is also available. She added that they have been working with employers on a regular basis. Mr. Bernahl added that he would like the Board members who are employers to try WorkKeys and report back to the WIB.

**8. Information: Review Drafts: Annual Report.**

Ms. Flinn reviewed a PowerPoint presentation of the Annual Report for program year July 1, 2008 to June 30, 2009. She added that she plans to present the report to the Board of Supervisors on January 26, 2010. Mr. Cushman asked Mr. Potter if the report would be helpful to the Board of Supervisors; he replied that it would.

**9. Information: Discuss upcoming California Workforce Association (CWA) January 19th-21st Youth conference, attendee lists, and associated costs.**

Mr. Bernahl reviewed the cost per attendee and encouraged members to attend.

**10. Information: Discuss upcoming National Workforce Association of Boards (NAWB) March 6th-9th 2010, Annual Forum attendee list and associated costs.**

Mr. Bernahl reviewed the cost per attendee and encouraged members to attend.

**CHAIR REPORTS:**

**11. The Board members provided Chair Report updates on their subcommittees.**

- **Executive Committee** – Mr. Bernahl commented that there was a Special Executive Meeting to discuss the work plans proposed at the WIB Retreat.
- **Planning Committee** – Mr. Weakley stated that the Planning Committee meeting was spent discussing the geographic policy.
- **Oversight Committee** – Ms. Leffel stated that the subcontractors have been reporting monthly to the Oversight Committee meeting. She added that they have also been reviewing the final monitoring reports for various grants.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Ms. Leffel announced the upcoming Monterey County Business Council (MCBC) Gala scheduled for February 6, 2010 at the Inn in Spanish Bay. She added that tickets are still available for the event. Ms. Leffel also stated MCBC also signed a contract agreement with ArtsOpolis in collaboration with the Arts Council. She added that it is a website designed to be a social event calendar and will be available soon.

**ADJOURNMENT:**

**Motion:** Ms. Leffel moved to adjourn the meeting.

**Second:** Ms. Webster

**Motion Passed Unanimously**

**Mr. Bernahl adjourned the meeting at 9:20am**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

**SUBJECT:** APPROVE THE REAPPOINTMENT OF WIB MEMBER ROBERT WEAKLEY, REPRESENTING BUSINESS FOR A THREE-YEAR TERM TO COMMENCE FEBRUARY 9, 2010 AND END FEBRUARY 9, 2013

**DATE:** FEBRUARY 3, 2010

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**RECOMMENDATION:**

It is recommended that the full WIB consider and approve the reappointment of WIB member Robert Weakley, representing Business for a three-year term to commence on February 9, 2010 and end February 9, 2013 and forward to the Monterey County Board of Supervisor (BOS) for approval. The WIB Executive Committee approved the reappointment of Mr. Weakley at its January 25, 2010 meeting.

**SUMMARY:**

The WIB bylaws state that the term of membership for all Local Workforce Investment Board (LWIB) members shall be for three years. The three-year term limit was enacted with the approval of the original WIB bylaws by the BOS on May 29, 2001.

**DISCUSSION:**

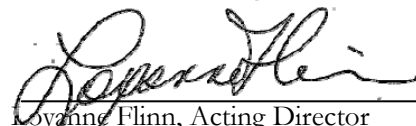
The current WIB bylaws, adopted by the Monterey County Board of Supervisors on May 29, 2001 and amended on June 19, 2007, state the following under ARTICLE V – MEMBERSHIP with regard to appointments:

**V.4** *Term. The term of membership for all LWIB members shall be for three years, upon which time consideration of reappointment shall occur.*

*Members appointed to the LWIB shall serve as individuals and may not appoint alternates.*

*There shall be no term limits for private sector membership. All other non-required membership positions shall seek reappointment at the end of 3 years of service, with a limit of two consecutive terms.*

**V.7.** *Members appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the CLEO.*




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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst (01/19/2010)

This report was updated by: Yuri C. Dew, WIB Management Analyst

02/02/2010

Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

**SUBJECT:** APPROVE THE REAPPOINTMENT OF WIB MEMBER JOANNE WEBSTER, REPRESENTING BUSINESS FOR A THREE-YEAR TERM TO COMMENCE FEBRUARY 9, 2010 AND END FEBRUARY 9, 2013

**DATE:** FEBRUARY 3, 2010

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**RECOMMENDATION:**

It is recommended that the WIB consider and approve the reappointment of WIB member Joanne Webster, representing Business for a three-year term to commence on February 9, 2010 and end February 9, 2013 and forward to the Monterey County Board of Supervisor (BOS) for approval. The WIB Executive Committee approved the reappointment of Ms. Webster at its January 25, 2010 meeting.

**SUMMARY:**

The WIB bylaws state that the term of membership for all Local Workforce Investment Board (LWIB) members shall be for three years. The three-year term limit was enacted with the approval of the original WIB bylaws by the BOS on May 29, 2001.

**DISCUSSION:**

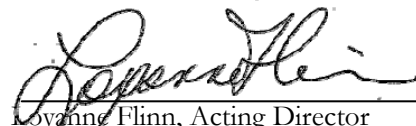
The current WIB bylaws, adopted by the Monterey County Board of Supervisors on May 29, 2001 and amended on June 19, 2007, state the following under ARTICLE V – MEMBERSHIP with regard to appointments:

**V.4** *Term. The term of membership for all LWIB members shall be for three years, upon which time consideration of reappointment shall occur.*

*Members appointed to the LWIB shall serve as individuals and may not appoint alternates.*

*There shall be no term limits for private sector membership. All other non-required membership positions shall seek reappointment at the end of 3 years of service, with a limit of two consecutive terms.*

**V.7.** *Members appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the CLEO.*




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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst (01/21/2010)

This report was updated by: Yuri C. Dew, WIB Management Analyst

02/02/2010

Date



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

**SUBJECT:** APPROVE THE REAPPOINTMENT OF WIB MEMBER ANTHONY ANIELLO, REPRESENTING BUSINESS FOR A THREE-YEAR TERM TO COMMENCE FEBRUARY 9, 2010 AND END FEBRUARY 9, 2013

**DATE:** FEBRUARY 3, 2010

**RECOMMENDATION:**

It is recommended that the WIB consider and approve the reappointment of WIB member Anthony Aniello, representing Business for a three-year term to commence on February 9, 2010 and end February 9, 2013 and forward to the Monterey County Board of Supervisor (BOS) for approval. The WIB Executive Committee approved the reappointment of Mr. Aniello at its January 25, 2010 meeting.

