



# MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

ERIK CUSHMAN, WDB CHAIR

## Monterey County Workforce Development Board (WDB)

Soper Community Center, 220 Coe Avenue, Seaside, CA 93955

**Wednesday, December 7, 2016; 8:00 a.m.**

**WDB Members:**

**Erik Cushman,**  
WDB & Executive Chair

**Mary Ann Leffel,**  
WDB 1st Vice Chair

**Paula Calvetti,**  
WDB 2nd Vice Chair

- Al Davis
- Andy Hartmann
- Brian Turlington
- Cesar Lara
- Crescencio Diaz
- Dave Potter
- Harbhajan "Harvey" Dadwal
- Jay Donato
- Kimberly Schnader
- Larry Silva
- Mimi Laurent
- Salvador Muñoz
- Sandy Chamberlain
- Sherry Farson
- Steve MacArthur
- Dr. Walter Tribbley
- Wendy Brickman
- Dr. Willard Clark Lewallen
- Yuko Duckworth

**Monterey County  
Workforce Development  
Board (WDB)**

**Joyce Aldrich,**  
WDB Executive Director

(831) 759-6644  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

### AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT/TESTIMONIAL:</b>	
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Approve minutes from October 5, 2016.	
2. <b>ACTION:</b> Concur with the October 19, 2016 Executive Committee's recommendation to support the 2017 Sustainable Hospitality Management Symposium in February 2017 in the amount of \$2,500.	
3. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to approve a contract with the California Workforce Association to provide technical assistance to the Monterey County Workforce Development Board for competitive selection of a WIOA One-Stop Operator and Title I Youth Services Provider and appoint Nick Chiulos, Assistant County Administrative Officer of Monterey County, as the agent to the Workforce Development Board for the purpose of conducting these competitive selections.	
4. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to receive and accept the report on Monterey County's preliminary local performance for PY 2015-16.	
5. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to consider and approve the following WDB policies: #2016-02 – Release of Confidential Unemployment Insurance Information and #2016-03 – Handling and Protection of Personally Identifiable Information (PII)	
6. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to review and accept update on the Local Workforce Development Area budget for Fiscal Year (FY) 2016-17.	
7. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to consider and approve submission of a request to transfer \$700,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs from Second Round Allocation for fiscal year 2016-17 to the State Employment Development Department for approval.	
8. <b>ACTION:</b> Concur with the November 16, 2016 Executive Committee's recommendation to review and approve non-WDB member Joanne Webster to Oversight Committee representing Youth.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Consider and approve the reappointment of Erik Cushman, representing Business to the Workforce Development's Board for a three year term.	



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# MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

ERIK CUSHMAN, WDB CHAIR

<p>2. <b>ACTION:</b> Consider and Approve Appointing Nick Chiulos, Assistant County Administrative Officer of Monterey County, to (a) spearhead recruitment for the position of Executive Director of the Monterey County Workforce Development Board, in conjunction with the Executive Committee, and (b) appoint an Interim Executive Director, with the selection of Interim Executive Director subject to ratification by the Workforce Development Board at its next regularly scheduled meeting.</p>	
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<p><b>SUBCOMMITTEE MEETINGS:</b>            Business Services: 12/20/2016, MBEST            Executive: 12/21/2016, MBEST            Oversight: 01/12/17, MBEST</p>	<p><b>WDB MEETING:</b> 02/01/2017, TBD</p>
<b>ADJOURNMENT TO WDB RETREAT (BELOW)</b>	Erik Cushman

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*Documents related to agenda items that are distributed to the Workforce Development Board less than 72 hours prior to the meeting shall be available for public inspection at 168 W. Alisal Street, 3<sup>rd</sup> Floor, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the Workforce Development Board at the meeting by County staff will be available at the meeting; documents distributed to the Workforce Development Board by members of the public shall be made available after the meeting.*

*ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.*



# MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

ERIK CUSHMAN, WDB CHAIR



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- Dr. Willard Clark Lewallen
- Yuko Duckworth

**Monterey County Workforce Development Board  
2016 – WDB Retreat  
December 7, 2016  
Soper Community Center  
220 Coe Avenue, Seaside, CA 93955**

