



MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD (WIB)

Marina Library, 191 Seaside Circle, Marina, CA

WEDNESDAY, APRIL 2, 2014; 7:30 A.M.

Erik Cushman,
WIB & Executive Chair

Anthony Aniello
WIB 1st Vice Chair

Mary Ann Leffel
WIB 2nd Vice Chair

WIB Members:

Aaron Oskolkoff
Al Davis
Andrea Zeller-Nield
Andy Hartmann
Brian Turlington
Cesar Lara
Dave Potter
Diana Carrillo
Elliott Robinson
Harbhajan "Harvey" Dadwal
Hunter Harvath
Jay Donato
Kimberly Schnader
Larry Silva
Neal Heckman
Paul Farmer
Rick Deraiche
Salvador Muñoz
Sherry Farson
Steve MacArthur
Teresa Sullivan
Dr. Walter Tribley
Wendy Brickman
Dr. Willard Clark Lewallen

**Monterey County Workforce
Investment Board (WIB)**

Joyce Aldrich,
WIB Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 796-3324

www.montereycountywib.org

AGENDA

CALL TO ORDER/INTRODUCTIONS: CHANGES TO AGENDA: PUBLIC COMMENT/TESTIMONIALS: SUBCOMMITTEE CHAIR REPORTS: <ul style="list-style-type: none"> ■ OVERSIGHT COMMITTEE – Mary Ann Leffel ■ YOUTH COUNCIL – Diana Carrillo ■ BUSINESS SERVICES – Tony Aniello 	Erik Cushman, <i>Chair</i>
CONSENT CALENDAR: <ol style="list-style-type: none"> 1. ACTION: Approve minutes from February 5, 2014. 2. ACTION: Concur with the March 13, 2014 Oversight Committee action to consider and approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2010-11. 3. ACTION: Concur with the March 13, 2014 Oversight Committee action to consider and approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14. 	Erik Cushman
APPOINTMENTS/RESIGNATIONS: <ol style="list-style-type: none"> 1. ACTION: Consider and approve the resignation of David Dwyer, representing Department of Rehabilitation from the Workforce Investment Board. 2. ACTION: Consider and approve the WIB re-appointments of: <ul style="list-style-type: none"> ▪ Neal Heckman, representing Business ▪ Andrea Zeller-Nield, representing Economic Development 3. ACTION: Consider and approve the Youth Council re-appointments of: <ul style="list-style-type: none"> ▪ Sharon Albert, representing Education ▪ Mark Gonzalez, representing Apprenticeship Training Programs 4. ACTION: Consider and approve the new Youth Council appointment of Kevin McClelland, representing Education. 	Erik Cushman
DISCUSSION/REVIEW OF BUSINESS CALENDAR ACTION ITEMS: <ol style="list-style-type: none"> 1. Update on 2014-15 Adult and Youth RFP Process 2. WIB Retreat Debrief (handout) 3. Update on the WIB Budget for PY 2013-14 (handout) 4. Director's Report: <ul style="list-style-type: none"> • Day at the Capitol, March 19, 2014 • CWA Board Meeting, March 20-21, 2014 • NAWB Conference, March 29, 2014 	Erik Cushman Marleen Esquerra Erik Cushman Kristen Aldrich



MONTEREY COUNTY ECONOMIC DEVELOPMENT

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ANNOUNCEMENT OF EVENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS:	
BUSINESS: 04/08/14 – Marina Library	
EXECUTIVE: 04/16/14– Shoreline, Marina	
OVERSIGHT: 05/08/14– Shoreline, Marina	
YOUTH: 05/13/14– Shoreline, Marina	
WIB MEETING: 06/04/14- Marina Library	
To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org .	

Monterey County Workforce Investment Board (WIB)

Joyce Aldrich,
WIB Executive Director

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Salinas, CA 93905
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A proud partner of America's Job Center of CaliforniaSM network.

UNADOPTED

Monterey County Workforce Investment Board (WIB)
Meeting Minutes

Wednesday, February 5, 2014

Monterey Peninsula College, 980 Fremont Street, Monterey

Members Present: Erik Cushman (Chair), Anthony Aniello, Mary Ann Leffel, Brian Turlington, Wendy Brickman, Diana Carrillo, Rick Deraiche, Jay Donato, Andy Hartmann, Hunter Harvath, Neal Heckman, Cesar Lara, Dr. Willard Lewallen, Steve MacArthur, Aaron Oskolkoff, Kimberly Schnader, Dr. Walter Tribley and Andrea Zeller-Nield

Members Absent: Al Davis, David Dwyer, Paul Farmer, Salvador Muñoz, Dave Potter, Elliott Robinson, Larry Silva and Teresa Sullivan

Staff Present: Joyce Aldrich, Marleen Esquerra and Flor Galvan

Others Present: Paula Calvetti, Steve Duscha, Sherry Farson, Romelo Hendley, Jerry Hernandez, Jennifer Mitchell, Wil Moore, Tim Rainey and Pearl Sanchez

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:24 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonials: None

Subcommittee Chair Reports:

Oversight Committee: Ms. Leffel reported that WIB staff has done a good job of providing clear and concise reports. She also reported that enrollments and training have exceeded planned goals. She reported that with the decrease in State funding, all the providers have done a great job of continuing to serve the hardest-to-serve populations with multiple barriers to employment in Monterey County.

Youth Council: Ms. Carrillo reported on a recent presentation given to the Youth Council from Mission Trails Regional Occupational Program. She also reported that as of November 2013, Monterey County is at 54% of meeting its planned youth enrollment goal and has expended 36% of the youth funding allocation. She also reported that Monterey County has exceeded its State performance goals, to date.