**SUMMARY:**

The WIB bylaws state that the term of membership for all Local Workforce Investment Board (LWIB) members shall be for three years. The three-year term limit was enacted with the approval of the original WIB bylaws by the BOS on May 29, 2001.

**DISCUSSION:**


The current WIB bylaws, adopted by the Monterey County Board of Supervisors on May 29, 2001 and amended on June 19, 2007, state the following under ARTICLE V – MEMBERSHIP with regard to appointments:

**V.4 Term.** *The term of membership for all LWIB members shall be for three years, upon which time consideration of reappointment shall occur.*

*Members appointed to the LWIB shall serve as individuals and may not appoint alternates.*

*There shall be no term limits for private sector membership. All other non-required membership positions shall seek reappointment at the end of 3 years of service, with a limit of two consecutive terms.*

**V.7.** *Members appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the CLEO.*

  
 Loyanne Flinn, Acting Director  
 Monterey County Workforce Investment Board

02/02/2010

Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** CONCUR WITH THE JANUARY 25, 2010 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL MONITORING REPORT OF OFFICE FOR EMPLOYMENT TRAINING'S (OET) DISABILITY PROGRAM NAVIGATOR (DPN) PROGRAM GRANT FOR PY 2008-09  
**DATE:** FEBRUARY 3, 2010

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the January 25, 2010 Executive Committee action to approve the final monitoring report of OET's DPN program grant for PY2008-09. The report was approved by the Oversight Committee at its January 14, 2010 meeting.

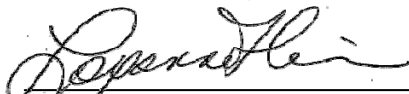
**DISCUSSION:**

The monitoring review of OET's DPN grant for program year 2008-09, covered the period of July 1, 2008 – June 30, 2009. The focus of this review was to evaluate compliance with the provisions of the Workforce Investment Act associated regulations, directives and the provisions of the contract. Information collected for this report was obtained through review of the Disability Program Navigator Grant, MIS reports, correspondence, general ledger, and staff payroll. This information was used to determine adequate fiscal controls and programmatic compliance.

A draft monitoring report was issued to OET on August 27, 2009. There were one observation and one finding noted. The final monitoring report was issued to OET on October 24, 2009. WIB staff received OET's response to the final report on December 2, 2009 and has accepted OET's corrective action response to the final monitoring report for both the observation and finding noted in the report. No further action will be necessary. However, WIB staff will validate OET's successful implementation of its stated corrective action at a future on-site visit.

**ATTACHMENTS:**

1. 3a. OET's 2008-09 FINAL Disability Program Navigator grant Monitoring Report (3 pages)



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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst. (1/5/10)

This report was updated by: Yuri C. Dew, Management Analyst.

---

02/03/2010

Date



# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY

DAVID BERNAHL, II, CHAIR

JOSEPH WERNER, EXECUTIVE DIRECTOR

730 La Guardia Street  
P.O. Box 2135  
Salinas, CA 93902  
Phone (831) 759-6644  
Fax (831) 796-3512  
wernerj@co.monterey.ca.us

December 2, 2009

Lynda Dunn, Deputy Director  
Office for Employment Training  
730 La Guardia Street  
Salinas, CA 93905

### **FINAL OET Disability Program Navigator (DPN) Grant Monitoring Report for PY2008-09**

Dear Ms. Dunn:

This is to report the results of our contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Disability Program Navigator Grant. The monitoring review covered the period of July 1, 2008 – June 30, 2009 and focused on the areas of program oversight and fiscal expenditures.

The purpose of this review was to evaluate compliance with the provisions of the Workforce Investment Act, associated regulations, directives and the provisions of the contract. Information collected for this report was obtained through, review of the Disability Program Navigator Grant, MIS reports, correspondence, the general ledger, and staff payroll. This information was used to determine adequate fiscal controls and programmatic compliance.

### **GRANT SUMMARY**

The Monterey County Workforce Investment Board (MCWIB) in collaboration with the Office for Employment Training (OET) submitted a grant request to the State of California EDD to fund the DPN for the sixth consecutive year, in the amount of \$170,600. Monterey County's request for grant funding was approved, however, due to a reduction in grant funds available, the funding was significantly reduced to \$72,000. On July 28, 2008 the State of California EDD awarded the MCWIB \$72,000. The term of the grant is from July 1, 2008 through June 30, 2009.

### **DESK REVIEW**

This year's navigator Work Statement was structured to have broad strategic goals for services. These services include a Comprehensive Action Plan focused on Coordinating plans regarding the multiple programs, systems and services that impact the employability, employment, and career advancement of adults and youth with disabilities, including formation of a Disability Advisory Committee(s) and implementing Integrated Resource Teams. Also, improve the status of accessibility requirements in the One-Stop Career Center system and plans to address deficiencies. Other considerations include outreach to the employer community, plans for becoming an Employment Network (EN) and other means of sustainability. In terms of internal systems development, include a collection of quantitative data and achieving outcome goals and a description of program design that ensures the states' Navigators is within the workforce and positioned to carry out the requirements of the DPN initiative.

The Office for Employment Training’s performance and expenditures plan vs. actual was reviewed for compliance with the contract plan for the period July 1, 2008 – June 30, 2009.