<b>Retreat Agenda:</b>		
<b>8:15</b>	<b>WDB Business Meeting Agenda items (separate agenda)</b>	
<b>9:00</b>	<b>Check in / Morning Refreshments</b>	
<b>9:10</b>	<b>Welcome, Introductions &amp; Purpose of Retreat</b> Erik Cushman, WDB Chair Facilitator: Bob Lanter, CWA Executive Director	<b>Erik</b>
<b>9:15</b>	<b>Presentation – Code for America</b>	
<b>10:00</b>	<b>Board Responsibilities and Advocacy</b>	<b>Bob</b>
<b>11:00</b>	<b>Refreshment Break</b> (your time to network!) Grab your snack and go to breakout table	
<b>11:15</b>	<b>Strategic Initiatives Moving Forward</b> a. Funding strategies – outside funding streams/formula b. Regional priority strategies –Allied Healthcare c. Focus on new technologies and workforce shortages (AG) d. Serving the Out of School Youth Population e. Work Ready Communities	<b>Bob</b>
<b>12:30</b>	<b>Wrap Up and Reflection</b>	<b>Bob &amp; Erik</b>
<b>1:00</b>	<b>Adjourn</b>	

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**UNADOPTED**

**Monterey County Workforce Development Board**

Marina Library, 190 Seaside Circle, Marina, CA

**Wednesday, October 5, 2016**

**Members Present:** Erik Cushman (Chair), Mary Ann Leffel, Paula Calvetti, Andy Hartmann, Cesar Lara, Jay Donato, Larry Silva, Mimi Laurent, Sandy Chamberlain, Sherry Farson, Steve MacArthur, Wendy Brickman, Dr. Willard Lewallen and Yuko Duckworth

**Members Absent:** Al Davis, Brian Turlington, Cresencio Diaz, Dave Potter, Harbhajan Dadwal, Kimberly Schnader, Salvador Munoz, and Dr. Walter Tribley

**Staff Present:** Joyce Aldrich, Flor Galvan and Marleen Bush

**Others Present:** Eileen Rohlfing, Sandra Martinez, Alex Soltero, Steven Gutierrez, Jennifer Casillas, Pearl Sanchez, Carmen Favilla, David Scotton, and Christian Mendelsohn

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:08 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment/Testimonial:** Jennifer Casillas; Sandra Martinez; Alex Soltero

**Consent Calendar:**

1. Action: Approve the minutes from August 3, 2016.  
Mr. Donato pulled item 1 and asked to make a comment.  
**A motion was made by Mary Ann Leffel, seconded by Paula Calvetti to approve the minutes from August 3, 2016. 13-2 (Jay Donato, Andy Hartmann abstained)**
2. Action: Concur with the September 21, 2016 Executive Committee's recommendation to approve supporting Hartnell College's Measure T, Facilities Bond Measures.  
**Andy Hartmann pulled item 2 for further discussion, seconded by Cesar Lara. Andy Hartmann motioned to amend action 2 to: Approve supporting school Bond Measures M, K, N, D and T. No seconded. 4-8-2 (Jay Donato, Yuko Duckworth abstained) Motion failed**
3. Action: Concur with the September 21, 2016 Executive Committee's recommendation to approve an amendment to WDB and Program Services Budget for FY 2016-17 and forward to full board for approval prior to submitting to Board of Supervisors.
4. Action: Concur with the September 21, 2016 Executive Committee's recommendation to approve the amendments to the Bylaws related to Workforce Innovation and Opportunity Act (WIOA) regulations, and forward to the Board of Supervisors for final approval.  
**A motion was made by Mary Ann Leffel, seconded by Jay Donato to approve Consent Calendar items 3, 4. ALL AYES**
5. Action: Concur with the September 21, 2016 Executive Committee's recommendation to recommend staff to solicit for a consultant to offer Technical Assistance to develop Scope of Work for One Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance.  
**Jay Donato pulled item 5 for comment.**  
**A motion was made by Jay Donato, seconded by Mary Ann Leffel to concur with the September 21, 2016 Executive Committee's recommendation to recommend staff to solicit for a consultant to offer Technical Assistance to develop Scope of Work for One Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance. ALL AYES**

**Discussion or Review of Business Calendar Action Items:**

1. Presentation: JW Research Asset Mapping  
**By consensus, the Board received a presentation of a database of education and industry clusters available throughout Monterey County via an online map/tool.**

2. Action: Recommend and approve the WDB re-appointments of :
  - Mimi Laurent, representing Department of Rehabilitation
  - Salvador Muñoz, representing Business
  - Brian Turlington, representing Business

**A motion was made by Mary Ann Leffel, seconded by Cesar Lara to approve the WDB re-appointments of Mimi Laurent, Salvador Muñoz, and Brian Turlington. ALL AYES**
3. Action: Recommend and approve the resignations of :
  - Aaron Oskolkoff, representing Business
  - Paul Farmer, representing Business

**A motion was made by Mary Ann Leffel, seconded by Cesar Lara to approve the resignations of Aaron Oskolkoff and Paul Farmer. ALL AYES.**
4. Action: Approve proposed new Eligible Training Provider List Master Agreement with Salinas Beauty College.
 