Consent Calendar:

1. Action: Approve minutes from December 4, 2013.

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

Second: Ms. Leffel

Approved unanimously by those in attendance

Discussion or Review of Business Calendar Action Items:

1. Action: Concur with the January 15, 2014 Executive Committee action to consider and recommend the appointment of Paula Calvetti, representing Business, to the WIB for a three year term to be forwarded to the Board of Supervisors for final approval. Mr. Cushman thanked Ms. Calvetti for attending the meeting. He stated that Ms. Calvetti represents a critical part of the economic landscape as the HR Director of the Monterey Hyatt Highlands which is the largest employer in hospitality.

Motion: Mr. Harvath motioned to accept the action as stated.

Second: Ms. Leffel

Approved unanimously by those in attendance

2. Action: Consider and recommend the appointment of Harbhajan "Harvey" S. Dadwal, representing Business, to the WIB for a three year term to be forwarded to the Board of Supervisors for final approval. Mr. Turlington stated that Mr. Dadwal owns 23 Subway restaurants and is looking to establish additional restaurants. He also stated that he owns several Baskin-Robbins establishments and is looking to build a hotel in Monterey County.

Motion: Mr. Heckman motioned to accept the action as stated.

Second: Ms. Leffel

Approved unanimously by those in attendance

3. Action: Consider and recommend the appointment of Sherry Farson, representing Business, to the WIB for a three year term to be forwarded to the Board of Supervisors for final approval. Mr.

Mr. Cushman thanked Ms. Farson for attending the meeting and stated that she represents the finance industry sector as the VP, Relationship Manager at Rabobank. Mr. Cushman stated that Ms. Farson is responsible for outreach in the community by speaking with business owners who are in need of capital to grow their business and the workforce.

Motion: Ms. Leffel motioned to accept the action as stated.

Second: Mr. Harvath

Approved unanimously by those in attendance

4. Action: Approve the Development and Issuance of new Request for Proposals (RFP) for Workforce Investment Act (WIA) Title I Adult and Youth Program subcontracts, scheduled to commence July 1, 2014. Ms. Aldrich reported that the Adult program element solicited under the new RFP will support the transition of the current RFP system to another that places a priority on academic and vocational skills development. She also reported that this change will align with the California Workforce Investment Board's State Strategic Plan which promotes a regional approach that focuses on training on approved occupational clusters.

Ms. Aldrich reported that the Adult program element solicited under the new RFP will support the transition of the current RFP system to another that places a priority on academic and vocational skills development. She also reported that this change will align with the California Workforce Investment Board's State Strategic Plan which promotes a regional approach that focuses on training on approved occupational clusters.

Motion: Ms. Carrillo motioned to accept the action as stated.

Second: Ms. Leffel

Approved unanimously by those in attendance

Announcement of Events: Ms. Aldrich reminded the board members of the deadline to complete the Form 700. She also announced the "Day at the Capitol" is scheduled for March 19, 2014, which allows one or two board members to meet with legislators in Sacramento. She stated that the meeting is a great prelude to the National Association of Workforce Board conference held annually in DC. Ms. Leffel announced that the Regional Economic Forum will take place on March 6, 2014 at the Embassy Suites. Mr. Cushman advised the members of the Ethics Training requirement that is due every two years.

Adjournment: Mr. Cushman adjourned the meeting at 8:45 a.m.

Motion: Ms. Leffel motioned to approve adjournment.

Second: Mr. Aniello

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE MARCH 13, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE THE WIB'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM REVIEW FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW OFFICE FOR PROGRAM YEAR 2010-11

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the March 13, 2014 Oversight Committee action to approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State of California Employment Development Department's Compliance Review Office for Program Year 2010-11.

INFORMATION:

The annual monitoring review of the WIB's program operations for activities funded by the WIA for Program Year 2010-11 was conducted on January 31 - February 4, 2011.

The review focused on the areas of WIA youth programs to include program administration, participant eligibility, WIA/ARRA activities, local level monitoring, grievance and complaint systems, and management information system and reporting.

The attached final monitoring report was issued to the WIB as a final report on February 20, 2014.

There were four findings cited by the State. The State indicated that the WIB response sent on November 22, 2011, adequately addressed all the findings, and no further action is required. The State considers these issues resolved.

ATTACHMENT:

WIA Program Review Final Monitoring Report PY 2010-11

California Labor and Workforce Development Agency



February 20, 2014
22M:393:mem:1382



Edmund G. Brown Jr.
Governor

Mr. David Spaur, Economic Development Director
Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905

Dear Mr. Spaur:

WORKFORCE INVESTMENT ACT
AMERICAN RECOVERY AND REINVESTMENT ACT
PROGRAM REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2010-11

This is to inform you of the results of our review for Program Year (PY) 2010-11 of the Monterey County Workforce Investment Board's (MCWIB) Workforce Investment Act (WIA) 85-Percent and American Recovery and Reinvestment Act (ARRA) program activities. In PY 2009-10 we focused on adult and dislocated worker programs. For PY 2010-11, we focused our review in the following areas of the youth grant: program administration, participant eligibility, WIA/ARRA activities, local level monitoring, grievance and complaint system, and management information system/reporting.

This review was conducted by Ms. Molly Maloney from January 31, 2011, through February 4, 2011.

Our review was conducted under the authority of Sections 667.400 (a) and (c) and 667.410 of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA/ARRA grants.

We collected the information for this report through interviews with MCWIB representatives and service provider staff. In addition, this report includes the results of our review of sampled case files, MCWIB's response to Sections I and II of the WIA/ARRA Program On-Site Monitoring Guide, and a review of applicable policies and procedures for PY 2010-11.

