



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

ERIK CUSHMAN, WIB CHAIR WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD (WIB) Shoreline Workforce Development, 249 10th Street, Marina, CA

WEDNESDAY, AUGUST 13, 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
Ken Peacock
Kimberly Schnader
Larry Silva
Neal Heckman
Paul Farmer
Paula Calvetti
Salvador Muñoz
Sherry Farson
Steve MacArthur
Teresa Sullivan
Dr. Walter Tribley
Wendy Brickman
Dr. Willard Clark Lewallen
Yuko Duckworth

**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:	ERIK CUSHMAN, CHAIR
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	ERIK CUSHMAN
1. ACTION: Approve minutes from June 4, 2014.	
2. ACTION: Concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2013-14 for the Santa Cruz County Office of Education.	
3. ACTION: Concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2013-14 for Turning Point of Central California.	
4. ACTION: Concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report for Program Year 2013-14 for Turning Point of Central California	
5. ACTION: Concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report for Program Year 2013-14 for Shoreline Workforce Development Services	
6. ACTION: Concur with the July 16, 2014 Executive Committee action to approve submission of the Workforce Innovation Fund (WIF) Grant to the Department of Labor Employment Training Administration (DOL ETA) to serve most at-risk youth ages 16-24 to be forwarded to the Board of Supervisors for final approval to accept the award.	
DISCUSSION/REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	
1. PRESENTATION: Presentation on Northern California Outreach & Admissions Job corps Programs	CLEARNISE BULLARD
2. ACTION: Conduct election to select the Chair of the Workforce Investment Board for a term to commence October 1, 2014. Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.	
3. ACTION: Conduct election to select the 1 st Vice-Chair of the Workforce Investment Board for a term to commence October 1, 2014. Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.	



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ERIK CUSHMAN, WIB CHAIR WORKFORCE INVESTMENT BOARD

4. ACTION: Conduct election to selection the 2 nd Vice-Chair of the Workforce Investment Board for a term to commence October 1, 2014. Note: Should an existing elected officer be selected as Chair, additional elections will be conducted to resulting vacancies in descending rank.	
5. ACTION: Consider and approve the transfer of \$128,582 in WIA Title I formula funds from Dislocated Worker to Adult programs for fiscal year 2014-15 and submit the request to the State Employment Development Department.	JOYCE ALDRICH
6. ACTION: Consider and approve the Memorandum of Understanding (MOU) between the Monterey County Workforce Investment Board and the Job Corps.	JOYCE ALDRICH
7. DIRECTOR'S REPORT (Handout) <ul style="list-style-type: none"> ▪ ACT Work Ready Communities ▪ Workforce Innovation and Opportunity Act (WIOA) ▪ California Workforce Association (CWA) Retreat 	
ANNOUNCEMENT OF EVENTS:	ERIK CUSHMAN
SUBCOMMITTEE MEETINGS: EXECUTIVE: 08/20/2014; Shoreline, Marina BUSINESS: 08/26/2014; Shoreline, Marina YOUTH: 09/09/2014; Shoreline, Marina OVERSIGHT: 09/11/2014; Shoreline, Marina WIB MEETING: 10/01/2014; Marina Library	
ADJOURNMENT:	ERIK CUSHMAN
To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org .	

UNADOPTED

Monterey County Workforce Investment Board (WIB)

Meeting Minutes

Wednesday, June 4, 2014, 7:30 a.m.

Marina Library, 191 Seaside Circle, Marina, CA

Members Present: Anthony Aniello, Mary Ann Leffel, Aaron Oskolkoff, Brian Turlington, Elliott Robinson, Harbhajan Dadwal, Hunter Harvath, Kimberly Schnader, Neal Heckman, Sherry Farson, Steve MacArthur, Teresa Sullivan, Dr. Walter Tribley, Wendy Brickman and Dr. Willard Lewallen

Members Absent: Erik Cushman, Al Davis, Andrea Zeller-Nield, Andy Hartmann, Cesar Lara, Dave Potter, Diana Carrillo, Jay Donato, Larry Silva, Paul Farmer, Paula Calvetti and Salvador Muñoz

Staff Present: Joyce Aldrich, Marleen Bush and Flor Galvan

Others Present: Rebecca Ceinceros, Rosie Chavez, Jeff Cusky, Ken Peacock and Dave Spaur

Call to Order/Introductions: Mr. Aniello called the meeting to order at 8:29 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: Mr. Spaur reported that Supervisor Armenta is requesting a meeting to receive information on the Workforce Investment Board.

Consent Calendar:

1. **Action: Approve minutes from April 2, 2014.**
2. **Action: Concur with the May 21, 2014 Executive Committee action to approve the Workforce Investment Act (WIA) Fiscal and Procurement Review Final Monitoring Report from the State Compliance Review Office for Program Year (PY) 2013-14**
3. **Action: Concur with the May 21, 2014 Executive Committee action to approve the revised WIB policies**
4. **Action: Concur with the May 21, 2014 Executive Committee action to approve the resignation of Rick Deraiche, representing Employment Development Department (AJCC Partner) from the Workforce Investment Board**
5. **Action: Concur with the May 21, 2014 Executive Committee action to approve the appointment of Yuko Duckworth, representing Employment Development Department (AJCC Partner) to the Workforce Investment Board and forward to the Board of Supervisors for consideration and approval**
6. **Action: Concur with the May 21, 2014 Executive Committee action to approve the FINAL WIA Governor's 25% Dislocated Worker Additional Assistance Special Project Monitoring Report, PY 2012-13 for the Office for Employment Training**
7. **Action: Concur with the May 21, 2014 Executive Committee action to approve the Final WIA Governor's 25% Dislocated Worker Additional Assistance Special Project Monitoring Report, PY 2012-13 for Shoreline Workforce Development Services**
8. **Action: Concur with the May 21, 2014 Executive Committee action to approve the updated local WIA Budget for PY 2013-14**
9. **Action: Concur with the May 21, 2014 Executive Committee action to approve the submission of the Workforce Accelerator Grant Proposal to the California Workforce Investment Board and forward to the Board of Supervisors for consideration and approval.**

Motion: Ms. Leffel motioned to accept all actions listed under the Consent Calendar with the inclusion of the text inadvertently left out of Policy #2005-10.

Second: Mr. Harvath

Approved unanimously by those in attendance

Discussion/Review of Business Calendar Action Items:

1. **Presentation on the Monterey Bay Procurement Technical Assistance Center (PTAC).** Mr. Cusky presented the Board with an overview of the Monterey Bay Procurement Technical Assistance Center along with their mission, services and clients.
2. **ACTION: Consider and approve the appointment of Ken Peacock, representing Labor to the Workforce Investment Board and forward to the Board of Supervisors for consideration and**

approval. Mr. Peacock provided the Board with a brief description of his position with the Carpenters Union and his experience with recruiting, mentoring and improving the lives of workers in the Building Trades.

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

Second: Mr. Turlington

Approved unanimously by those in attendance

3. **Action: Concur with the May 21, 2014 Executive Committee action to approve the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Adult services for PY 2014-15 in the amount of \$175,000 and forward to the Board of Supervisors for consideration and approval.** Mrs. Aldrich reported that due to an 8.2% decrease in the Adult funding allocation, the contract was reduced from \$325,000 to \$175,000. She also reported that the Selection Committee unanimously approved and recommended funding Shoreline to provide adult services.

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

Second: Ms. Brickman

Approved unanimously by those in attendance

4. **ACTION: Concur with the May 21, 2014 Executive Committee action to approve the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Youth services for PY 2014-15 in the amount of \$110,000 and forward to the Board of Supervisors for consideration and approval.** Mrs. Aldrich reported that due to an 8.2% decrease in the Youth funding allocation, the contract was reduced from \$250,000 to \$110,000. She also reported that the Selection Committee unanimously approved and recommended funding Turning Point to provide youth services.

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

Second: Mr. Harvath

Approved unanimously by those in attendance

5. **ACTION: Review and approve 5-Year Local Plan Strategies update.** Mrs. Aldrich provided an update on the 5-year local plan strategies. The members asked for marketing material to proactively help the WIB to get the word out on current programs and initiatives.