**A motion was made by Mary Ann Leffel, seconded by Cesar Lara to approve the proposed new Eligible Training Provider List Master Agreement with Salinas Beauty College. ALL AYES.**
5. Action: Approve proposed new Eligible Training Provider List Master Agreement with California State University, Monterey Bay – College of Extended Education & International Programs.
 

**A motion was made by Mary Ann Leffel, seconded by Cesar Lara to approve proposed new Eligible Training Provider List Master Agreement with California State University, Monterey Bay – College of Extended Education & International Programs. ALL AYES.**
6. Action: Review and consider moving one Business representative to Economic Development representative slot.
 

**A motion was made by Cesar Lara and, seconded by Jay Donato to review and consider moving one Business representative to Economic Development representative slot. 13-1 (Mary Ann Leffel abstained)**
7. Review and discuss the Strong Workforce Initiative for Community Colleges increasing Career Technical Education.
 

**By consensus, the Board received a report on the upcoming 2016-17 budget for the Strong Workforce Program to improve the quality and increase the quantity of career technical education provided by the Community College system.**
8. Receive and accept updates Strategic Planning Goals, Actions and Initiatives.
 

**By consensus, the Board received an updated report on the Strategic Planning goals, actions and initiatives for the Workforce Development Board.**
9. Director's Report:
  - Update on MCWDB Region Lead Activities
  - Update on Region-Wide Sling Shot Compact Action Planning Activities.

**By consensus, the Board received a report on Region lead activities and Sling Shot activities.**

**Announcements:** Mrs. Leffel announced that the Annual Higher Education & Research Leadership Summit will take place on October 27, 2016 from 7:30-10:30 a.m. at Marriott. Mrs. Laurent announced that an Employers Awards Recognition and Seminar for Monterey County Committee for Employment of People with Disabilities will take place on October 20, 2016 from 12:00-2:00 p.m. at the Hyatt Regency. Mr. Silva announced that Tanimura & Antle will provide daily transportation for over 600 employees to and from the San Joaquin Valley for the season. This will assist with costs associated with travel.

**Adjournment:** Mr. Cushman requested to adjourn the meeting at 10:10 a.m.

**Motion:** Mrs. Leffel motioned to adjourn as requested.

**Second:** Mr. Silva

**ALL AYES**

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE OCTOBER 19, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO SUPPORT THE 2017 SUSTAINABLE HOSPITALITY MANAGEMENT SYMPOSIUM IN FEBRUARY 2017 IN THE AMOUNT OF \$2,500

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board concur with the October 19, 2016 Executive Committee's recommendation to support the 2017 Sustainable Hospitality Management Symposium in February 2017 in the amount of \$2,500.

**INFORMATION:**

On October 19, 2016 the item was brought before the Executive Committee for initial support in the amount of \$5,000. After committee discussion, the Committee recommended the amount be decreased to \$2,500.

At a meeting of the Monterey Peninsula Chamber Economic Vitality Committee, members reviewed the draft Sustainable Hospitality Management Symposium proposal the College of Business and the Sustainable Hospitality Management Program in the College of Business at CSUMB presented. During the member discussion, it became clear that workforce and training will be a significant goal of the Symposium.

Over the last four years, the MCWDB has recognized Hospitality and tourism as one of the counties priority industry sectors. More recently, the MCWDB engaged in a Human Centered Design concept putting business in the center of our design. The business sector chosen for that engagement was Hospitality and tourism. Creating not only sustainability, but growth in this industry, encouraging living wage careers through the development of eco-tourism and eco-recreation responds to the work the MCWDB supports.

**DISCUSSION:**

The California State University, Monterey Bay is seeking sponsorship support from the MCWDB to support the Monterey Bay Regional Sustainable Hospitality Management Symposium for mutually beneficial sustainable hospitality, eco-tourism and eco-recreation development in the region and the development of the workforce to sustain and grow.