We received your response to our draft report on November 22, 2011, and reviewed your comments and documentation before finalizing this report. Your response adequately addressed findings one, two, three, and four cited in the draft report; therefore, no further action is required and we consider the issues resolved.

Mr. David Spaur
February 20, 2014
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BACKGROUND

For PY 2010-11, the MCWIB was allocated ARRA funding in the amounts of: \$1,224,451 to serve adult participants; \$2,833,111 to serve youth participants; and \$2,636,244 to serve dislocated worker participants.

For the quarter ending December 31, 2010, MCWIB reported the following ARRA expenditures: \$1,224,451 for adult participants; \$2,833,111 for youth participants; and \$2,401,083 for dislocated worker participants. In addition, MCWIB reported the following ARRA enrollments: 507 adult participants; 704 youth participants; and 607 dislocated worker participants.

For PY 2010-11, MCWIB was allocated WIA funding in the amounts of: \$1,911,145 to serve adult participants; \$1,972,107 to serve youth participants; and \$2,197,340 to serve dislocated worker participants.

For the quarter ending December 31, 2010, MCWIB reported the following WIA expenditures: \$1,246,189 for adult participants; \$465,851 for youth participants; and \$1,010,299 for dislocated worker participants. In addition, MCWIB reported the following WIA enrollments: 484 adult participants; 402 youth participants; and 490 dislocated worker participants.

We reviewed case files for 72 of the 563 participants enrolled in WIA/ARRA funded activities as of February 4, 2011.

PROGRAM REVIEW RESULTS

While we concluded that, overall, MCWIB is meeting applicable WIA/ARRA requirements, we noted instances of noncompliance in the following areas: selective service, certificates attained, time cards, and testing. The findings that we identified in these areas, our recommendations, and MCWIB proposed resolutions of the findings are specified below.

FINDING ONE

Requirement: WIA Section 189(h) requires that participants must not have violated Section 3 of the Military Selective Service Act, which requires that every male citizen residing in the United States must register with the Selective Service System between their 18th and 26th birth dates.

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WIA Directive (WIAD) 04-18 states, in part, that all males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed services on active duty, must be registered for Selective Service. A youth who becomes 18 years of age while participating in a WIA program must register within 30 days of his 18th birthday.

Observation: We observed that five male participants who became 18 years of age while participating in the WIA Youth program had not registered for selective service or registered more than 30 days after turning 18 years of age. Specifically, the three participants that registered late for selective service were registered 41, 71, and 212 days after their 18th birthdays. The two participants who were not registered for selective service at the time of review were 207 and 438 days after their 18th birthdays.

Recommendation: We recommended that the MCWIB ensure that all male participants who have reached their 18th birthday are registered with selective service. Additionally, we recommended that the MCWIB provide documentation that the two participants mentioned above were registered with selective service or documentation that the participants were exited. Finally, we recommended that the MCWIB provide the Compliance Review Office with a corrective action plan (CAP) describing how it would ensure that male participants register with the Selective Service System no later than 30 days following their 18th birthday.

MCWIB's Response: The MCWIB stated that the subcontractor reviewed the case files of the two participants who did not appear to be registered and confirmed their registration. The first participant submitted his selective service registration at the post office on July 19, 2010, within 30 days after his 18th birthday. A subcontractor staff person attempted to verify the registration online, did not see the registration and, after inquiring, was informed there was a backlog of applications, and applications were processed as time permitted.

In November 2011, MCWIB staff notified the subcontractor reminding them to continue placing Selective Service Registration Authorization forms in each participant's file. If a participant does not register within 30 days of his 18th birthday, he will be advised that WIA services will be discontinued.

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The MCWIB attached a copy of the selective service temporary verification of registration for one participant and selective service verification, after exit, for the second participant.

State Conclusion: During the monitoring of the MCWIB youth providers in October 2012, the Compliance Review Office found that selective service was documented where required in all reviewed case files; therefore, we consider this finding resolved.

FINDING TWO

Requirement: WIA Section 185(c)(2) states, in part, that each Local Board and each recipient receiving funds shall maintain comparable management information systems, designed to facilitate the uniform compilation and analysis of programmatic and financial data necessary for monitoring and evaluating purposes.

In addition, WIA 185 Section(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

The Department of Labor, Training and Employment Guidance Letter (TEGL) 17-05 states, in part, that common measures are an integral part of the Employment and Training Administration's (ETA) performance accountability system. The ETA recognizes that work readiness skills are a valued skill set that will lead to successful employment and retention, however, the focus of the certificate measure is attainment of measurable technical or occupational skills, rather than work readiness skills. Additionally, work readiness certificates will not be accepted as the attainment of a degree or certificate.

Observation: We found 5 of 10 participant case files reviewed from the MCWIB subrecipient Unity Care contained a Microsoft Digital Literacy (MDL) certificate that was used to document the attainment of a degree or occupational certificate reported to the Job Training Automation (JTA) system at participant exit. The MDL course includes training sessions on computer basics including how to use a mouse and keyboard, connecting to the internet, using e-mail, and word processing programs, which reflect a work

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February 20, 2014
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readiness course rather than a technical or occupational skills course.

Recommendation: We recommended that the MCWIB instruct Unity Care to revise their JTA reports to show the removal of outcomes reported for attaining a work readiness certificate and send the Compliance Review Office documentation of its actions. In addition, we recommended that the MCWIB review all reported "certificate attained" outcomes and back out those outcomes inappropriately reported by Unity Care to the state for work readiness certificates. Once completed, we recommended the MCWIB provide the Compliance Review Office with a CAP, including a timeline, describing how it would ensure that, in the future, it would report only degrees or certificates attained for technical or occupational skills.