DPN Expenditures Plan vs. Actual	TOTAL		
	Plan	Actual	%
<b>July 1, 2008 – May 31, 2009</b>			
A. Salary and Benefits	\$64,800	\$37,128	57%
B. Overhead	-	\$27,672	-
C. Admin	\$7,200	\$7,200	100%
<b>Totals</b>	<b>\$72,000</b>	<b>\$72,000</b>	<b>100%</b>

**FIELD REVIEW**

WIB Staff reviewed the Disability Program Navigator (DPN) deliverables, year-end report to the Disability Advisory Committee (DAC) for the period July 1, 2008 through – June 30, 2009 and the DAC Committee minutes for the periods July 2008 thru May 2009. The total number of OET disabled adult participants enrolled from July 1, 2008 to June 30, 2009 is: 1964 (ARRA Dislocated Worker 5 of 123 or 4%; ARRA Adult 17 of 169 or 10%; Veterans Dislocated 3 of 30 or 1%; Veterans Adult 8 of 51 or 16%; OET Dislocated Worker 501, 23 of 712 or 3%; Dislocated Worker Augment 1 of 8 or 12%; Adult Low-income 71 of 871 or 8%.) The total disabled adult population served by OET is 6.5%. The California Department of Rehabilitation (DOR) during the same time period above referred 36 applicants to the One-Stop Career Center.

DPN Staff Time Distribution	July thru September 2008 – March thru May 2009						
	Hours Worked						
	Jul 08	Aug 08	Sep 08	Mar 09	Apr 09	May 09	Total Hours
Disability Program Navigator	20	57	32	36	40	40	225
OET Management Analyst	62	84	56	0	0	0	202
<b>Work Hours Charged to Grant</b>	<b>82</b>	<b>141</b>	<b>88</b>	<b>36</b>	<b>40</b>	<b>40</b>	<b>427</b>

WIB Staff conducted a sampling of two pay periods on the number of hours OET charged to the DPN grant from, July 2008 thru September 2008 and March thru May 2009. The total hours charged to the grant was 427. The OET analyst charged 202 hours to the grant. The DPN activities that the OET Analyst participated in during the March thru May 2009, include the monthly DAC meeting in March 2009; collaboration with OET Business services and provide program media information on DPN services to the community event sponsored by the mental health services in May 2009. During this period it was noted that the OET Analyst did not charge time to the DPN grant. Total Salaries for the assigned staff during the same period was \$22,141.42.

**EXIT BRIEFING:** Exit briefing was conducted with Lynda Dunn, OET Deputy Director on Tuesday, July 8, 2009

**Observation:** The OET Analyst year end report to the Disability Advisory Committee (DAC) indicated during May 2009, Both OET DPN staff participated in disability navigator related community event and Business services collaboration. Also the DAC Committee met in March 2009. However no time distribution and salaries were charged to the DPN grant during the period March thru May 2009 by the OET Analyst. Both OET analyst and DPN were allowed to charge 25% or 40 hours of their time a month to the grant.

**Recommendation:** The OET Analyst staff should refer to the DPN grant budget summary report on recommended or planned salary expenditures by month. Also time distribution should be allocated based on the amount of the work product or major activities actually performed.

**OET Response:** Based on the reduced budget, the funds available were spent prior to March, 2009. After the grant was fully spent, the analyst's hours are distributed to a program pool which is distributed to all program grants. As suggested in the recommendation, time distribution is based on the actual work product until funds were spent.

**WIB Response:** OET's corrective action measures to address the DPN Analyst time distribution issue is considered sufficient. No further action is required. This observation is closed.

**Finding:** As of June 30, 2009 the state JTA report reflected that OET is underserved in the Demographic enrollments for Disabled as required by WIB Policy 2005-4. Demographic goals not met are Disabled 16%, actual 6.5%. The combined total Adult and Dislocated Worker enrollments which include ARRA Dislocated Worker, ARRA Adult, Veterans Dislocated 513 and Adult 675, Dislocated Worker 501 and Adult 201 is 1,964 enrollments. The total number of individuals with disabilities is 128 (1,964/128= 6.5%). To meet the required contract goal for individuals with disabilities, OET will need to increase their enrollments by 9.5% or 186 participants. OET will need to implement a more effective outreach strategy to identify and document individuals with disabilities.

**Recommendation:** Corrective action plan must be submitted to WIB staff that demonstrates OET's actions to improve outreach to the areas noted in this finding.

**OET Response:** OET does make an effort to identify customers who are disabled and offer them services through the DPN; however, many of our customers choose not to disclose disabilities they may have. It is interesting to note that 7.10% of all customers enrolled so far this year has been identified as disabled. We will continue to monitor this trend. Staff is currently receiving additional training to identify disability status on the application form as a priority in order to get more accurate readings on the numbers of disabled customers we are serving. We will also continue to work with WIB staff to better publicize our services to the disabled in the community. We have been without a Vocational Rehab partner in the One Stops for some time but will be meeting with a new person on their staff in the coming weeks.

**WIB Response:** OET's corrective action measures to address the demographic enrollments for disabled are considered sufficient. No further action is required. However, WIB staff will validate during a future on-site visit, OET successful implementation of its stated corrective action.