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

Second: Mr. Tribley

Approved unanimously by those in attendance

6. **ACTION: Review and approve WIB Retreat Strategic Initiatives.** Mrs. Aldrich reported on the WIB strategies developed at the WIB annual retreat for the upcoming fiscal year 2014-15. The members asked to update Priority #2: Close Gaps Between Education & Business, under the 1st Quarter Focus, (#2) to state "Partner to apply for appropriate workforce related grants", in place of "Partner to apply for the Career Pathways Trust Fund Grant" since the grant was not awarded. Under the same priority, for the 3rd Quarter Focus, (#1) the members asked to add language for the development of a capstone to be presented in the following year, during the school year, when applicable.

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

Second: Ms. Leffel

Approved unanimously by those in attendance

Announcement of Events: Ms. Leffel announced the Monterey Bay Regional Critical Conversation will be held on June 24, 2014 at the Monterey Marriott, in the Ferrante Room. Monterey Salinas Transit is offering public transportation on its trolley with stops at the Wharf until Labor Day.

Adjournment: Mr. Aniello adjourned the meeting at 9:32 a.m.

Motion: Mr. Schnader motioned to approve adjournment.

Second: Ms. Leffel

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE JULY 16, 2014 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I YOUTH PROGRAM MONITORING REPORT FOR PROGRAM YEAR 2013-14 FOR THE SANTA CRUZ COUNTY OFFICE OF EDUCATION

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2013-14 for the Santa Cruz County Office of Education (SCCOE).

BACKGROUND:

The Monterey County Board of Supervisors approved the WIA youth subcontract with SCCOE in the amount of \$111,331, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides services to 43 new WIA eligible, in-school and out-of-school youth participants, ages 16-21, with an emphasis on enrolling youth in the North and West regions of Monterey County. The goal is to enroll all youth into six weeks of Hospitality Tourism and Customer Service (HTCS) classroom training by March 31, 2014, then enroll thirty-eight (38) of those youth who successfully complete the certified HTCS classroom training into paid work experience.

DISCUSSION:

This is to report the results of the WIB compliance monitoring review of the activities performed by SCCOE for Program Year 2013-14. The review covered the period of October 1, 2013 to January 31, 2014.

Although there were no findings, program staff was advised of the following observations:

- Timeliness of Claims for Reimbursement: Claims and reimbursements have been submitted late for processing.
- As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all open findings and local monitoring reviews of previous observations, SCCOE's program was reviewed and found to be in compliance.

WIB staff sent a draft monitoring letter to SCCOE on April 25, 2014, addressing the observations noted above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for SCCOE to submit a response. No response was received to the draft report; therefore the report stands as final.

ATTACHMENT:

FINAL WIA Title I Youth Program Monitoring Report for Program Year 2013-14 for SCCOE

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



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May 23, 2014

Jo Ann Allen, Manager of Student Support Services
Santa Cruz County Office of Education
400 Encinal Street
Santa Cruz, CA 95060

RE: FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report, Program Year 2013-14

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Youth Title I activities performed by the Santa Cruz County Office of Education – Sueños Collaborative (SCCOE) for program year 2013-14. The fiscal review covered the period of October 1, 2013 – December 31, 2013 and the program review covered the period of October 1, 2013 - January 31, 2014. WIB staff Marleen Esquerria conducted the monitoring review.

The purpose of this review was to evaluate SCCOE's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through a desk review of SCCOE's expenditures and enrollments; interviews with SCCOE staff, participants and employers, as well as the results of a participant case file review. WIB staff also performed a follow-up on all open findings identified by the State's Compliance Review Office.

Monitoring Date: March 18, 2014 at 249 10th Street, Marina, CA

Background: The Monterey County Board of Supervisors approved the WIA youth subcontract with SCCOE in the amount of \$111,331, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides services to 43 new WIA eligible, in-school and out-of-school youth participants, ages 16-21, with an emphasis on enrolling youth in the North and West regions of Monterey County. The goal is to enroll all youth into six weeks of Hospitality Tourism and Customer Service (HTCS) classroom training by March 31, 2014, then enroll thirty-eight (38) of those youth who successfully complete the certified HTCS classroom training into paid work experience.

I. **DESK REVIEW:**

Table 1: SCCOE's fiscal performance was reviewed for compliance with the contract plan for the quarter period ending December 31, 2013. SCCOE's total actual expenditures are \$28,984 (26%) of their planned budget. Work experience expenditures are \$4,826 (34%), staff salaries and benefit expenditures are \$23,903 (115%), and supportive service expenditures are \$21 of plan.

i. **Expenditures – Table 1:**

Program Year 2013-14	Work Experience	Staff Salaries & Benefits	Supportive Services	Total Contract Plan vs. Actual
Dec 2013 Plan	\$14,000	\$20,764	\$2,384	\$111,331
Dec 2013 Actual	\$4,826	\$23,903	\$21	\$28,984
% of Plan	34%	115%	-	26%

Table 2: As of January 31, 2014, SCCOE enrolled 56% (14) of their planned new enrollments and 50% (5) of their planned work experience enrollments. At the time of the review, it was determined that SCCOE is behind on meeting their work experience enrollments goal because many of their youth have yet to complete the certified HTCS six-week classroom training. Since the review, SCCOE has conducted outreach and recruitment activities on-site at local high schools in West and North County areas and also met with representatives from non-profit agencies that serve foster care youth in an effort to meet their enrollment goals and planned expenditures in the near-term. SCCOE’s geographic enrollments are higher than planned for the North and West County areas.

As of the 3rd Quarter period, SCCOE exceeded the 80% minimum target levels, for the number of enrollments achieved to date, for all the Common Measures performance goals with local success levels at 90% for youth placed in employment or education, 141% for the attainment of a degree or certificate, and 164% for youth literacy and numeracy gains.

Table 3: Services to foster care youth are well above plan, while the other target populations including: offenders, disabled individuals, out-of-school youth, temporary assistance for needy families (TANF) recipients and homeless youth are well below plan.

ii. Enrollments – Table 2:

Program Year 2013-14	New Enrollments	Work Experience	Geographic Areas Served (Emphasis on North & West regions of Monterey County)			
			Central	*North	South	*West
Jan 2014 Plan	25	10	55%	11%	18%	16%
Jan 2014 Actual	14	5	-	7	-	7
% of Plan	56%	50%	-	50%	-	50%

**Geographical area of emphasis is to enroll youth in the North and West regions of Monterey County.*

iii. Enrollments – Table 3:

Program Year 2013-14	Target Populations Served					
	Offender 10%	Disabled 10%	Out of School 30%	Foster Youth 5%	TANF 20%	Homeless 2%
Jan 2014 Plan	10%	10%	30%	5%	20%	2%
Jan 2014 Actual	1	1	3	3	2	0
% of Plan	7%	7%	21%	21%	14%	0%

I. FIELD REVIEW:

Four youth participant case files were randomly selected and reviewed. The youth case files were reviewed to ensure compliance with work experience requirements and WIA regulations. The file monitoring conducted by WIB staff included a review of eligibility, assessment, work experience compliance, supportive services, timesheets, and performance evaluations. The files were well organized with checklists and included all the necessary eligibility documentation.

i. Participant, Employer and Staff Interviews

WIB staff met with SCCOE staff and interviewed a selection of youth participants and employers during the period of April 1 – 7, 2014. All participants and employers were very complimentary of the SCCOE staff and for the opportunity to have participated in the work experience program. The youth participants that completed the HTCS Academy were pleased to receive an industry recognized certificate and 5 credits. Their school officials were also notified of the credits achieved.

ii. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with work experience requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

II. CONCLUSION:

The results of the performance review, and interviews with SCCOE staff indicate that SCCOE is satisfactorily meeting their PY 2013-14 youth subcontract provisions. An exit interview was conducted on March 18, 2014 with Ms. Jo Ann Allen and Mr. Miguel Hernandez. Although there were no findings, program staff was advised of the following observations:

i. **Observations:**

1. **Timeliness of Claims for Reimbursement:** Claims and reimbursements have been submitted late for processing.