**MCWIB's
Response:**

The MCWIB stated that the inclusion of the MDL as attainment of measurable technical or occupational skills was the result of misdirection on what sufficed as a certificate. Unity Care is no longer a MCWIB subcontractor. Additionally, all current subcontractors were advised in November 2011, that MDL certificates are not acceptable as attainment of a degree or certificate. The MCWIB staff will work with its Regional Advisor to develop a list of acceptable courses and distribute the list to its subcontractors. In addition, MCWIB stated that in January 2012, the MCWIB staff would generate monthly reports to verify that certificates were being used for the correct purpose.

State Conclusion: During the monitoring of the MCWIB youth providers in October 2012, the Compliance Review Office found that certificates were appropriately reported to JTA; therefore, we consider this finding resolved.

FINDING THREE

Requirement: 29 CFR Section 97.20(a) states, in part, that fiscal control and accounting procedures of subgrantees must be sufficient to permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes. Section (b)(2) states, in part, that subgrantees must maintain records which adequately identify the source and application of funds for financially-assisted activities. Section (b)(6) requires that

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accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records.

Office of Management and Budget (OMB) Circular A-87, Attachment B, (8)(h)(5) states, in part, that personnel activity reports or equivalent documentation must reflect an after-the-fact distribution of the actual activity of each employee, they must be prepared at least monthly and must coincide with one or more pay periods, and they must be signed by the employee.

California Code of Regulations, Title 8, Section 11040 states, in part, that every employer shall keep accurate information with respect to each employee including time records showing when the employee begins and ends each work period, meal periods, and total daily hours worked.

Observation: We observed that MCWIB was using time sheets that record total time, but not daily in-and-out times, for WIA participants engaged in work experience activities. As a result, we cannot determine when the participants began and ended their work periods, when meal periods were taken, and when breaks were taken.

Recommendation: We recommended that the MCWIB provide the Compliance Review Office a CAP, including a timeline, describing how it would maintain documentation of participant begin-and-end times and breaks for participants engaged in work experience activities.

MCWIB's Response: The MCWIB stated that it had already implemented a revised time sheet. The new time sheet is a combination of the old time sheet and the worksite attendance record. The new time sheet will maintain documentation when work experience participants begin and end their work periods and when meals and breaks are taken. The MCWIB staff will ensure that all subcontractors use the revised time sheet and that copies are provided to fiscal staff and copies kept in participant files. This will remain in effect permanently.

The MCWIB provided a copy of the new time sheet.

State Conclusion: During the monitoring of the MCWIB youth providers in October 2012, the Compliance Review Office found that time sheets

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reflected adequate time documentation; therefore, we consider this finding resolved.

FINDING FOUR

Requirement:

WIA Section 136 states, in part, that the purpose of this section is to establish a comprehensive performance accountability system to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities funded under this subtitle to optimize the return on investment of federal funds in statewide and local workforce investment activities.

20 CFR Section 667.300(b)(1) states, in part, that a state or direct grant recipient may impose different forms or formats, shorter due dates, and more frequent reporting requirements on subrecipients.

TEGL No. 17-05 states, in part, that for a participant to be included in the literacy and numeracy gains measurement the participant must demonstrate on a post-test that he/she has advanced one or more educational functioning levels beyond the level in which he/she was initially placed at pre-test within one year from the date of first youth program service. Additionally, while states, grantees, or contractors are not required to use the same assessment tool throughout their jurisdiction, the following must be adhered to in choosing an assessment tool: (1) the same assessment tool must be administered to the participant for pre-testing and post-testing and (2) tests must be administered in a standardized manner throughout the jurisdiction (i.e. used consistently and reliably across programs and produce observable results). Additionally, the assessment instrument is the data source to be used to measure literacy and numeracy gains.

TEGL No. 17-05 Attachment C – Educational Functioning Level Descriptors lists the following approved assessment tools: Adult Basic Learning Examination (ABLE), Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment System (CASAS), Basic English Skills Test (BEST), and WorkKeys.

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TABE is published by CTB/McGraw-Hill (CTB). The "Frequently Asked Questions about TABE," states, in part, that if it is intended that students are pre-tested and post-tested to show gain or improvement over time, then both test forms on the same scale would be recommended. For example, if a student is pre-tested with test form 7, the student should be post-tested with test form 8 or if a student is pre-tested with test form 10, the student should be post-tested with test form 9. Additionally, if retesting with the same level and form that was used in the pre-test, American Psychological Association (APA) guidelines indicate that at least six months should elapse between the test administrations.

- Observation:** We found that the MCWIB youth service providers were incorrectly administering the TABE test. The youth service providers were using the same level TABE test for all pre- and post-tests. For example, TABE Survey A form 10 was used for both pre- and post-tests. Therefore, the literacy and numeracy test scores reported by the MCWIB to the JTA system were based on the improper use of the TABE test. As a result, the literacy and numeracy outcomes for youth enrolled with these service providers appeared to be invalid.
- Recommendation:** We recommended that the MCWIB back out the literacy/numeracy gains and provide documentation of these actions. In addition, we recommended that the MCWIB provide the Compliance Review Office with a CAP, including a timeline, to address how currently enrolled and future youth participants' literacy and numeracy gains would be appropriately measured and reported. Finally, we recommended that the MCWIB provide guidance to its youth service providers to ensure they understood the requirements of TABE testing.
- MCWIB's Response:** The MCWIB stated that it was not aware that a different test form had to be used if administering the tests within six months from one another. The MCWIB staff will notify all subcontracted agencies about the requirements of proper TABE testing. The MCWIB stated its staff would also follow up during the monitoring in February and March 2012, to ensure that the subcontractors were administering the tests properly.
- State Conclusion:** During the monitoring of the MCWIB youth providers in October 2012, the Compliance Review Office found that the tests were

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administered correctly; therefore, we consider this finding resolved.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA/ARRA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIB's 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 Ms. Molly Maloney at (916) 657-0183 or Ms. Kathy Meyer at (916) 654-9587.