The symposium is led and organized by the College of Business at CSUMB, in collaboration with area educational and workforce development institutions and is aimed at broader involvement and partnerships from the hospitality industry and workforce. .

**FISCAL, PROGRAM, IMPACTS:**

The MCWDB has funding available within the 6032 line item, Administration/WDB Conferences.

**ATTACHMENTS:**

Letter dated October 3, 2016 from Dr. Shyam Kamath, Dean, College of Business, CSUMB



**CALIFORNIA STATE UNIVERSITY, MONTEREY BAY**  
100 Campus Center, Seaside, California 93955-8001  
College of Business  
(831) 582-5218 • FAX (831) 582-4251

Date: October 3, 2016

TO: Ms. Joyce Aldrich, WDB Agency Executive Director, Monterey County Administrative Office, 168 W. Alisal Street, 3rd Floor, Salinas, CA 93901

FROM: Dr. Shyam Kamath, Dean, College of Business and Dr. John Avella, Executive Director, Sustainable Hospitality Management Programs, College of Business, California State University, Monterey Bay, 100 Campus Center, Seaside, CA 93955

RE: Funding for Monterey Bay Region Sustainable Hospitality Management Symposium, February 22 and 23, 2017

The College of Business and the Sustainable Hospitality Management Program in the College of Business at California State University, Monterey Bay is requesting support from the Monterey County Workforce Development Board in the amount of \$5,000 that will support the Monterey Bay Region Sustainable Hospitality Management Symposium for mutually beneficial sustainable hospitality, eco-tourism and eco-recreation development in the Monterey Bay Region and the development of the workforce to sustain and grow such a sustainable focus. The Symposium will be held in the City of Monterey on February 23 and 24. The goals of the symposium are:

Goal #1: To embed the culture of sustainable hospitality development in the Monterey Bay Region hospitality industry

Goal #2: To frame the opportunities for eco-tourism and eco-recreation development in Monterey Bay Region

Goal #3: To raise the visibility and impact of the Monterey Bay Region hospitality industry with policy makers, investors and developers in US & abroad

Goal #4: To raise the visibility and impact of the CSUMB Sustainable Hospitality Management Program

Goal #5: To enable public-private partnerships in the Monterey Bay Region hospitality industry

Goal #6: To attract investment in to the Monterey Bay Region hospitality industry

Goal #7: To understand and initiate the workforce development and training necessary to develop a vibrant sustainable hospitality industry in the Monterey Bay Region

The symposium will involve a partnership between the Monterey County, Santa Cruz County and San Benito County tourism industry as well as the Government of California and the Government of Costa Rica and will target hospitality and tourism

industry companies and organizations; senior California Government officials and policy makers; tri-county government officials and policy makers; educational institutions and workforce training and development organizations; trade association and development organization executives and officials; as well as investors and developers interested in making the Monterey Bay Region a hub for sustainable hospitality development, eco-tourism and eco-recreation. The former President of Costa Rica and current Chairman of the Carbon 21 initiative as well as senior Costa Rican government officials, sustainable hospitality facility owners and managers; sustainable hospitality management trainers and educators, green developers and responsible investors will be attending the symposium to dialog with their American counterparts to build a sustainable hospitality management industry and workforce in the region.

The symposium is led and organized by the College of Business at California State University, Monterey Bay in collaboration with other Monterey Bay area educational and workforce development institutions and is aimed at developing public private partnerships that will develop the sustainable hospitality management industry and workforce in the Monterey Bay Region.

A handwritten signature in black ink, appearing to read 'Shyam J. Kamath', is centered on the page.

Shyam J. Kamath, Ph.D.  
Dean and Professor of Global Business and Economics, College of Business  
CSU, Monterey Bay  
Tel. 1-831-582-3547  
Cell 1-925-683-4220



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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE A CONTRACT WITH THE CALIFORNIA WORKFORCE ASSOCIATION TO PROVIDE TECHNICAL ASSISTANCE TO THE MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD FOR COMPETITIVE SELECTION OF A WIOA ONE-STOP OPERATOR AND TITLE I YOUTH SERVICES PROVIDER AND APPOINT NICK CHIULOS, ASSISTANT COUNTY ADMINISTRATIVE OFFICER OF MONTEREY COUNTY, AS THE AGENT TO THE WORKFORCE DEVELOPMENT BOARD FOR THE PURPOSE OF CONDUCTING THESE COMPETITIVE SELECTIONS