Recommendation: Per the subcontractor agreement Exhibit D – Other Terms and Conditions, section 6.07. Payment of Authorized Expenditures, it states in part: “Financial reports and invoices are due to the fiscal department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB.” SCCOE **must** comply with the subcontract stipulations and submit all reports and invoices as agreed upon in the contract.

2. **Follow-up – State and Local Monitoring:**

As a follow-up to the Monterey County’s response to the State of California Employment Development Department’s Compliance Review Office on all open findings and local monitoring reviews of previous observations, SCCOE’s program was reviewed and found to be in compliance with the following:

- Developed and implemented a supportive services tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive services.
- Prior to the payment of all supportive services, SCCOE ensures that participant case files maintain accurate records, and the Virtual One Stop (VOS) and Job Training Automation (JTA) systems are updated with the appropriate activity codes.
- Prior to enrollment, SCCOE obtains proof and documents income eligibility.
- SCCOE ensures follow-up contact is made upon exit to determine a client’s employment or educational status after exiting the WIA program.
- SCCOE enters case notes into VOS in a timely fashion as services are being provided to individuals to ensure there are no case note gaps.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of SCCOE’s contract, program and fiscal operations. It is SCCOE’s responsibility to ensure that their 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 SCCOE’s responsibility.

WIB staff sent a draft monitoring letter to SCCOE on April 25, 2014, addressing the observations noted above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for SCCOE to submit a response. No response was received to the draft report; therefore the report stands as final.

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,



Joyce Aldrich
Executive Director
Monterey County Workforce Investment Board

cc: Marleen Esquerra, WIB Management Analyst
Beatriz Munoz, SCCOE
Miguel Hernandez, SCCOE

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE JULY 16, 2014 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I YOUTH PROGRAM MONITORING REPORT FOR PROGRAM YEAR 2013-14 FOR TURNING POINT OF CENTRAL CALIFORNIA

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2013-14 for Turning Point of Central California.

BACKGROUND:

The Monterey County Board of Supervisors approved the WIA youth subcontract with Turning Point in the amount of \$120,609, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides occupational skills training, leadership development, mentoring, guidance and counseling and supportive services to forty-five (45) WIA eligible youth (16 to 21) who face multiple barriers to employment and are low-income. Thirty-two (32) will receive paid and unpaid work experience opportunities. The geographical area of emphasis is to enroll youth in the Central and South regions of Monterey County.

DISCUSSION:

This is to report the results of the WIB compliance monitoring review of the activities performed by Turning Point for Program Year 2013-14. The review covered the period of October 1, 2013 to January 31, 2014.

Although there were no findings, program staff was advised of the following:

- As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all open findings and local monitoring reviews of previous observations, Turning Point's program was reviewed and found to be in compliance.

WIB staff sent a draft monitoring letter to Turning Point on April 25, 2014. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Turning Point to submit a response. No response was received to the draft report; therefore the report stands as final.

ATTACHMENT:

FINAL WIA Title I Youth Program Monitoring Report for Program Year 2013-14 for Turning Point

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

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May 23, 2014

Deborah Carrillo, Executive Director
Turning Point of Central California
116 East San Luis Street
Salinas, CA 93901

RE: FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report, Program Year 2013-14

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Youth Title I activities performed by Turning Point of Central California (Turning Point) for program year 2013-14. The fiscal review covered the period of October 1, 2013 – December 31, 2013 and the program review covered the period of October 1, 2013 - January 31, 2014. WIB staff Marleen Esquerra conducted the monitoring review.

The purpose of this review was to evaluate Turning Point's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through a desk review of Turning Point's expenditures and enrollments; interviews with Turning Point staff, participants, as well as the results of a participant case file review. WIB staff also performed a follow-up on all open findings identified by the State's Compliance Review Office.

Monitoring Dates: March 20-21, 2014 at 111 East San Luis Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA youth subcontract with Turning Point in the amount of \$120,609, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides occupational skills training, leadership development, mentoring, guidance and counseling and supportive services to forty-five (45) WIA eligible youth (16 to 21) who face multiple barriers to employment and are low-income. Thirty-two (32) will receive paid and unpaid work experience opportunities. The geographical area of emphasis is to enroll youth in the Central and South regions of Monterey County.

I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the quarter period ending December 31, 2013. Turning Point's total actual expenditures are \$28,103 (47%) of its planned budget. Work experience expenditures are \$2,317 (29%), staff salaries and benefits expenditures are \$15,469 (76%), and supportive service expenditures are \$3,536 (65%) of plan.

i. **Expenditures – Table 1:**

Program Year 2013-14	Work Experience	Staff Salaries & Benefits	Supportive Services	Total Contract
Dec 2013 Plan	\$8,000	\$20,384	\$5,443	\$60,305
Dec 2013 Actual	\$2,317	\$15,469	\$3,536	\$28,103
% of Plan	29%	76%	65%	47%

Table 2: As of January 31, 2014, Turning Point enrolled 116% (36) of their planned new enrollments and 118% (26) of their planned work experience enrollments. Turning Point focuses its recruitment efforts on youth from all geographic regions of the county, with an emphasis on serving youth in the Central and South County areas. Turning Point’s geographic enrollments are higher than planned for the Central and South County areas.

As of the 3rd Quarter period, Turning Point exceeded the 80% minimum target levels, for the number of enrollments achieved to date, for two of the Common Measures performance goals with local success levels at 89% for youth placed in employment or education and 144% for the attainment of a degree or certificate. At the time of the review, there was no data available to report on Turning Point’s literacy and numeracy gains.

Table 3: Turning Point exceeded the minimum WIB established target population goals for all target groups except for out-of-school youth.

ii. Enrollments – Table 2:

Program Year 2013-14	New Enrollments	Work Experience	Geographic Areas Served Min Goal = 10%			
			Central*	North	South*	West
Jan 2014 Plan	31	22	55%	11%	18%	16%
Jan 2014 Actual	36	26	24	2	8	2
% of Plan	116%	118%	67%	6%	22%	6%

**Geographical area of emphasis is to enroll youth in the Central and South regions of Monterey County.*

iii. Enrollments – Table 3:

Program Year 2013-14	Target Populations Served					
	Offender	Disabled	Out of School	Foster Youth	TANF	Homeless
Jan 2014 Plan	40%	29%	12%	8%	6%	5%
Jan 2014 Actual	24	31	3	8	6	5
% of Plan	67%	86%	8%	22%	17%	14%

I. FIELD REVIEW:

Eight youth participant case files were randomly selected and reviewed. The youth case files were reviewed to ensure compliance with work experience requirements and WIA regulations. The file monitoring conducted by WIB staff included a review of eligibility, assessment, work experience compliance, supportive services, timesheets, and performance evaluations. The files were well organized with checklists and included all the necessary eligibility documentation.

i. Participant, Employer and Staff Interviews

WIB staff met with Turning Point staff and interviewed a selection of youth participants and employers on March 20, 2014. All participants and employers were very complimentary of the Turning Point youth staff and for the opportunity to have participated in the work experience program. The youth learned interview techniques, how to dress for success, how to develop a resume, search for jobs and be successful on the job.

i. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with work experience requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

II. CONCLUSION:

The results of the performance review, and interviews with Turning Point staff, participants, and employers indicate that Turning Point is satisfactorily meeting their PY 2013-14 youth subcontract

provisions. An exit interview was conducted on Friday, March 21, 2014 with Turning Point Staff Ms. Rosie Chavez, Ms. Deborah Carrillo and Ms. Pearl Sanchez. Although there were no findings, program staff was advised of the following observations:

Follow-up – State and Local Monitoring:

As a follow-up to the Monterey County’s response to the State of California Employment Development Department’s Compliance Review Office on all open findings and local monitoring reviews of previous observations, Turning Point’s program was reviewed and found to be in compliance with the following:

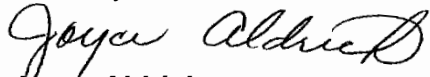
- Developed and implemented a supportive services tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive services – to include justification on the Individual Service Strategy (ISS) plan on how supportive services are determined necessary and reasonable.
- Prior to the payment of all supportive services, Turning Point ensures that participant case files maintain accurate records, and the Virtual One Stop (VOS) and Job Training Automation (JTA) systems are updated with the appropriate activity codes.
- Prior to enrollment, Turning Point obtains proof and documents income eligibility.
- Turning Point ensures follow-up contact is made upon exit to determine a client’s employment or educational status after exiting the WIA program.
- Turning Point ensures their worksite application agreements are updated and include the work experience start and end dates.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Turning Point’s contract, program and fiscal operations. It is Turning Point’s responsibility to ensure that their 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 Turning Point’s responsibility.