Sincerely,



JOHN GRIFFIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Greg Gibson, MIC 50
Daniel Patterson, MIC 45
Eileen Rohlfing, MIC 50

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE MARCH 13, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE THE WIB'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM REVIEW FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW OFFICE FOR PROGRAM YEAR 2013-14

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the March 13, 2014 Oversight Committee action to approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State of California Employment Development Department's Compliance Review Office for Program Year 2013-14.

INFORMATION:

The annual monitoring review of the WIB's program operations for activities funded by the WIA for Program Year 2013-14 was conducted on September 16 - 20, 2013.

The review focused on the areas of the WIB and Youth Council membership composition, local program oversight and monitoring of subrecipients, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance and complaint systems, participant eligibility, intensive services, training services, supportive services, youth services, and rapid response activities.

The attached final monitoring report was issued to the WIB as a final report on February 7, 2014. There were four findings cited by the State. The following summarizes the status of the findings and conclusion of each:

- **Finding 1 – JTA Reporting Issues:** The State indicated that the WIB response adequately addressed this finding, and no further action is required. The State considers these issues resolved.
- **Finding 2 – 90-Day Gap in Service:** The State indicated that the WIB response adequately addressed this finding, and no further action is required. The State considers this issue resolved.
- **Finding 3 – Applicant Statement for Income:** The State indicated that the WIB's response and corrective action should be sufficient to resolve this issue and no further corrective action is required. However, the State cannot close this issue until they verify, during a future onsite visit, the WIB's successful implementation of its stated corrective action. Until then, this issue remains open. ***The WIB plans to review this during its annual monitoring review of OET, Shoreline, and Turning Point's WIA Adult and/or DW programs to be scheduled in March/April 2014.***
- **Finding 4 – No Follow-up:** The State indicated that the WIB's response and corrective action should be sufficient to resolve this issue and no further corrective action is required. However, the State cannot close this issue until they verify, during a future onsite visit, the WIB's successful implementation of its stated corrective action. Until then, this issue remains open. ***The WIB plans to review this during its annual monitoring review of OET, Shoreline, and Turning Point's WIA Adult and/or DW programs to be scheduled in March/April 2014.***

ATTACHMENT:

WIA Program Review Final Monitoring Report PY 2013-14



Edmund G. Brown Jr.
Governor

Mr. David Spaur, Economic Development Director
Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905

Dear Mr. Spaur:

WORKFORCE INVESTMENT ACT
PROGRAM REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2013-14

This is to inform you of the results of our review for Program Year (PY) 2013-14 of the Monterey County Workforce Investment Board's (MCWIB) Workforce Investment Act (WIA) 85-Percent grant program operations. For this review, we focused on WIA activities for the adult and dislocated worker programs including the following areas: Workforce Investment Board and Youth Council composition, local program oversight and monitoring of subrecipients, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance and complaint system, participant eligibility, intensive services, training services, supportive services, youth services, and rapid response activities.

This review was conducted by Mr. David Jansson from September 16, 2013, through September 20, 2013.

Our review was conducted under the authority of Sections 667.400(a) and (c) and 667.410 of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant.

We collected the information for this report through interviews with MCWIB representatives and service provider staff. In addition, this report includes the results of our review of sampled case files, MCWIB's response to Sections I, II, and Attachment I of the WIA Program On-Site Monitoring Guide, and a review of applicable policies and procedures for PY 2013-14.

We received your response to our draft report on January 15, 2014, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed findings 1 and 2 cited in the draft report, no further action is required and we consider these issues resolved. Additionally, your response adequately addressed findings 3 and 4 cited in the draft report, and no further action is

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required at this time. However, these issues will remain open until we verify your implementation of your stated corrective action plan during a future onsite review. Until then, these findings are assigned Corrective Action Tracking System (CATS) numbers 14021 and 14022.

BACKGROUND

The MCWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of Californiasm delivery system. For PY 2013-14, the MCWIB was allocated: \$1,479,571 to serve 630 adult participants; \$1,532,119 to serve 317 youth participants; and \$2,014,142 to serve 683 dislocated worker participants.

At the time of the review, PY 2013-14 first quarter expenditure reports were not yet available. However, for the quarter ending June 30, 2013, MCWIB reported the following PY 2012-13 WIA expenditures: \$1,593,737 for adult participants; \$1,394,870 for youth participants; and \$1,882,198 for dislocated worker participants. In addition, MCWIB reported the following WIA enrollments: 404 adult participants; 389 youth participants; and 446 dislocated worker participants.

We reviewed case files for 21 of the 850 Adult and Dislocated Worker participants enrolled in the WIA program as of August 28, 2013.

PROGRAM REVIEW RESULTS

While we conclude that, overall, MCWIB is meeting applicable WIA requirements concerning grant program administration, we noted instances of noncompliance in the following areas: management information system/reporting, case management, and follow-up services. The findings that we identified in these areas, our recommendations, and MCWIB's proposed resolution of the findings are specified below.

FINDING ONE

Requirement: WIA Section 185(c)(2) states, in part, that each local board and each recipient receiving funds shall maintain comparable management information systems designed to facilitate the uniform compilation and analysis of participant data necessary for monitoring and evaluation purposes. In addition, WIA Section 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and

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activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

Workforce Services Directive (WSD) 09-8 states, in part, that all recipients of WIA funds will submit client data via the Job Training Automation (JTA) system complying with the specifications for each data field.