#### **FINANCIAL ACCOUNTING INTERNAL CONTROLS**

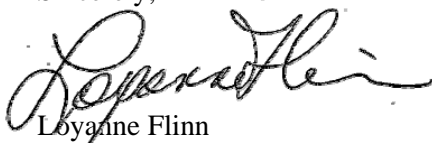
A sample of expenditures was reviewed to assess accurate application of cost allocation, timely posting, and adherence to established fiscal procedures. **No Discrepancies were noted**

#### **CONCLUSION**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your, program and fiscal operations. As you know, it is your responsibility to ensure that your systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



Lorraine Flinn  
Acting Executive Director  
Monterey County Workforce Investment Board

cc: Manley Bush, WIB Management Analyst  
WIB Monitor File

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** CONCUR WITH THE JANUARY 25, 2010 EXECUTIVE COMMITTEE ACTION TO THE FINAL MONITORING REPORT OF OFFICE FOR EMPLOYMENT TRAINING'S (OET) VETERANS APPRENTICESHIP PROGRAM GRANT FOR PY 2008-09  
**DATE:** FEBRUARY 3, 2010

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**RECOMMENDATION:**

It is recommended that the Workforce Investment Board concur with the January 25, 2010 Executive Committee action to approve the final monitoring report of OET's Veterans Apprenticeship program grant for PY2008-09. The report was approved by the Oversight Committee at its January 14, 2010 meeting.

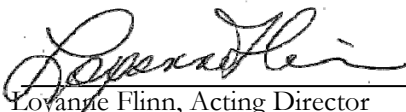
**DISCUSSION:**

The monitoring review of OET's DPN grant for program year 2008-09, covered the period of October 1, 2008 – March 31, 2009. The focus of this review was to evaluate compliance with the provisions of the Workforce Investment Act associated regulations, directives and the provisions of the contract. Information collected for this report was obtained through review of the Veterans Apprenticeship Grant, MIS reports, correspondence, general ledger, and staff payroll. This information was used to determine adequate fiscal controls and programmatic compliance.

A draft monitoring report was issued to OET on August 27, 2009. There was one observation noted. OET received a final monitoring report on October 24, 2009. WIB staff received OET's corrective action response to the final report on December 2, 2009. WIB staff has accepted OET's response to the final monitoring report and no further action will be necessary. This issue is considered closed.

**ATTACHMENTS:**

1. 3a. OET's 2008-09 FINAL Veterans Apprenticeship grant Monitoring Report (3 pages)



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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst. (1/5/10)

This report was updated by: Yuri C. Dew, Management Analyst.

---

02/03/2010

Date



# WORKFORCE INVESTMENT BOARD

## MONTEREY COUNTY

DAVID BERNAHL, II, CHAIR  
 JOSEPH WERNER, EXECUTIVE DIRECTOR

730 La Guardia Street  
 P.O. Box 2135  
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 Phone (831) 759-6644  
 Fax (831) 796-3512  
 wernerj@co.monterey.ca.us

December 2, 2009

Lynda Dunn, Deputy Director  
 Office for Employment Training  
 730 La Guardia Street  
 Salinas, CA 93905

### **FINAL OET WIA Veterans Apprenticeship Program Grant Monitoring Report for PY2008-09**

Dear Ms. Dunn:

This is to report the results of our contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Veterans Employment Related Assistance Program Grant. The monitoring review covered the period of October 1, 2008 – March 31, 2009 and focused on the areas of program oversight and fiscal expenditures.

The purpose of this review was to evaluate compliance with the provisions of the Workforce Investment Act, associated regulations and directives. Information collected for this report was obtained through, review of the Veterans Grant, MIS and fiscal reports, and correspondence. This information was used to determine adequate fiscal controls and programmatic compliance.

### **GRANT SUMMARY**

The State of California Employment Development Department (EDD), on January 25, 2007 announced awards from the Governor’s 15% and 25% discretionary grants. Monterey County requested and received grant funds totaling \$500,000 (\$400,000 of 15% funds and \$100,000 of 25% funds) to assist veterans with apprenticeships, internships and training to secure employment in the construction, healthcare and protective services industries in high-need and high-wage occupations, for the grant period of September 1, 2008 through March 31, 2009. The grant target populations include eligible spouses of veterans, veterans who have significant barriers to employment, veterans returning from war in Iraq, and recently separate veterans within 48 months of discharge, especially those who served shorter terms and reservists.

### **DESK REVIEW**

Combined OET Budget Plan	9/1/08 – 3/31/09		
	Plan	Actual	%
A. Salary and Benefits	\$188,745	\$178,866	95%
B. Overhead	\$55,335	\$55,842	101%
D. Training	\$185,504	\$84,386	45%
E. Supportive Services	\$20,416	\$25,926	127%
E. Administration	\$50,000	\$50,000	100%
<b>Totals</b>	<b>\$500,000</b>	<b>\$395,020</b>	<b>79%</b>

Combined Expenditure Plan vs. Actual	9/1/08 – 3/31/09			
	Plan	Actual	%	Unspent
Total Expenditures				
Adults (Grant Code 675)	\$400,000	\$313,476	78%	\$86,524
Dislocated Worker (Grant Code 513)	\$100,000	\$81,544	82%	\$18,456
Total	\$500,000	\$395,020	79%	\$104,980

Participant Plan vs. Actual	9/1/08 – 3/31/09		
	Plan	Actual	%
Planned Enrollments – <b>Adults</b>	50	52	104%
Planned Enrollments – <b>DW</b>	18	29	161%
Core Services – <b>Adults</b>	50	50	100%
Core Services – <b>DW</b>	18	27	150%
Intensive Services – <b>Adults</b>	50	33	66%
Intensive Services – <b>DW</b>	18	19	106%
Training Services – <b>Adults</b>	29	20	69%
Training Services – <b>DW</b>	8	2	25%
Entered Unsubsidized Employment – <b>Adults</b>	40	4	18%
Entered Unsubsidized Employment – <b>DW</b>	15	2	25%

OET’s performance was reviewed for compliance with the contract plan for the period October 1, 2008 through March 31, 2009. OET’s total actual expenditures are \$395,020 (79%) of their total budget of \$500,000. The OJT and Work Experienced set aside amount of \$35,000 and \$34,992 respectively remained unspent. Supportive Service expenditures are \$8,897 (59%) of their total budget of \$20,416. Participant support services include, work and business clothing, transportation, tools, vehicle maintenance and child care. OET’s total enrollments are 81 (119%) of their total planned goal of 68 participants. There were No OJT or Work Experience enrollments. There were 46 of 81 exits with 6 (13%) placed into unsubsidized employment. Of the 46 exits, 6 have obtained a certificate or credential. The remaining 35 veterans were co-enrolled into WIA Title I Adult Programs following the expiration of the grant. The remaining 26 of 35 participants were soft exits. As of June 30, 2009, nine participants continue to receive training services or job search assistance.