WIB staff sent a draft monitoring letter to Turning Point on April 25, 2014, addressing the observations noted above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Turning Point to submit a response. No response was received to the draft report; therefore the report stands as final.

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,



Joyce Aldrich
Executive Director

Monterey County Workforce Investment Board

cc:

Marleen Esquerra, WIB Management Analyst
Rosie Chavez, Adult Program Director
Pearl Sanchez, Youth Program Director

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE JULY 16, 2014 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I ADULT PROGRAM MONITORING REPORT FOR PROGRAM YEAR 2013-14 FOR TURNING POINT OF CENTRAL CALIFORNIA

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report for Program Year 2013-14 for Turning Point of Central California.

BACKGROUND:

The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$160,949, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides core, intensive, training and supportive services to forty-eight (48) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, 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. Twenty-eight (28) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and nineteen (19) participants will receive direct placement services.

DISCUSSION:

This is to report the results of the WIB compliance monitoring review of the activities performed by Turning Point for Program Year 2013-14.

This is a sampling review that covered the period of October 1, 2013 to January 31, 2014.

Although there were no findings, program staff was advised of the following:

- As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all open findings and local monitoring reviews of previous observations, Turning Point's program was reviewed and found to be in compliance.

WIB staff sent a draft monitoring letter to Turning Point on April 25, 2014. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Turning Point to submit a response. No response was received to the draft report; therefore the report stands as final.

ATTACHMENT:

FINAL WIA Title I Adult Program Monitoring Report for Program Year 2013-14 for Turning Point

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

May 23, 2014

Deborah Carrillo, Executive Director
Turning Point of Central California
116 East San Luis Street
Salinas, CA 93901

RE: FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2013-14

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Turning Point of Central California (Turning Point) for program year 2013-14. The fiscal review covered the period of October 1, 2013 – December 31, 2013 and the program review covered the period of October 1, 2013 - January 31, 2014. WIB staff Marleen Esquerra conducted the monitoring review.

The purpose of this review was to evaluate Turning Point's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through a desk review of Turning Point's expenditures and enrollments; interviews with Turning Point staff, as well as the results of a participant case file review. WIB staff also performed a follow-up on all open findings identified by the State's Compliance Review Office.

Monitoring Dates: March 20-21, 2014 at 111 East San Luis Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$160,949, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides core, intensive, training and supportive services to forty-eight (48) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, 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. Twenty-eight (28) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and nineteen (19) participants will receive direct placement services.

I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the quarter period ending December 31, 2013. Turning Point's total actual expenditures are \$6,183 (12%) of its planned budget. Training expenditures are \$0, staff salaries and benefits expenditures are \$3,808 (14%) and supportive service expenditures are \$186 (7%) of plan. The low expenditures are due to the delay in Turning Point's contract start date. This contract period for PY 2013-14 started one quarter later than the previous two contract years.

i. **Expenditures – Table 1:**

Program Year 2013-14	Training	Staff Salaries & Benefits	Supportive Services	Total Contract
Dec 2013 Plan	\$14,054	\$26,942	\$2,526	\$53,113
Dec 2013 Actual	\$0	\$3,808	\$186	\$6,183
% of Plan	0%	14%	7%	12%

Table 2: Turning Point’s total enrollments are 57% (13) of plan with 35% (7) enrollments placed into training and 16% (3) enrolled as direct placements and placed into unsubsidized employment. Turning Point’s geographic enrollments are higher than planned for the South and West County areas, while the Central and North County areas are below goal. A total of 31% were placed within the WIB approved industry clusters. All training enrollments (100%) successfully completed the WorkKeys® assessments in Applied Math, Locating Information and Reading for Information.

As of the 3rd Quarter period, Turning Point exceeded the 80% minimum target levels, for the number of enrollments achieved to date, for all the Common Measures performance goals with local success levels at 142% for entered employment, 99% for retention, and 88% for average earnings.

Table 3: Turning Point exceeded the minimum WIB established target population goals for all target groups except for veterans.

ii. Enrollments – Table 2:

Program Year 2013-14	New Enrollments	Training (ITA/OJT)	Geographic Areas Served Min Goal = 10%				Industry Clusters (OJT/ITA/DP)
			Central	North	South	West	
Jan 2014 Plan	23	20	65%	10%	5%	20%	50%
Jan 2014 Actual	13	7	7		1	5	4
% of Plan	57%	35%	54%	0%	8%	38%	31%

Direct placements 3 of 19; 16%

iii. Enrollments – Table 3:

Program Year 2013-14	Target Populations Served				
	Veterans & Eligible Spouses	HS Dropout	Disabled	Ex Offender	Homeless
Jan 2014 Plan	5%	15%	15%	50%	15%
Jan 2014 Actual	0	4	7	13	7
% of Plan	0%	31%	54%	100%	54%

II. FIELD REVIEW:

Seven adult participant case files were randomly selected and reviewed. The adult case files were reviewed to ensure compliance with the contract requirements and WIA regulations. The file monitoring conducted by WIB staff included a review of eligibility, assessment, work experience compliance, supportive services, timesheets, and performance evaluations. The files were well organized with checklists and included all the necessary eligibility and right-to-work documentation.

i. Staff Interviews

WIB staff met with and interviewed Turning Point staff Ms. Rosie Chavez. Staff is very knowledgeable with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract.

ii. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. **CONCLUSION:**

The results of the performance review, and interviews with Turning Point staff indicate that Turning Point is satisfactorily meeting their PY 2013-14 adult subcontract provisions. An exit interview was conducted on Friday, March 21, 2014 with Turning Point Staff Ms. Rosie Chavez, Ms. Deborah Carrillo and Ms. Pearl Sanchez. Although there were no findings, program staff was advised of the following observations:

Follow-up – State and Local Monitoring:

As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all opening findings and local monitoring reviews of previous observations, Turning Point's program was reviewed and found to be in compliance with the following:

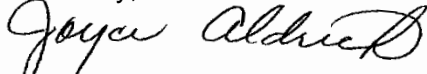
- Developed and implemented a supportive services tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive services – to include justification on the Individual Employment Plan (IEP) on how supportive services are determined necessary and reasonable
- Prior to the payment of all supportive services, Turning Point ensures that participant case files maintain accurate records, and the Virtual One Stop (VOS) and Job Training Automation (JTA) systems are updated with the appropriate activity codes.
- Prior to enrollment, Turning Point obtains proof and documents income eligibility.
- Turning Point ensures follow-up contact is made upon exit to determine a client's employment or educational status after exiting the WIA program.
- Turning Point's geographic enrollments are higher than planned for the South and West County areas, while the Central and North County areas are below goal.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Turning Point's contract, program and fiscal operations. It is Turning Point's responsibility to ensure that their 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 Turning Point's responsibility.

WIB staff sent a draft monitoring letter to Turning Point on April 25, 2014, addressing the observations noted above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Turning Point to submit a response. No response was received to the draft report; therefore the report stands as final.

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,



Joyce Aldrich
Executive Director

Monterey County Workforce Investment Board

cc:

Marleen Esquerra, WIB Management Analyst
Rosie Chavez, Adult Program Director
Pearl Sanchez, Youth Program Director

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE JULY 16, 2014 EXECUTIVE COMMITTEE ACTION TO APPROVE THE FINAL WORKFORCE INVESTMENT ACT (WIA) TITLE I ADULT PROGRAM MONITORING REPORT FOR PROGRAM YEAR 2013-14 FOR SHORELINE WORKFORCE DEVELOPMENT SERVICES

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the July 16, 2014 Executive Committee action to approve the FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report for Program Year 2013-14 for Shoreline Workforce Development Services.