Observation:

We observed JTA reporting issues in 15 out of the 21 case files reviewed. Specifically, the types of errors we observed included:

- Multiple WIA activities held on the same date with the same JTA activity code, but only one activity was reported to JTA. (The WIA activities were assigned unique activity codes in the Virtual One-Stop (VOS), which then translate to the same JTA activity code.)
- Exit date not reported.
- Exit date in VOS differed from the exit date reported to JTA.
- Employment data not reported to JTA.
- Supportive services not reported to JTA.

A list of case files and errors were provided to MCWIB staff at the exit conference.

Recommendation:

We recommended that MCWIB review and reconcile all identified participant reporting inaccuracies identified above, and provide the Compliance Review Office documentation of its results. Additionally, we recommended that MCWIB audit all active participant case files for JTA reporting inconsistencies. Finally, we recommended MCWIB provide the Compliance Review Office with a corrective action plan (CAP) explaining how, in the future, it will ensure that data reported to the State is accurate regarding the activities in which participants are enrolled.

**MCWIB's
Response:**

The MCWIB stated that it audited participant case files for reporting inconsistencies and worked with its WIA service providers and subcontractors to verify that necessary documentation was obtained and filed in each of the participant case files. The MCWIB staff also ensured any necessary changes were sufficiently documented in the VOS and the State

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JTA systems. The MCWIB provided a summary outlining its actions and outcomes for each of the identified participants. Additionally, MCWIB's Oversight Committee continued reviews participant activities and services to ensure accuracy. Furthermore, on a monthly basis, WIB staff complete a reconciliation of active enrollments to ensure accuracy of reported participant activities and services.

State Conclusion: We consider this finding resolved.

FINDING TWO

Requirement: WIA 185(c)(2) states, in part, that each Local Board and each recipient receiving funds shall maintain comparable management information systems, designed to facilitate the uniform compilation and analysis of programmatic and financial data necessary for monitoring and evaluating purposes.

In addition, WIA 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

The Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 states, in part, that the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

Additionally, TEGL 17-05 states, in part, that once a participant has not received any WIA funded or partner services for 90 days (except follow-up services, and there is no planned gap in service or the planned gap in service is for reasons other than those related to health/medical condition and delay in training) that participants must be exited from WIA. The exit date is the last date of WIA funded or partner received services.

Observation: We observed in three participant case files gaps in services over 90 days, ranging from 110 days to 245 days.

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Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation demonstrating that either services are being provided during the days identified for the three participants noted above, or, where applicable, that the participants are exited from the WIA program as of the last date of service. Additionally, we recommended MCWIB send the Compliance Review Office documentation of its actions. Finally, we recommended MCWIB provide the Compliance Review Office a CAP outlining how it will, in the future, ensure that no 90 day gaps in services will occur.

**MCWIB's
Response:**

The MCWIB stated in its response that two of the participants were soft exited after repeated attempts at contact. The third participant continued to receive WIA services. The JTA printouts for each of the three participants were provided to document MCWIB's actions. Finally, MCWIB restated its policy to soft exit participants after 90 days of inactivity via the VOS system.

State Conclusion: We consider this finding resolved.

FINDING THREE

Requirement: 20 CFR Section 663.105 states, in part, that registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

WIA Eligibility Technical Assistance Guide states, in part, that One-Stop Operators and applicants must make reasonable efforts to document eligibility for WIA funded programs. However, applicant statements may be used when an item is unverifiable or it is unreasonably difficult for the applicant to obtain.

Observation: We observed in 13 out of the 21 case files that MCWIB used applicant statements for income verification. In 9 of the 13 income verification applicant statements, no documentation in the case files confirmed that case managers followed federal requirements to obtain and document any reasonable efforts to verify the applicant statements. Therefore, we were unable to determine if MCWIB performed due diligence in collecting and

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confirming income eligibility for WIA services for these nine participants.

Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation, other than applicant statements, to verify the income status of the nine participants identified above. We also recommended that MCWIB provide the Compliance Review Office with a CAP stating how it would ensure that, in the future, all attempts to verify income eligibility will be documented by MCWIB in the case file before using applicant statements.

**MCWIB's
 Response:**

The MCWIB provided verification of income status for the identified participants. Additionally, MCWIB provided narrative explaining its outcomes for each participant situation. Finally, MCWIB stated ongoing reviews occur, as well as annual monitoring, to ensure eligibility documentation and verification procedures were followed by its service providers and subcontractors.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14021.

FINDING FOUR

Requirement: 20 CFR Section 667.300(a) states, in part, that all states and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by the Department of Labor.

WSD09-8 states, in part, that all Local Workforce Investment Areas and subrecipients of WIA funds will submit WIA client data via the JTA system following instructions provided in the WIA JTA System Client Forms Handbook.

WIA JTA System Client Forms Handbook, Chapter 10 states, in part, that follow-up contact must be made available after entry into unsubsidized employment. Individuals may be re-evaluated at 30

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2nd, 3rd, or 4th quarter contacts are required after the client leaves the program. A follow-up contact is a check to determine a client's employment and educational status after exiting the WIA program.

Observation: We observed in 7 out of the 21 case files reviewed that MCWIB did not perform follow-up services. In two instances, attempts were made to contact the participants and were documented in the case notes, but no direct contact occurred and no services were provided.

Recommendation: We recommended MCWIB provide the Compliance Review Office a CAP, with a timeline, outlining how it will ensure in the future that follow-up services are provided to all exited Adult and Dislocated Worker participants. Additionally, we recommended that MCWIB provide follow-up services for each exited participant observed, and provide the Compliance Review Office documentation of its actions.