**EXIT BRIEFING:** An exit interview was conducted with Ms. Lynda Dunn, OET Deputy Director on Thursday, May 21, 2009.

**FIELD REVIEW:**

**File Review**

A file review sampling was conducted of 10 (5 Adult and 5 D/W) Adult and Dislocated Worker files or approximately 12% of active participant case files enrolled in the Adult Services Program. The file monitoring review included eligibility, assessment, and case-management, supportive services and incentive payments. OET was sent a by name list of the files that were reviewed and the results of each file in a separate correspondence.

**REVIEW RESULTS**

**Observation:**

- The case notes in 2 files had gaps in service delivery that exceeded 90 days since the last entry. One file had notes with a 5 month gap and another file with a 9 month gap since the last entry.



- One participant received supportive services reimbursement for mileage with an expired vehicle registration. (transaction date was March 13, 2009; vehicle registration expired on March 3, 2009).

**Recommendation:** OET should submit a corrective action plan that includes a strategy and administrative oversight of these services. The strategy should include an ongoing and continuous improvement plan with feedback provided to program supervisors responsible for approving the file review.

**OET Response:** OET staff now use a monthly report to review cases that show 30 days with no service. These reports are reviewed by case managers and supervisors so that lapse in services is prevented whenever possible. Staff have also received additional training on the support services policy.

**WIB Conclusion:** The OET corrective action response should be sufficient to resolve this issue and no further corrective action are required. However, we cannot close this issue until we verify, during a future on-site visit, OET's successful implementation of its stated corrective action.

**CONCLUSION:**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your, program and fiscal operations. As you know, it is your responsibility to ensure that your systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



Lorraine Flinn  
Acting Executive Director  
Monterey County Workforce Investment Board

cc: Manley Bush, WIB Management Analyst  
WIB Monitor File

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** CONCUR WITH THE JANUARY 25, 2010 EXECUTIVE COMMITTEE ACTION TO APPROVE OF THE SUBMISSION OF HIGH CONCENTRATION OF ELIGIBLE YOUTH ADDITIONAL ASSISTANCE GRANT PROPOSAL IN THE AMOUNT OF \$18,500  
**DATE:** FEBRUARY 3, 2010

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**RECOMMENDATION:**

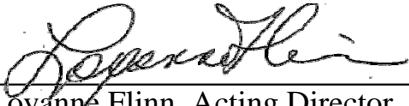
Concur with the January 25, 2010 Executive Committee action to retroactively approve the submission of the “High Concentration of Eligible Youth Additional Assistance” grant proposal to the California Workforce Investment Board in the amount of \$18,500 to expand and enhance services for youth of incarcerated parents. WIB Staff received notification of the solicitation for proposals on December 29, 2009, making this the first opportunity to present to the WIB.

**SUMMARY:**

An application was successfully submitted to the California Workforce Investment Board on Friday, January 15, 2010 for \$18,500 to expand and enhance services for youth of incarcerated parents residing within Monterey County as recommended by the Youth Council. Youth program staff at the Salinas One-Stop Career Center will enroll an additional 10 youth and provide in-depth career assessment, vocational training and work experience opportunities. Older youth who are out of school will be a priority. Non-WIA matching funds in the amount of \$6,167 from local partners will provide complimentary services. Local areas having a high concentration of WIA eligible youth rate that is above the State average are eligible to submit a request for funding. Twenty-seven of the forty-nine local areas met this requirement. If all 27 areas apply, each area will receive \$18,500. If fewer apply, we hope additional funding will be available. In 2007, Monterey County received a High Concentration of Eligible Youth award of \$55,000.

**ATTACHMENTS:**

1. WIA Project Narrative and Budget

  
\_\_\_\_\_  
Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was written by: Yuri C. Dew, WIB Management Analyst

\_\_\_\_\_  
02/02/2010  
Date

**WIA PROJECT NARRATIVE**

Subgrantee: <u>MON</u>	Subgrant number: _____
Initial Plan <input checked="" type="checkbox"/> Modification <input type="checkbox"/>	Mod. Number: _____ Project Number: _____

**I. Funding Category:**

- Growth Industries                       Industries with Statewide Need
- Removing Barriers                       Veterans
- Other:

Monterey County’s priority area of focus is YOUTH OF INCARCERATED PARENTS.

1. **A description of the proposed area of focus and activities or services that will be used to address the documented unmet need within the geographical area served. The application must reflect a projected increase in the number of WIA eligible youth to be served and the services to be provided as described in WIA Section 129(c).**

ITEM 1.

The Monterey County Workforce Investment Board (MCWIB) respectfully submits this request for \$18,500 to continue to expand and enhance services for youth of incarcerated parents residing within Monterey County. For the past three years, the Monterey County Department of Social and Employment Services’ (DSES), Office for Employment Training (OET), in conjunction with other One Stop partners, have effectively and collaboratively expanded WIA program activities in order to provide comprehensive services for youth of incarcerated parents in our community.

The Monterey County WIB Youth Council, with significant representation from the educational community, foster care providers, juvenile justice, business and youth advocates continues to maintain a strong emphasis on providing WIA services to high-risk youth in our local community and believes that funding of this grant application is greatly needed to support this goal.

Within Monterey County, children of incarcerated parents, are referred to the Office for Employment Training. Its goal is to provide youth of incarcerated parents with the foundational tools critical to achieving adult self-sufficiency.