BACKGROUND:

The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$174,361, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides core, intensive, training and supportive services to fifty-two (52) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, 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. Twenty-seven (27) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-four (24) participants will receive direct placement services.

DISCUSSION:

This is to report the results of the WIB compliance monitoring review of the activities performed by Shoreline for Program Year 2013-14.

This is a sampling review that covered the period of October 1, 2013 to January 31, 2014.

Although there were no findings, program staff was advised of the following:

- As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all open findings and local monitoring reviews of previous observations, Shoreline's program was reviewed and found to be in compliance.

WIB staff sent a draft monitoring letter to Shoreline on April 25, 2014. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Shoreline to submit a response. No response was received to the draft report; therefore the report stands as final.

ATTACHMENT:

FINAL WIA Title I Adult Program Monitoring Report for Program Year 2013-14 for Shoreline

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR



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May 23, 2014

Mr. John Collins, Senior VP of Workforce Development Services
Goodwill Industries of Santa Cruz/Monterey/San Luis Obispo DBA
Shoreline Workforce Development Services
350 Encinal Street
Santa Cruz, CA 95060

RE: FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2013-14

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Shoreline Workforce Development Services (Shoreline) for program year 2013-14. The fiscal review covered the period of October 1, 2013 – December 31, 2013 and the program review covered the period of October 1, 2013 - January 31, 2014. WIB staff Marleen Esquerra conducted the monitoring review.

The purpose of this review was to evaluate Shoreline's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of your contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through a desk review of Shoreline's expenditures and enrollments; interviews with Shoreline staff, participants, as well as the results of a participant case file review. WIB staff also performed a follow-up on all open findings identified by the State's Compliance Review Office.

Monitoring Date: March 19, 2014 at 1325 North Main Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$174,361, for Program Year (PY) October 1, 2013 to June 30, 2014. The contract provides core, intensive, training and supportive services to fifty-two (52) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, 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. Twenty-seven (27) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-four (24) participants will receive direct placement services.

I. **DESK REVIEW:**

Table 1: Shoreline's performance was reviewed for compliance with the contract plan for the quarter period ending December 31, 2013. Shoreline's total actual expenditures are \$41,387 (72%) of plan with training expenditures at \$2,690 (18%) of plan. Staff salaries and benefits expenditures are \$40,235 (99%) of plan and supportive service expenditures are \$1,152 (63%) of plan. The low expenditures are due to the delay in Shoreline's contract start date. This contract period for PY 2013-14 started one quarter later than the previous two contract years.

i. **Expenditures – Table 1:**

Program Year 2013-14	Training	Staff Salaries & Benefits	Supportive Services	Total Contract
Dec 2013 Plan	\$15,147	\$40,559	\$1,832	\$57,539
Dec 2013 Actual	\$2,690	\$40,235	\$1,152	\$41,387
% of Plan	18%	99%	63%	72%

Table 2: Shoreline’s total enrollments are 46% (12) of plan with 90% (9) enrollments placed into training and 1 enrolled as a direct placement and placed into unsubsidized employment. Shoreline’s geographic enrollments are 75% for the Central area, 17% for South County, 8% for West County and at 0% for North County. A total of 33% were placed within the WIB approved industry clusters. All training enrollments have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual’s readiness for WorkKeys® testing.

As of the 3rd Quarter period, Shoreline exceeded the 80% minimum target levels, for the number of enrollments achieved to date, for all the Common Measures performance goals with local success levels at 111% for entered employment, 92% for retention, and 96% for average earnings.

Table 3: Service to the high school drop outs, ex offenders, and homeless are well above plan, while the veterans/eligible spouses and disabled populations are below the contract plan goals.

ii. Enrollments – Table 2:

Program Year 2013-14	New Enrollments	Training (ITA/OJT)	Geographic Areas Served Min Goal = 10%				Industry Clusters (OJT/ITA/DP)
			Central	North	South	West	
Jan 2014 Plan	26	10	35%	25%	20%	20%	50%
Jan 2014 Actual	12	9	9		2	1	4
% of Plan	46%	90%	75%	0%	17%	8%	33%

Direct placements 1 of 24; 4%

iii. Enrollments – Table 3:

Program Year 2013-14	Target Populations Served				
	Veterans & Eligible Spouses 10%	HS Dropouts 20%	Disabled 16%	Offenders 10%	Homeless 5%
Jan 2014 Plan	19%	39%	19%	13%	19%
Jan 2014 Actual	1	6	1	3	9
% of Plan	8%	50%	8%	25%	75%

II. FIELD REVIEW:

Six adult participant case files were randomly selected and reviewed. The adult case files were reviewed to ensure compliance with the contract requirements and WIA regulations. The file monitoring conducted by WIB staff included a review of eligibility, assessment, work experience compliance, supportive services, timesheets, and performance evaluations. The files were organized with checklists and included all the necessary eligibility and right-to-work documentation.

i. Participant, Employer and Staff Interviews

WIB staff met with Shoreline staff and interviewed an adult participant and employer on April 10, 2014. The participant and employer were very pleased with Shoreline. The employer specifically stated that the services are effective and that staff have done a great job of communicating with employers to inform them of the services and opportunities available to the business community.

ii. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. **CONCLUSION:**

The results of the performance review, and interviews with Shoreline staff indicate that Shoreline is satisfactorily meeting their PY 2013-14 adult subcontract provisions. An exit interview was conducted on March 19, 2014 with Mr. Wil Moore, Ms. Lorena Garcia, and Ms. Vanessa Estrada. Although there were no findings, program staff was advised of the following observations:

Follow-up – State and Local Monitoring:

As a follow-up to the Monterey County's response to the State of California Employment Development Department's Compliance Review Office on all opening findings and local monitoring reviews of previous observations, Shoreline's program was reviewed and found to be in compliance with the following:

- Developed and implemented a supportive services tracking log to ensure adequate safeguards are in place, prior to the payment of all supportive services.
- Prior to the payment of all supportive services, Shoreline ensures that participant case files maintain accurate records, and the Virtual One Stop (VOS) and Job Training Automation (JTA) systems are updated with the appropriate activity codes.
- Prior to enrollment, Shoreline obtains proof and documents income eligibility.
- Shoreline ensures follow-up contact is made upon exit to determine a client's employment or educational status after exiting the WIA program.
- Shoreline has restructured its fiscal operations to ensure claims are submitted in a timely fashion.
- As of the February 2014 billing period, monthly claims and reimbursements have begun to report accruals.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Shoreline's contract, program and fiscal operations. It is Shoreline's responsibility to ensure that their 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 Shoreline's responsibility.

WIB staff sent a draft monitoring letter to Shoreline on April 25, 2014, addressing the observations noted above. The protocols and monitoring guidelines provide up to 15 working days after the receipt of the draft monitoring report for Shoreline to submit a response. No response was received to the draft report; therefore the report stands as final.

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,



Joyce Aldrich
Executive Director
Monterey County Workforce Investment Board

cc:

Marleen Esquerra, WIB Management Analyst
Wil Moore, Director of Workforce Services-Monterey/Santa Cruz Counties
Sara Jamison, Assistant Director of Workforce Services-Monterey/Santa Cruz Counties

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE JULY 16, 2014 EXECUTIVE COMMITTEE ACTION TO APPROVE THE SUBMISSION OF THE WORKFORCE INNOVATION FUND (WIF) GRANT TO THE DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION (DOL ETA) TO SERVE MOST AT-RISK YOUTH AGES 16-24. SHOULD THE GRANT BE AWARDED, THE PROPOSAL WILL BE PLACED ON THE BOARD OF SUPERVISORS AGENDA FOR FINAL APPROVAL TO ACCEPT THE AWARD

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board concur with the July 16, 2014 Executive Committee action to approve submission of the Workforce Innovation Fund (WIF) Grant to the Department of Labor Employment and Training Administration (DOL ETA) to serve most at-risk youth ages 16-24. Should the grant be awarded, the proposal will be placed on the Board of Supervisors agenda for final approval to accept the award.