MCWIB's Response: The MCWIB stated that all subrecipients of MCWIB's Title I programs are required to provide follow-up services to participants following their exit from the program. Further, MCWIB stated that it worked with its service providers and subcontractors in auditing participant case files. The MCWIB found that follow-up services in the first quarter for the identified participants were either provided or not scheduled until after the State monitoring review. Additionally, MCWIB will complete a monthly reconciliation of active enrollments to ensure that exit data includes all necessary and accurate information for the participant's programs and activities. Finally, follow-up activities are subject to review by the MCWIB monitor.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14022.

We provide you up to 20 working days after receipt of this report to submit your response to the Compliance Review Office. Because we faxed a copy of this report to

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your office on the date indicated above, we request your response no later March 10, 2014. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22
P.O. Box 826880
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIB's 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 Mr. David Jansson at (916) 654-7690 or Mr. D. Vance Cannedy at (916) 654-7005.

Sincerely,



JOHN GRIFFIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Daniel Patterson, MIC 45
Georganne Pintar, MIC 50
Eileen Rohfing, MIC 50

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE RESIGNATION OF DAVID DWYER, REPRESENTING THE DEPARTMENT OF REHABILITATION FROM THE WORKFORCE INVESTMENT BOARD

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board accept the resignation of David Dwyer, representing the Department of Rehabilitation from the Workforce Investment Board, to be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

INFORMATION:

On January 30, 2014, WIB staff received a letter from Mr. Dwyer stating his upcoming retirement and desire to be removed from the Board. He is appreciative of his participation and service on the Monterey County Workforce Investment Board.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF NEAL HECKMAN, REPRESENTING BUSINESS AND ANDREA ZELLER-NIELD, REPRESENTING ECONOMIC DEVELOPMENT TO THE WORKFORCE INVESTMENT BOARD FOR A THREE YEAR TERM

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the reappointment of Neal Heckman, representing Business and Andrea Zeller-Nield, representing Economic Development to the Workforce Investment Board for a three year term. Mr. Heckman and Ms. Zeller-Nield's reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

SUMMARY:

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

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF SHARON ALBERT, REPRESENTING EDUCATION AND MARK GONZALES, REPRESENTING APPRENTICESHIP TRAINING PROGRAMS TO THE WORKFORCE INVESTMENT BOARD'S YOUTH COUNCIL FOR A TWO YEAR TERM

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the reappointment of Sharon Albert, representing Education and Mark Gonzalez, representing Apprenticeship Training Programs to the Workforce Investment Board's Youth Council for a two year term. Ms. Albert and Mr. Gonzalez's reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

SUMMARY:

The WIB bylaws state that the term of membership for all Youth Council members shall be two years. The two year term limit was enacted with the approval of the original WIB bylaws by the Board of Supervisors on May 29, 2001.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE APPOINTMENT OF KEVIN MCCLELLAND, REPRESENTING EDUCATION, TO THE WORKFORCE INVESTMENT BOARD (WIB) YOUTH COUNCIL FOR A TWO YEAR TERM

DATE: APRIL 2, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the appointment of Kevin McClelland, representing Education, to the Workforce Investment Board (WIB) Youth Council for a two year term to be forwarded to the Monterey County Board of Supervisors for final approval.

BACKGROUND:

Mr. McClelland, Assistant Superintendant, Monterey Peninsula Unified School District, has submitted an application for membership to the full WIB.

The WIB bylaws state that members who are 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 Board of Supervisors.

ATTACHMENT:

Mr. McClelland's application



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR

730 La Guardia Street
Salinas, CA 93905
Phone (831) 796-6434
Fax (831) 758-3371
www.montereycountywib.org

Monterey County Workforce Investment Board
Youth Council Membership Application

(For your convenience, this application has been formatted in Microsoft Word with fill-in boxes.)

Name: Kevin D. McClelland Date Submitted: 01/30/14

Title: Assistant Superintendent - Ed Options, Adult Education and ROP

Business/Organization Name: Monterey Peninsula Unified School District

Contact Information

Address: [Redacted]

City: [Redacted] State: [Redacted] Zip code: [Redacted]

Phone: [Redacted] Fax: [Redacted]

Mobile: [Redacted]

Email address: [Redacted]

City of residence: [Redacted]

Representation

Please select from one or more of the following categories that you represent: (Federal Register Section 661.335)

- Education categories: Educator (checked), Youth participant, Human services, Juvenile Justice & local law enforcement, Local public housing authority, Special education, Special interest or expertise in youth policy, Parent of eligible youth seeking assistance, Employer or organization with experience in youth activities

Business Related Questions

If applicable, please answer the following questions and attach any additional pages, if necessary:

Business Name: [Redacted]

Business Website Address: [Redacted]

City of Business Location: [Redacted]

Years with Current Company/Organization: [Redacted]