As the local WIA Youth Program operator, OET has successfully established a relationship with other local providers and has forged a collaborative referral system that has allowed for youth of incarcerated parents in Monterey County to further explore their employment and vocational training opportunities to gain valuable work experiences through both subsidized and unsubsidized job placements and internships. It should be noted that all of the services outlined in WIA Section 129 (c) are made available to all enrolled program participants.

This grant will continue to support the increased enrollment levels of youth of incarcerated parents. In moving forward towards continued success, this grant will seek to enroll an 10 youth.

Outreach and recruitment for eligible youth of incarcerated parents will be implemented through established relationships with providers of youth services throughout Monterey County, referrals from existing enrolled youth, and a network of Monterey County's young adult resource collaborative.

As in the past, outreach and recruitment of eligible youth of incarcerated parents will continue through word of mouth and outreach through local media and other partners. Approval of this funding request will continue to significantly impact the local disadvantaged youth of incarcerated parents.

**2. An outline of the proposed outcomes and specify the increase in the number of youth to be served in PY 2009-10.**

ITEM 2.

As an outcome of the funding solicited by this proposal, Monterey County WIA Youth Services providers will enroll an additional 10 youth whose parents have been incarcerated. Significant emphasis will be placed upon the provision of in-depth career assessment opportunities, vocational training, work experience and on-the-job training opportunities. These services will enrich, not sub vent those services currently being provided by the Monterey County WIA Youth Programs. A top priority will be to serve older youth who are out of school. Goals will continue to be accomplished by using funds to work collaboratively with community based organizations with expertise in outreach and recruitment of this population and with other local agencies that provide non-employment related services.

Non-WIA matching funds in the amount of \$6,166.67 from local partners have been included in the budget of this grant application to work with the youth in Monterey County's Youth Program. These funds will be used as a match for the \$18,500 requested for the High Concentration of Eligible Youth Additional Assistance funding. .

Proposed outcomes will continue to be demonstrated by successful performance for these additional youth to include the receipt of a high school diploma or equivalent, enrollment in post-secondary education, employment or the military, as well as literacy and numeracy gains of at least one educational functioning level for those youth who are not in school at the time of enrollment and are basic skills deficient. Monterey County shall include these youth in the proposed performance outcomes indicated for the current year with an increase of 10 enrollments over that suggested in the FY 09-10 plan for Youth Services. This will increase new youth enrollments for the FY 09-10 from 300 to 310.

**3. A timeline for completing activities and project outcomes.**

ITEM 3.

All youth enrolled in this program will be exited with the achievement of performance measures similar to all other youth exited for the FY 09-10 on or before March 31, 2011. These performance levels include those proposed in the Information Bulletin WIAB06-19, dated September 27, 2006 to include Entered Employment at 73.0% for Older Youth, Retention rate of Older Youth at 81.0%, Earnings Change of \$3,800, Credential rate of 39.0%, Younger Youth Skill Attainment of 84.0%, Retention rate of 64.0%, and Diploma or Credential rate of 67.0%.

**4. A budget detail and budget summary (see attachment 3). Include all associated costs for this project/service. Ensure that the matching funds requirements are clearly outlined in the Budget Detail.**

ITEM 4:

PLEASE SEE ATTACHED BUDGET.

The budget for this grant includes costs for support services, training and work experience activities for youth of incarcerated parents. Administrative, overhead and salary costs will be supported by other WIA Youth Funds. Matching funds will be used to support intensive services provided by local partners who use non-federal funds..

**SAMPLE BUDGET SUMMARY**

<b>Applicant Name: Monterey County</b>		
<b>Special Project Title: High Concentration - Youth of Incarcerated Parents</b>		
<b>Term:</b> April 1, 2010 through March 31, 2011		
<b>I. Budget Detail</b>		<b>Planned Expenditures</b>
A. Staff Salaries		
B. Number of full-time equivalents		
C. Staff Benefits		
D. Staff Benefit Rate (percent)	%	
E. Staff Travel		
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, etc.)		
G. Equipment (not permitted)		
H. Contractual Services (attach specifications)		
I. Indirect Costs		
J. Indirect Cost Rate (percent)*	%	
*Name of Cognizant Agency:		
K. Other (describe): Training, Support Svs, Work Experience		18,500
L. Match (describe): Study skills, training through community partners		6,168
<b>II. Quarterly Expenditure Plan</b>		<b>Cumulative Expenditures</b>
A. 06/2010		6,167
B. 09/2010		12,334
C. 12/2010		6,167
D. 03/31/2011		

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD

**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

**SUBJECT:** APPROVE THE 2009-10 WIB CALENDAR OF MEETINGS FOR THE FULL WIB AND ITS SUBCOMMITTEES

**DATE:** FEBRUARY 3, 2010

**RECOMMENDATIONS:** It is recommended the full WIB concur with the January 25, 2010 action of the Executive Committee to approve the 2009-10 WIB and subcommittee meeting calendar. The Executive and Planning Committee standing meeting dates were impacted by the Executive action.

As approved by the Executive Committee:

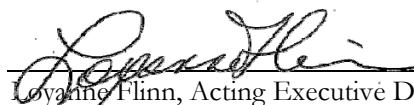
- **Workforce Investment Board** will meet on the 1<sup>st</sup> Wednesday, every other month, commencing February 3, 2010, at 7:30am.
- **Executive Committee** will meet on the 3<sup>rd</sup> Wednesday, each month, commencing February 17, 2010, at 8:00am. The Executive Committee previously met on the 3<sup>rd</sup> Monday, each month at 3:30pm.
- **Planning Committee** will meet on the 1<sup>st</sup> Thursday of every other month, commencing March 4, 2010, at 8:30am. The Planning Committee previously met on the 3<sup>rd</sup> Wednesday, every other month.
- **Oversight Committee** will meet on the 2<sup>nd</sup> Thursday, each month, commencing February 11, 2010, at 8:30am.
- **Youth Council** will meet on the 2<sup>nd</sup> Monday, each month, commencing February 8, 2010, at 3:00pm.
- **Advertising & PR Committee** will meet on the 1<sup>st</sup> Friday, each month, commencing February 5, 2010, at 10:00am.