INFORMATION:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL), announced the availability of up to \$53 million in grant funds to be awarded under the Workforce Innovation Fund (WIF) grant program and anticipates awarding between 8 - 15 grants. These funds support innovative approaches that generate long-term improvements in the performance of the public workforce system, outcomes for job seekers and employers, and cost-effectiveness. All projects funded under the WIF will be rigorously evaluated in order to build a body of knowledge about what works in workforce development.

The purpose of the WIF is to support a job-driven approach to workforce development by funding innovative approaches to the design and delivery of employment and training services that generate long-term improvements in the performance of the public workforce system, outcomes for job seekers and employers, and cost-effectiveness.

Grants funded under the WIF will achieve the following within the workforce system: 1) better results for jobseekers and employers – such as reduced duration of unemployment, increased educational gains that lead to work readiness, academic and industry-recognized credential attainment, increased earnings, increased competitiveness of employers, etc.; 2) greater efficiency in the delivery of quality services - such as more customers (job seekers or employers) served, decreased program attrition, increased customer throughput, faster entry into employment, achieving outcomes at a lower cost, or reduction in duplicative program components and related administrative costs; and 3) stronger cooperation across programs and funding streams – such as integrated data management information systems, braided funding¹, or changes that create a more seamless service delivery experience for participants who need help from multiple programs.

Monterey County WIB in collaboration and its partners intend to match targeted youth with an innovative approach of integrated service delivery and community engagement to address the dual outcomes of gang violence prevention and training and employment. The vision is to break the cycle of intergenerational violence that plagues Monterey County.

The project contains two levels of innovation: First, it attempts to weave together previously tested and untested service elements into a comprehensive mix of services. Second, it attempts to measure the synergistic effect of deep collaboration, data-collection, and enhancing the services and resources that the County of Monterey and its partners already provide, learning how to increase impact per every dollar spent. The following key strategies and inputs will support individual- and system-level outcomes:

- *Deep collaboration between cross-sector community partners in the design, oversight and ongoing improvement of programs*, which will result in an engaged, consistent team of subject matter experts involved through all stages of the program development, implementation and evaluation, promoting open innovation.
- *Comprehensive and coordinated case management*, where participants are cared for by a multi-disciplinary team, creating a seamless delivery of their employment, social, educational, health, behavioral health, and/or probation service needs.
- *Integration of data collection, management and analysis across service partners* countywide, providing the ability to input and extract relevant, comparable data across service providers, and having proper data-agreements in place.
- *Data-driven decision-making*, including targeted recruitment of participants based on need, and real-time program responsiveness to performance measures.
- *Two-way community engagement and positive relationship building* to enhance education and employability skills, through cross-age mentorship opportunities and community-based action research.
- *Extended, intensive service provision based on individual needs*, providing rigorous assessments at enrollment and interim periods of the program; individualized, comprehensive learning and service plans for every client; extended service periods that include performance benchmarks before moving to the next level of the program; and post-program services.
- *Linkage of occupational exploration and skills development to local, high-demand and employer needs*, including a feedback loop between employers and educators/service providers through all phases of the program, from planning to final evaluation.

Through these and other programmatic strategies, the Youth Ambassadors for Peace program will offer a comprehensive workforce development experience for youth. By engaging youth in evidence-based program strategies that include skill-building, relationships, and meaningful experiences, youth will develop resilience and they will learn to positively contribute to their community. Over the grant period, approximately 240 youth will participate in regionally based cohorts. The length of the grant is 60 months, with the first 12 months for development; years 2-4 in implementation, and year 5 in follow-up and intensive evaluation of the project.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: PRESENTATION ON NORTHERN CALIFORNIA OUTREACH & ADMISSIONS JOB CORPS PROGRAMS

DATE: AUGUST 13, 2014

INFORMATION:

Job Corps is a no-cost education and vocational training program administered by the [U.S. Department of Labor](#) that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training.

Funded by Congress, Job Corps has been training young adults for meaningful careers since 1964. Job Corps is committed to offering all students a safe, drug-free environment where they can take advantage of the resources provided.

Job Corps' mission is to attract eligible young people, teach them the skills they need to become employable and independent, and place them in meaningful jobs or further education.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONDUCT ELECTION TO SELECT THE CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE OCTOBER 1, 2014

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board conduct elections to select the Chair of the Monterey County Workforce Investment Board for a term of two years to commence October 1, 2014.

BACKGROUND:

According to the WIB Bylaws, last updated and approved February 5, 2013, election of officers shall be brought forward in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term shall then commence on the first subsequent meeting following election.

The officers of the MCWIB shall be Chair, Vice Chair, and Second Vice-Chair. All three officers elections are due at the August 13, 2014 meeting.

The Chair of the MCWIB shall be elected by the MCWIB from among the Business representatives. The term of the officer shall be two (2) years. There shall be no consecutive term limits for officers. The remainder of the officers may be elected from any of the representative groups.

Duties of MCWIB Chair include:

1. Represent the MCWIB to the BOS and the general public;
2. Preside over all regular and special meetings of the MCWIB;
3. Serve as Chair of the Executive Committee of the MCWIB;
4. Prepare the agenda for MCWIB meetings in consultation with the MCWIB Executive Director;
5. Appoint all committee Chairs and committee members, in consultation with the MCWIB Executive Director;
6. In cooperation with the BOS, determine the number and composition of the Youth Council;
7. Determine the sections of the annual WIA Local Plan that are to be developed by the Youth Council because those sections relate to eligible youth, and determine the duties of the Youth Council in addition to those described in the WIA; and
8. Assign and delegate such responsibilities from time to time.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONDUCT ELECTION TO SELECT THE 1ST VICE-CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE OCTOBER 1, 2014

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board conduct elections to select the 1st Vice-Chair of the Monterey County Workforce Investment Board for a term of two years to commence October 1, 2014.

BACKGROUND:

According to the WIB Bylaws, last updated and approved February 5, 2013, election of officers shall be brought forward in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term shall then commence on the first subsequent meeting following election.

The officers of the MCWIB shall be Chair, Vice Chair, and Second Vice-Chair. All three officers elections are due at the August 13, 2014 meeting.

The Chair of the MCWIB shall be elected by the MCWIB from among the Business representatives. The term of the officer shall be two (2) years. There shall be no consecutive term limits for officers. The remainder of the officers may be elected from any of the representative groups.

The MCWIB Vice-Chair responsibilities include:

1. In the absence of the MCWIB Chair, perform all the duties of the MCWIB Chair; and
2. Assign and delegate such responsibilities from time to time.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONDUCT ELECTION TO SELECT THE 2ND VICE-CHAIR OF THE WORKFORCE INVESTMENT BOARD FOR A TERM TO COMMENCE OCTOBER 1, 2014

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board conduct elections to select the 2nd Vice-Chair of the Monterey County Workforce Investment Board for a term of two years to commence October 1, 2014.

BACKGROUND:

According to the WIB Bylaws, last updated and approved February 5, 2013, election of officers shall be brought forward in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term shall then commence on the first subsequent meeting following election.

The officers of the MCWIB shall be Chair, Vice Chair, and Second Vice-Chair. All three officers elections are due at the August 13, 2014 meeting.

The Chair of the MCWIB shall be elected by the MCWIB from among the Business representatives. The term of the officer shall be two (2) years. There shall be no consecutive term limits for officers. The remainder of the officers may be elected from any of the representative groups.

The MCWIB Second Vice-Chair duties shall include:

1. In the absence of the MCWIB Chair and MCWIB Vice Chair, perform all duties of the MCWIB Chair; and
2. Assign and delegate such responsibilities from time to time.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE TRANSFER OF \$128,582 IN WIA TITLE I FORMULA FUNDS FROM DISLOCATED WORKER TO ADULT PROGRAMS FOR FISCAL YEAR 2014-15 AND SUBMIT THE REQUEST TO THE STATE EMPLOYMENT DEVELOPMENT DEPARTMENT

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the transfer of \$128,582 in WIA Title I formula funds from Dislocated Worker to Adult programs for fiscal year 2014-15 and submit the request to the State Employment Development Department.