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board concur with the November 16, 2016 Executive Committee's recommendation to approve a contract with the California Workforce Association to provide technical assistance to the Monterey County Workforce Development Board for competitive selection of a WIOA One-Stop Operator and Title I Youth Services Provider and appoint Nick Chiulos, Assistant County Administrative Officer of Monterey County, as the agent to the Workforce Development Board for the purpose of conducting these competitive selections

**INFORMATION:**

At the September 16, 2016 Executive Committee meeting, it was brought before the Committee to review and approve staff to solicit for a consultant to offer Technical Assistance to develop Scope of Work for One Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance. The RFQ has been completed and the attached contract is in response to the RFQ.

**BACKGROUND:**

The Monterey County Workforce Development Board is required to go out to RFP for One-Stop Operator and Youth Program Services based on DOL Final Regulations and legal interpretation from County Counsel.

In order to ensure there is no perceived conflict of interest, the WDB staff will not participate in the development of the scope of work, rating and ranking criteria, or review panel selection. The County Administrative Office will work directly with a Consultant to provide Technical Assistance to provide the scope of work based on the Consultant meeting with the WDB Executive Committee, Assistant County Administrative Officer, and Monterey County Contracts/Purchasing.

In advance of hiring an individual, the WDB staff will send out a Request for Qualifications to Consultants across the State to obtain bids as required under procurement laws of WIOA, OMB Circular, and county procurement policies/procedures.

Upon receipt of the RFQ responses, the CAO's office will contract with the most qualified entity for services. The amount may not exceed \$30,000 for both the One-Stop Operator and Youth Program Services Scope of Work, rating and ranking criteria, and review panel selection.

**ATTACHMENT:**

Monterey County Standard Agreement with California Workforce Association  
CWA Contract – Exhibit A Scope of Services

## **EXHIBIT-A**

### **To Agreement by and between the Monterey County Workforce Development Board” AND**

**The California Workforce Association, hereinafter referred to as “CONTRACTOR”**

### **Scope of Services / Payment Provisions**

#### **A. SCOPE OF SERVICES**

**A.1** “County,” as used in this Agreement, is defined to include the Monterey County Workforce Development Board.

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Provide guidance on the development of the necessary Scope of Work (SOW) for the development of a County Request for Proposals for the Workforce Innovation Opportunity Act (WIOA) title1 Youth Program services with a focus on out of school youth and encompassing the fourteen (14) youth program elements with emphasis on work-experience in priority industry sectors; and

Provide guidance on the development of the Scope of Work (SOW) for the One Stop Operator under the WIOA including eligible entities, roles and responsibilities and additional functions; and

Provide Request for Proposal (RFP) templates for WIOA Youth Program and One Stop Operator; technical expertise on content of the RFP’s, scope of work, budget requirements and organizational background descriptions; and

Develop the required evaluation and scoring system and process to be utilized in the final selection of a potential provider. Recruit and compile proposal evaluation panels for both Youth Program and One Stop Operator RFP’s. Work with County to manage the evaluation and scoring process including prepping the evaluation panel members on the proper County protocol when evaluating and compiling scores on the submitted proposals. Also facilitate all calls between the panel members and the County to discuss outcomes. Insure that RFP process is compliant with federal competitive bidding standards incorporated by reference in WIOA.

Provide technical assistance to County staff and/or the Monterey County Workforce Development Board on the procurement process to ensure the functions of the operator are clear.

Attend any and all pre-bidder conferences, in partnership with County, to present on the RFP process, evaluation and scoring system, rules and regulations. Guide County as needed on proper process and develop answers specific to questions.

Attend and present final recommendations to the Workforce Development Board upon completion of review and rating process.

**B. PAYMENT PROVISIONS**

**B.1 COMPENSATION/ PAYMENT**

County shall pay an amount not to exceed \$25,000 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

CONTRACTOR and County agree that CONTRACTOR will invoice County for staff time at a rate of \$100 per hour, subcontractor costs, administrative overhead and travel as part of this agreement. All charges are inclusive as part of the total amount of this agreement and no additional fees for reimbursement will be sought.