**INFORMATION:** In an effort to maximize the volunteer efforts of WIB members, the WIB Staff has reviewed the roles and responsibilities of each WIB subcommittee, the process by which business items are processed through committees, and the established 2010 meeting schedule. The following items were discussed at the last Executive Committee meeting:

- Trend analysis of agendas suggests clarification of the roles and responsibilities of each standing committee is needed.
- Two criteria exist to determine the flow of an action item through the committee approval process.
- The 2010 meeting calendar, as currently published, does not allow for the timely flow of business items through WIB subcommittees.

Please Note: Meeting locations are in the process of being finalized. Meeting dates are subject to change pending committee needs. Summaries of committee roles and responsibilities and business item flow are attached for your information.

**ATTACHMENTS:** 1) 2010 meeting schedule; 2) Roles and responsibilities of each standing WIB subcommittee; and 3) Business item process chart.

  
Loyanne Flinn, Acting Executive Director

Monterey County Workforce Investment Board

This report was prepared by: Yuri C. Dew, WIB Management Analyst

2/3/2010

Date

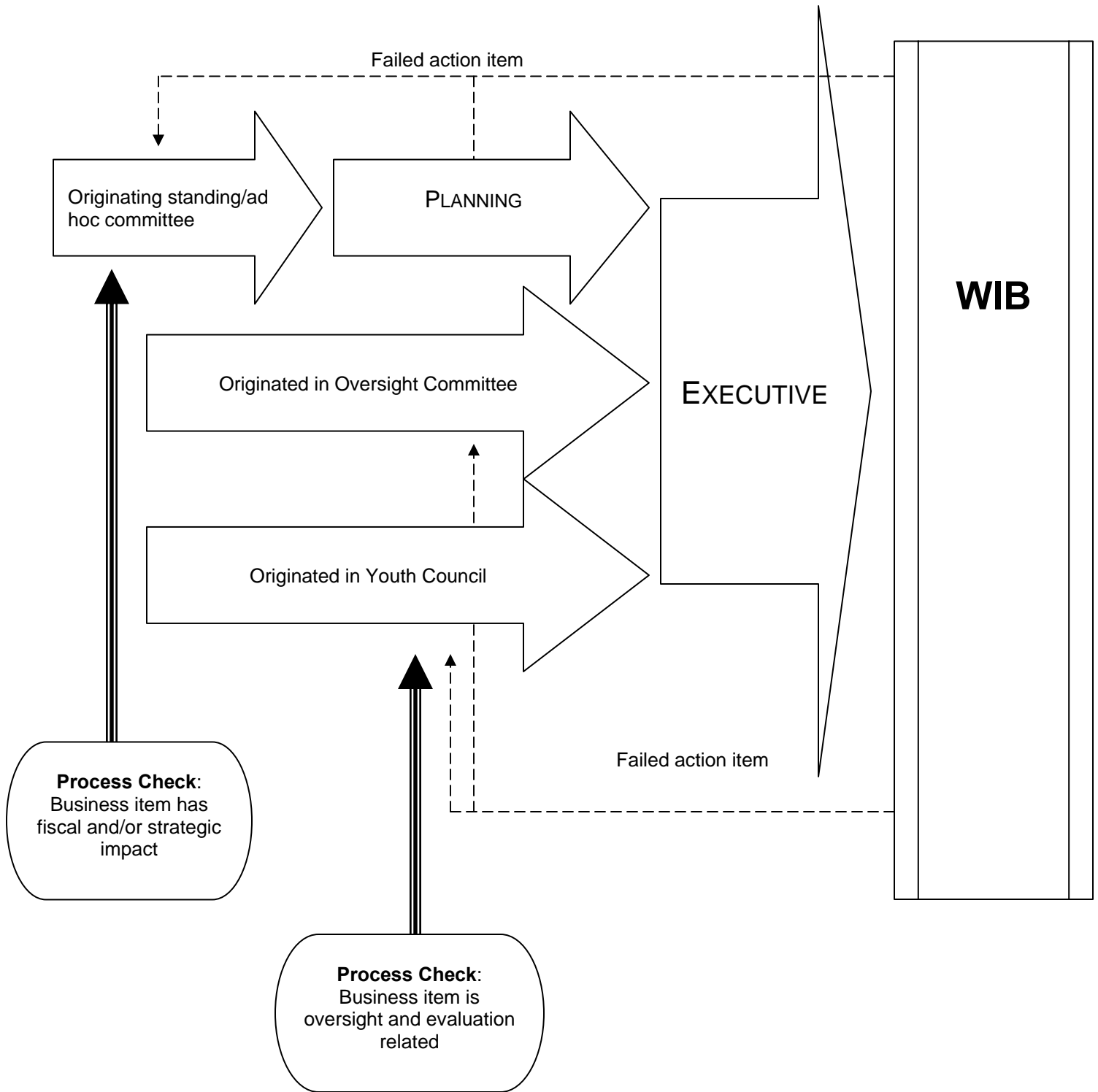
## WIB SUBCOMMITTEE ROLES & RESPONSIBILITIES