INFORMATION:

In order to maximize customer service and provide local Workforce Investment Boards (LWIB) with greater flexibility to respond to changes in the local labor markets, the Workforce Investment Act (WIA) allows the transfer of funds between WIA Title I Adult and Dislocated Worker Programs. Considerations for 2014-15 transfer include a significant increase in Adult participant Individual Training Accounts (ITA's) and On-the-Job Training (OJT's) contracts for the first quarter allocation. Due to Sequestration, the Adult Program Allocation has a total of \$100,325 for the first allocation compared to Dislocated Workers first allocation of \$257,164, plus carry-in funds for Dislocated Workers. In addition to the ITA's and OJT's we have additional subcontracted services for Adults, and greater decrease in Adult allocation for 2014-15.

Table 1 Participants planned vs. actual	2003-14		2014-15	
	Adult	DW	Adult	DW
1. Registered participants carried in	236	215	133	96
2. New registered participants	333	300	333	300
3. Total registered participants (1+2)	569	515	466	396
4. Exiters	272	132	162	201
5. Registered participants carried out (3-4)	297	383	304	195

Table 2 Funding				
Formula Allocation	1,479,571	2,014,142	1,417,253	1,814,043
Amount to be Transferred	-0-	-0-	128,582	(128,582)
Total Funds Available	\$1,479,571	\$2,014,142	1,545,835	1,685,461
	Formula Allocation 2014-15		\$1,545,835	\$1,685,461

Requirements:

- Up to 50% of the adult funds and up to 50% dislocated worker funds for PY 2014-15 funds may be transferred between each of these funding streams.
- The LWIBs must submit transfer requests in writing to the appropriate Regional Advisor. All requests must contain the reason(s) for the transfer, including effects on local services and proposed changes to the local plan, if any.
- To complete the transfer request, three documents must be submitted to the State of CA EDD to include the transfer request form, participant and budget summary plan based on the new transfer amounts.

ATTACHMENTS:

\$128,582 Transfer Request Documents hand out at meeting

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD AND THE NORTHERN CALIFORNIA OUTREACH & ADMISSIONS JOB CORPS

DATE: AUGUST 13, 2014

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the Memorandum of Understanding (MOU) between the Monterey County Workforce Investment Board and the Northern California Outreach & Admissions Job Corps. Upon approval the MOU will be forwarded to the County Board of Supervisors for final approval.

SUMMARY:

The purpose of the MOU is to provide the local Workforce Investment Board (WIB) an opportunity to ensure that all America's Job Center of California (formerly One-Stop) partners are aware and accountable for the operation and performance of the Job Center delivery system.

The MOU is an agreement developed and executed between the WIB and the Job Center partners, with concurrence of the Board of Supervisors (BOS), relating to the operation of the Job Center delivery system. The WIB must initiate the MOU development process to meet the intent of Section 121 of the Workforce Investment Act (WIA) and the implementing regulations. The WIA emphasizes full and effective partnerships between local boards and the Job Center partners, while the regulation emphasizes that it is a legal obligation for the partners and the local WIB to engage in good faith negotiations to reach agreement on the MOU.

DISCUSSION:

The term of the MOU with Northern California Outreach & Admissions Job Corps Program will begin once signed by all parties and approved by the Monterey County Board of Supervisors and shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 or Workforce Innovation and Opportunity Act (WIOA), otherwise by action of law, or in accordance with Section VI: "Term of MOU" in the Memorandum of Understanding (attached). The MOU articulates that it may be reviewed annually and modified, altered revised extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties on an as needed basis. Amendments to the MOU may be made 30 days prior to the effective date of the change. It is recommended that the WIB staff initiate discussions with Northern California Outreach & Admissions Job Corps Program to renegotiate the terms of the current MOU.

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

The MOU is a non-financial agreement; however, the parties to the MOU agree to adhere to specific principles in sharing costs and resources related to the Job Center operations. These principles are articulated within the MOU and involve: how cost of services and activities shall be shared among partners; levels of participation or investment; applications for future grant funding; designation of a fiscal agent; review of cost allocation plan; and methods for cost allocation.

While the MOU is non-financial, related contractual or cost sharing agreements are subject to generally accepted accounting principles and to the audit provisions of the respective funding streams as appropriate.

ATTACHMENT: Job Corp Draft MOU

Memorandum of Understanding for the Monterey County One-Stop Delivery System/Monterey County Workforce Investment Area and the Northern California Outreach and Admissions

In accordance with Section 121(c) of the Workforce Investment Act of 1998 (WiA), this Memorandum of Understanding has been developed with the agreement of the chief elected official of the designated local workforce investment area, and entered into between the Monterey County Workforce Investment Board (WIB) and the partners in the Monterey County Job Center (formerly known as One-Stop Career Center), agree as follows:

I. Purpose

The Memorandum of Understanding provides the local Workforce Investment Board (WIB) an opportunity to insure that all One-Stop partners are aware and accountable for the operation and performance of the One-Stop delivery system.

The Memorandum of Understanding (MOU) is an agreement developed and executed between the local board, with the agreement of the chief elected official, and the One-Stop partners relating to the operation of the One-Stop delivery system in the local area. The local WIB must initiate a MOU development process to meet the intent of Section 121 of the Workforce Investment Act of 1998 (WIA) and the implementing regulations. The WIA emphasizes full and effective partnerships between local boards and One-Stop partners, while the regulation emphasizes that it is a legal obligation for the partners and the local WIB to engage in good faith negotiations to reach agreement on the MOU.

II. Vision of the Monterey County Workforce Investment System

The Monterey County WIB's Vision for the workforce system is:

- To continually combine the best practices of the public and private sectors to create a dynamic, efficient and effective Workforce Development Board
- To develop innovative models that effectively liberate legislations, acquire and leverage alternate funding sources to offer access to all services
- To contribute to a healthy economy that's filled with jobs that are built with integrity

The methods to support attainment of these goals are:

- Coordinate leadership efforts
- Establishment of a value-based, results-oriented system of committed partnerships
- Institutionalize a quality-driven, continuous improvement environment
- Implementation of a comprehensive performance measurement system
- Mobilization of resources
- Establish physical presence and electronic links to additional satellites and other key partners

Furthermore, the Vision of the County of Monterey Job Center is built upon four guiding principles, which are the essence of the delivery system. They are the guiding principles

in the development of MOUs and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles are as follows:

- **Integrated:** offers as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills
- **Comprehensive:** a large array of useful information with wide and easy access to needed services
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed upon outcomes, including customer satisfaction, are identified

III. Parties to this MOU

The County of Monterey WIB, with the agreement of the Chief Local Elected Official for Monterey County, has the mutual commitment and cooperation of the following partners in becoming a part of this MOU and in operating the local Job Center system/center(s):

Job Center Partners Required by Title I of the Workforce Investment Act:

- Adult
- Dislocated Worker
- Youth
- Employment Service
- Adult Education
- Postsecondary Vocational Education
- Vocational Rehabilitation
- Welfare-to-Work
- Title V of the Older American's Act
- Trade Adjustment Assistance
- NAFTA Transitional Adjustment Assistance
- Veterans' Employment and Training Programs
- Community Services Block Grant
- Employment and training activities carried out by the US Department of Housing and Urban Development
- Unemployment Insurance
- Job Corps
- Indian and Native American Programs
- Migrant and Seasonal Farm Worker Programs

Other Additional Human Resource Program Partners:

- Temporary Assistance for Needy Families
- USDA Food Stamp Employment and Training Programs
- Food Stamp Work Programs
- National and Community Service Act of 1990
- Any others approved by the LWIB and CEO

IV. Services of the WIA Job Center

The partners agree, and SHALL provide the following services:

1. Core Services

- WIA Title I – Subtitle B (Regulations 662.249) eligibility determination
- Outreach, intake (worker profiling) and orientation to the information and other services available through the One-Stop delivery system.
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
- Job search and placement assistance, and where appropriate, career counseling.
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas.
- Provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program ,and eligible providers of youth activities described in section 123, providers of adult education described in title II,. Providers of post-secondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation program activities described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).
- Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One-Stop delivery system in the local area.
- Provision of accurate information relating to the availability of supportive services and referral as appropriate.
- Provision of information regarding filing claims for unemployment compensation
- Assistance in established eligibility for: 1) welfare-to-work activities authorized under section 403(a)(5) of the Social Security Act, and 2) programs of financial aid assistance for training and education programs that are not funded under this Act and are available in the local area.
- Follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

2. Intensive and Training Services

- Access to intensive and training services (including serving as the point of access to individual training accounts). Training services may include occupational skills training, on-the-job training, workplace training combined with related instruction, training programs operated by the private sector, skill upgrading and retraining; entrepreneurial training, job readiness training, adult education and literacy activities, and customized training.