1. Please describe the nature of your business and your position:

2. Please describe your current responsibilities within your organization:

Monterey County WIB & Youth Council Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
Monterey Chamber of Commerce Education Committee
2. What do you hope to contribute from participating on the Youth Council of the Monterey County WIB?
LEA support of youth employment opportunities and college and career pathways
3. What experience do you have working with youth or youth programs?
I have been a teacher, coach and administrator for over 20 years experience---I am also a parent.
4. Why do you wish to serve on the Youth Council of the Monterey County WIB? *(Describe in 100 words or less)*
My present position requires that we as a district provide programs that are relevant and provide opportunities for certification and advancement to post secondary institution. The work that we today requires more collaboration with community partners and I fee the WIB provides that opportunity.
5. Membership on the Youth Council of the Monterey County WIB requires that each member attend a Youth Council meeting every month, attend training sessions for Youth Council members and become an advocate for youth and workforce development. The time commitment for these activities ranges from a minimum of 2 to 5 hours per month. Can you make that time commitment?
 Yes No
6. As part of the Youth Council, are you willing to evaluate proposals and make funding recommendations to the WIB?
 Yes No
7. Are you willing to receive training to learn about workforce development activities and youth services?
 Yes No
8. Are you willing to spend time visiting youth at worksites to evaluate programs for approximately 4 hours each year?
 Yes No
9. Prior to each Youth Council meeting, are you willing to receive and review a packet of information consisting of staff reports and financial data so that you fully understand the effectiveness and activities of the workforce development system?
 Yes No
10. Are you willing to attend events representing the Monterey County Youth Programs, become a spokesperson, and advocate for youth services?
 Yes No

References

Please answer the following questions and attach any additional pages, if necessary:

Business Reference:

Name: Sharon Albert Title: Director
Company: Salinas Union HSD Phone: [REDACTED]

Personal Reference:

Name: Alan Crawford Phone: [REDACTED]
Relationship: Colleague / MPUSD

Other Reference:

Name: _____ Phone: _____
Relationship: _____

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of Monterey County and its citizens.

Signature:  Date: 01/30/14

To be completed by County official only

Date received by Monterey County: _____ Received by: _____

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: UPDATE ON 2014-15 ADULT AND YOUTH RFP PROCESS

DATE: APRIL 2, 2014

INFORMATION/DISCUSSION:

Under the Workforce Investment Act (WIA), the Monterey County Workforce Investment Board (WIB) is required to have an America's Job Center of California (formerly One-Stop Career Center) delivery system, which currently exists in Salinas, with satellite locations in Seaside and King City. The Monterey County WIB is also allowed to seek additional partner agencies, through a competitive Request for Proposals (RFP) process, from partners with specialized expertise and access to meet specific demographic and geographic needs in order to supplement and compliment the Job Center system and services. These partners along with the comprehensive Job Center and affiliated sites form a collaborative community-based delivery system.

On February 5, 2014, the WIB approved the development of a Youth RFP (#10473) and Adult RFP (#10474) for the contract Program Year beginning July 1, 2014.

- The Youth RFP is seeking proposals that addressed each of the nine (out of ten) required youth program elements outlined in the WIA regulations. (Contracts exclude summer youth employment.) The nine-elements include tutoring, alternative secondary school, work experience, occupational skills training, leadership development, supportive services, youth mentoring, comprehensive guidance, counseling and follow-up. Services will be targeted to WIA eligible, Monterey County youth who are in and out-of-school, economically disadvantaged, and 16-21 years of age.

The main focus of the youth program is to provide academic and occupational learning opportunities for youth in Monterey County within the primary industry sectors: Agriculture, Tourism and Hospitality, Health and Social Assistance, and Education.

- The Adult RFP is seeking proposals from qualified organizations to prepare eligible adults for participation in the labor force through the utilization of training contracts. Services will be targeted to WIA eligible, Monterey County adults (18 years of age and older) who face multiple barriers to employment, are low-income based on the Lower Living Standard Income Level (LLSIL) guidelines established by the Monterey County WIB, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs.

The main focus of the adult program is to place a priority on academic and vocational skills development, support the attainment of industry-recognized credentials and degrees, and help to promote career pathways in high-demand/middle skill occupational clusters.

Over the course of the next three years, the Monterey County's WIB's Job Center system will implement and support this change that aligns with the California Workforce Investment Board's (CWIB) State Strategic Workforce Development Plan, that promotes a regional approach that focuses training on approved occupational clusters and places a priority on employer needs, coordinates, leverages and braids resources, and results in the sustainability of targeted workforce system investments.

BUSINESS ITEM #1

The RFPs are scheduled for released on Monday, March 31, 2014, with a deadline to receive all proposals by April 29, 2014.

The RFP's state that up to \$250,000 is available for WIA Youth funding and up to \$325,000 is available for WIA Adult funding.

The Contracts and Purchasing Department is taking the lead on the RFP's and will be seeking volunteer members consisting of 3 or 4 members (less than a quorum) of the WIB's Oversight Committee and Youth Council to review the submitted bids starting on May 1st, for 1 or 2 days, depending on the number of proposals received. Bidder interviews will be conducted shortly after this period.

FISCAL, PROGRAM, AND MANAGEMENT INFORMATION (MIS) ISSUES OR IMPACTS:

Funding levels for requested programs are consistent with last program year's allocations and are contingent upon WIA Title I adult and youth allocations received from the US Department of Labor (US DOL) and the State of California for program year 2014-15.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: WIB RETREAT DEBRIEF
DATE: APRIL 2, 2014

BACKGROUND:

At the Workforce Investment Board meeting on April 2, 2014, committee members will discuss the outcomes of the WIB Annual Retreat held on February 5, 2014.

ATTACHMENT:

Reference handout at the meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2013-14
DATE: APRIL 2, 2014

BACKGROUND:

At the Workforce Investment Board meeting on April 2, 2014, Ms. Aldrich will present an update on the Local Workforce Investment Area's (LWIA) Program Year budget for 2013-14.

ATTACHMENT:

Reference 2013-14 LWIA Budget Report handout at the meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: DIRECTOR'S UPDATE
DATE: APRIL 2, 2014

INFORMATION:

At the Workforce Investment Board meeting, WIB Executive Director, Joyce Aldrich plans to present an update on the following:

- Day at the Capitol, March 19, 2014
- CWA Board Meeting, March 20-21, 2014
- National Associations of Workforce Boards Conference, March 29, 2014