COMMITTEE	MEETING REQUIREMENTS	ROLES/RESPONSIBILITIES
<b>WORKFORCE INVESTMENT BOARD</b>	Bi-monthly	<ul style="list-style-type: none"> <li>• Provide strategic planning, policy development, and oversight of the local workforce investment system</li> <li>• Direct the disbursement of WIA funds</li> <li>• Provide direction on ways to increase public and private sector employment and training opportunities</li> <li>• Appoint a Youth Council</li> </ul>
<b>EXECUTIVE</b>	Monthly	<ul style="list-style-type: none"> <li>• Assume the duties of the WIB during interim meetings</li> <li>• Coordination and review of WIB committees and membership assignments</li> <li>• Establish ad hoc and advisory committees</li> </ul>
<b>PLANNING</b>	Bi-monthly (on alternate months of the WIB)	<ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Funding/finance related issues</li> <li>• Integration of economic development into the workforce development system</li> </ul>
<b>OVERSIGHT</b>	None	<ul style="list-style-type: none"> <li>• Performance accountability</li> <li>• Monitoring all contracts</li> <li>• WIB membership issues</li> <li>• Execute partner MOUs</li> </ul>
<b>YOUTH COUNCIL</b>	Monthly <i>“or at such times as the WIB or Executive Committee fix”</i>	<ul style="list-style-type: none"> <li>• Make recommendations relating to youth program</li> <li>• Recommend eligible training providers</li> <li>• Conduct of oversight and evaluation of youth activities</li> </ul>



# ACTION ITEM REVIEW AND APPROVAL PROCESS

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**2010 MONTEREY COUNTY WORKFORCE INVESTMENT BOARD, STANDING AND ADVISORY COMMITTEES MEETING CALENDAR**

<b>Committee</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>WIB</b> 1 <sup>st</sup> Wed/Bi-monthly 7:30am		3		7		2		4		6		1
<b>Executive</b> 3 <sup>rd</sup> Wed/Monthly 8:00am	25	17	17	21	19	16	21	18	15	20	17	15
<b>Planning</b> 1 <sup>st</sup> Thur/Bi-monthly 8:30am			4		6		8		2		4	
<b>Oversight</b> 2 <sup>nd</sup> Thur/Monthly 8:30am	14	11	11	8	13	10	8	12	9	14	11	9
<b>Youth Council</b> 2 <sup>nd</sup> Mon/Monthly 3:00pm	11	8	8	12	10	14	12	9	13	11	8	13
<b>CTTR</b> 2 <sup>nd</sup> Thur/Monthly 8:30am		11	11	8	13	10	8	12	9	14	11	9
<b>Ad &amp; PR</b> 1 <sup>st</sup> Fri/Bi-monthly 10:00am		5		2		4		6		1		3
<b>DAC</b> 3 <sup>rd</sup> Thur/Monthly 8:30am		18	18	15	20	17	15	19	16	21	18	16
<b>HART</b> TBD as announced												

*Please Note: Meeting dates are subject to change pending committee needs.*

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** PRESENTATION REGARDING THE RANCHO CIELO YOUTH CAMPUS,  
PROGRAM AND SERVICES  
**DATE:** FEBRUARY 3, 2010

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**INFORMATION:**

At the full WIB meeting on February 3, 2010, Judge John Phillips, President of Rancho Cielo Youth Campus, plans to give a presentation to the Board regarding their campus and unique program design that delivers educational programs, vocational training and recreational services to at-risk youth and first-time youth offenders.

**BACKGROUND:**

Rancho Cielo's mission is to partner with the community to provide a safe campus to deliver programs and services that inspire at-risk youth to learn new skills, gain self-esteem and confidence.


Rancho Cielo's vision is to transform the lives of at-risk youth and empower them to become accountable, competent, productive and responsible citizens.

Bringing together public agencies, community based organizations and concerned citizens, Rancho Cielo aims to design and implement a comprehensive set of services and programs in support of their vision. These services and programs will provide the support and alternative activities needed to stem the rising rate of juvenile crime in Monterey County and the surrounding area.

Rancho Cielo's program has already demonstrated success, as measured by a 73% recidivism reduction rate. The local community has been very supportive of the vision of Rancho Cielo and all construction has been accomplished with private donations.

Additional information about Rancho Cielo may be found by visiting their website at:  
[www.ranchocieloyc.org](http://www.ranchocieloyc.org).

(Background source: [www.ranchocieloyc.org](http://www.ranchocieloyc.org))



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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst

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1/27/2010

Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** PRESENTATION REGARDING THE SALINAS VALLEY ENTERPRISE ZONE PROGRAM AND BENEFITS  
**DATE:** FEBRUARY 3, 2010

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**SUMMARY:**

At the Monterey County Workforce Investment Board's annual retreat held on October 21, 2009, Workgroup#2 entitled "WIB, Economic Development and Educational Partnerships" identified the Salinas Valley Enterprise Zone as a potential action item for further discussion. The WIB members requested that a presentation be made to the full Board on the economic development advantages of the Salinas Valley Enterprise Zone.

**INFORMATION:**

At the full WIB meeting on February 3, 2010, Mr. Andrew Myrick, Manager of the Salinas Valley Enterprise Zone, plans to give a presentation regarding the Salinas Valley Enterprise Zone program and benefits.

**BACKGROUND:**

On January 30, 2009, the Salinas Valley Enterprise Zone received its final designation. The Salinas Valley Enterprise Zone is located in Monterey County and includes the majority of the Cities of Salinas, Gonzales, Soledad, Greenfield, and King City, as well as the unincorporated area between those Cities along the US 101 Corridor.

The Enterprise Zone program was created by the State of California and offers significant tax advantages to businesses located within its boundaries. These benefits include Hiring Tax Credits which can be worth as much as \$37,440 per employee over five years, Sales/Use Tax Credits, Accelerated Depreciation of equipment, 15-year Net Operating Loss Carry forwards, and deductions of the net interest earned by lenders for money lent to businesses within the Enterprise Zone.

More information on the Enterprise Zone's benefits may be found by visiting the Salinas Valley Enterprise Zone's website at [www.salinavalleyez.com](http://www.salinavalleyez.com).

*(Background source: Andrew Myrick, Manager of the Salinas Valley Enterprise Zone)*

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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board

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1/27/2010  
Date

This report was written by: Marleen Esquerra, WIB Management Analyst