3. Access to One-Stop partner programs and activities.

4. Access to Wagner-Peyser services including job search, placement, recruitment, and other labor exchange services.

The Partners MAY also provide the following services:

1. Access to customized screening and referral of qualified participants in training services to employment
2. Customized employment related services to employers on a fee-for-service basis
3. Supportive services
4. Needs related payments
5. Coe Services

V. Description of the Services Provided Through the Job Center Partners

Each partner entering into an MOU must:

1. Describe the core services that will be provided through the Job Center
2. Describe how the costs of the services and operating costs will be funded. These fair share costs should be proportionate to the use of the system by individuals
3. Describe how these services will be integrated and duplication of services avoided
4. State whether staff will be collocated
5. State the approximate number, or range of staff available to the Job Center delivery system
6. Describe the method of referral by Job Center Operators or partners to individuals for services

VI. Term of the MOU

This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998, otherwise by action of law, or in accordance with this section.

This MOU constitutes the entire agreement between the parties hereto. This MOU may be reviewed annually and modified, altered, revised, extended or renewed by mutual written consent of all parties, but issuance of written amendment, signed and dated by all the parties on an as needed basis.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties of this MOU. Should any One-Stop Partner withdraw, this MOU shall remain in effect with respect to other remaining One-Stop Partners.

VII. Benefits

The parties to the MOU expect to derive the following benefits from their participation in the Job Center Career Center System:

- Expanded customer base
- Expanded access to supportive services to reduce drop out rates
- Increased program enrollments
- Expanded service offering
- Reduce welfare dependency
- Cooperative programs to match funds
- Information sharing
- Opportunity to offer comprehensive services

VIII. Access to Services and Cost Sharing

Access

The D&A Communications, Inc. Northern California Outreach & Admissions agrees to contribute to the delivery of the following services in the local Job Center System:

Core Services	Funding Source	One-Stop (OS) and/or Remote (R)
<p>Collaborate in the provision of outreach, intake and orientation to One-Stop Career Center services.</p> <p><i>Outreach</i> to include efforts to increase the awareness, availability and use of service by specific target populations.</p> <p><i>Intake</i> as a process to ensure that target populations of participant categories determined by funding sources receive services for which they are eligible.</p> <p><i>Orientation</i> relative to information and available services</p>	“	“
<p>Collaborate in the provision of initial assessment of skill levels, aptitudes, abilities, and supportive service needs.</p>	“	“
<p>Collaborative job search and placement assistance, and where appropriate, career counseling. Will consider participating in the integration of job development activities at the Monterey EDD site.</p>	“	“
<p>Assist in the provision of employment statistics information, including accurate information relating to local regional and national labor market areas.</p>	“	“
<p>Will provide performance information and program cost information as appropriate.</p>	“	“
<p>Will assist in the provision of information regarding local area performance</p>	“	“
<p>Will collaborate in the provision of accurate information relating to the availability of supportive services and referral as appropriate.</p>	“	“
<p>Follow-up services, including counseling regarding the workplace as appropriate.</p>	N/A	N/A

Intensive Services	Funding Source	One-Stop (OS) and/or Remote (R)
Will facilitate access to intensive and training services if available. Training services may include occupational skills training, OJT. Workplace training combined with related instruction, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy activities, and customized training.		
Will consider participating in a shared case management system.	N/A	N/A

Other Services	Funding Source	One-Stop (OS) and/or Remote (R)
Will provide staff to greet and direct customers in the One-Stop Center.	“	“
Will consider operating electronically.	“	“

_____ agrees to provide services through the collocation of one to two staff, three days per week, 4 hours/day, with flexible hours for the provision of services and cross training of Job Center staff.

Cost Sharing

Parties to the MOU recognize this non-financial agreement, and agree to adhere to the following principles in sharing costs and resources related to the Job Center operation.

- I. How Costs for Services and Activities Shall be Shared Among Partners**
 A cost allocation methodology that is reasonable and agreed upon by all partners for the overall system must be negotiated and developed in accord with WIA as well as with OMB circulars A-21, A-87- A-110, ASMB C-10, and other Federal and State guidance as appropriate.

- II. Levels of Participation of Investment**
 A financial contribution to the One-Stop System is not required; however, each partner will outline their cash contribution or resources for in-kind services on the basis of a beneficial or casual relationship between the expenses incurred and the awards to which they are allocated.

D&A Communications, Inc. Northern California Outreach & Admissions, agrees to pay salary and other payroll costs of there staff that are placed at the Job Center of California-Monterey County.

IX. Non Financial Agreement Clause

This MOU is non-financial in nature and binds no party or partner to financial obligation(s) to any other. Financial or fiduciary arrangements to the Job Center system will be outlined in separate financial agreement(s) between the local Board and effected partner agencies respectively.

X. Methods of Referral and Confidentiality

The methods of referral of individuals to the Career Center System by the Job Center Partners will be all of the following:

- I. Collocation and integration of staff at the comprehensive Job Center located at 730 La Guardia, Salinas, California, as well as other mutually agreed upon satellite sites within the local area.
- II. Electronic linkages, including Internet and kiosk connections.
- III. Orientation preparation prior to referral
- IV. Development of Intensive Services Application, that will include an electronic map link, and that will lead to a review by a Job Center staff team with 24-hour response time
- V. Universally agreed upon referral form, which includes agreeing to accept information (i.e. demographic, assessment and other information based on the requestor's right and need to know) previously collected on the customer through the Job Center System and to provide information back to the referring agency on the status of referral.
- VI. Referrals verified via case management follow-up

XI. Indemnity Clause

The Partners to this MOU agree to defend, indemnify, and hold harmless each Partner, including its officers, agents, and employees against all claims made or from suits filed against them for any personal injury or property damaged alleged to be caused by any act, error or omission of the indemnifying Partner, including their officers, employees, agents and volunteers.

The Workforce Investment Board agrees to defend, indemnify, and hold harmless each Partner, including its officers, agents, and employees against all claims made or from suits filed against them for any personal injury or property damage alleged to be caused by any act, error or omission of the Board, including their officers, employee, agents, and volunteers.

The Partners agree to defend, indemnify, and hold harmless the Workforce Investment Board, including its officers, agents, and employees against all claims made or from suites filed against them for any personal injury or property damage alleged to be caused by any act, error or omission of the indemnifying Partner, including their officers, employees, agents and volunteers.

XII. Disputes

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Monterey County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute

Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with the state's WIA grievance procedures. The parties agree to be bound by the final determination resulting from that procedure.

XIII. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing below.

FOR THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD

Dated: _____, 2014

By: _____
(Signature of Authorized Officer)

Joyce Aldrich, WIB Executive Director
(Name and Title of Authorized Officer)

Monterey County Workforce Investment Board
(Agency or Organization)

730 La Guardia Street
(Address)

Salinas, CA 93905
(City, State, Zip)

(831) 759-6644
(Phone Number)

aldrichj@co.monterey.ca.us
(Email Address)

Dated: _____, 2013

By: _____
(Signature of Authorized Officer)

Clearnise P. Bullard, Project Director
(Name and Title of Authorized Officer)

Northern California Outreach & Admissions
(Agency or Organization)

1330 Broadway, Ste. 705
(Address)

Oakland, CA 94513
(City, State, Zip)

(510) 832-2549
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(Email Address)