CONTRACTOR will invoice the County on a monthly basis. All invoices must be received in a timely manner at the below address:

County of Monterey – Administration Office  
168 West Alisal Street  
Salinas CA, 93901  
Attention: Nicholas E. Chiulos

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

**B.2 CONTRACTORS BILLING PROCEDURES**

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

**DISALLOWED COSTS:** CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

# MEMORANDUM

**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE’S RECOMMENDATION TO RECEIVE AND ACCEPT THE REPORT ON MONTEREY COUNTY’S PRELIMINARY LOCAL PERFORMANCE FOR PY 2015-16

**DATE:** DECEMBER 7, 2016

**SUMMARY:**

For Program Year 2015-16, preliminary performance data indicates that Monterey County’s local workforce development area achieved two of the three youth performance measures above 80% of the negotiated performance goals. Successful performance includes youth who were placed in employment or education and youth that attained a degree or certificate. Since the inception of Common Measures in 2007, Monterey County has achieved all of these performance indicators above the minimum 80% performance threshold. Achieving 80% or greater is considered meeting the goal.

For the first time, Monterey County failed to meet performance for youth literacy or numeracy gains with a local success level of 38.5%, well below the 80% threshold.

The following table provides a detailed analysis of the Adult, Dislocated Worker and Youth Programs performance including the number of participants in each measure. The “Negotiated Performance Goals” represents the negotiated goals set by the State and local areas. The “Actual # of Participants” represents our local results of the number of people served and placed in one or more of these measures. The “4<sup>th</sup> Qtr Actual Performance Level” represents our local results. Our local results provide the level of detail needed for this analysis, and are as close as possible to the state results. The last column represents our “Local Success” rates which should be at or above the 80% minimum threshold.

<i><b>Performance Measures PY 2015-16</b></i>	<b>Negotiated Performance Goals</b>	Actual # of Participants	<b>4th Qtr Actual Performance Level</b>	Local Success Rate (Actual / Negotiated)
ADULT - Entered Employment Rate	65.0%	101 of 138	73.2%	112.6%
ADULT - Retention Rate	74.5%	136 of 181	75.1%	100.9%
ADULT - Average Earnings	\$10,600	\$2,000,081 of 136	\$14,706	138.7%
DW - Entered Employment Rate	62.0%	52 of 66	78.8%	127.1%
DW - Retention Rate	75.5%	75 of 90	83.3%	110.4%
DW - Average Earnings	\$13,600	\$1,377,362 of 75	\$18,365	135.0%
YOUTH - Placement in Employment or Ed	70.0%	34 of 60	56.7%	81.0%
YOUTH - Attainment of Degree or Cert	64.0%	26 of 43	60.5%	94.5%
YOUTH - Literacy or Numeracy Gains	59.0%	10 of 44	22.7%	<b>38.5%</b>

The measure for youth literacy and numeracy gains is designed to calculate the percentage of basic-skills deficient, out-of-school youth whose educational functioning level goes up by at least one level within one year of program participation. The measure evaluates gains in educational functioning levels rather than “attainment of skills” and is based on pre- and post-tests using specific assessment tools. (In-school youth who are not basic skills deficient are excluded from this measure.)

Of the actual number of youth participants that did not meet the literacy or numeracy performance goal, OET enrolled 30 and Turning Point enrolled 14 of the total participant count of 44. Of the 10 youth that met the actual performance goal, OET reported 5 participants and Turning Point reported the remaining 5.

**INFORMATION/DISCUSSION:**

At its meeting held on July 20, 2016, the Monterey County Workforce Development Board’s (WDB) Executive Committee requested that corrective action plans be created by the youth service providers that include strategies to be implemented in order to meet all future negotiated performance goals.

WDB staff sent letters to its local youth service providers: Office for Employment Training (OET) and Turning Point of Central California, addressing the failed performance. Both letters requested that corrective action plans be submitted to WDB staff no later than October 14, 2016. Turning Point submitted the attached corrective action plan on October 13, 2016. Economic Development Department Office for Employment Training submitted the attached corrective action plan on November 4, 2016.

Both youth service providers were asked to respond to the following question in their corrective action plan response:

1. Monterey County’s youth literacy or numeracy performance outcome is 38.5%. What were the factors that caused OET to fail to achieve the negotiated performance measure for youth literacy or numeracy gains?
2. Areas you may wish to address in your response: An analysis of the participants enrolled, services youth received, the quality of follow-up, performance status and case management.
3. Under the Workforce Innovation and Opportunity Act (WIOA) Title I, changes to the Common Measures performance indicators will take effect starting Program Year 2016-17 that will impact youth programs. The performance goals are based on the Employment Development Department DRAFT Directive (wsd14-6), released on August 3, 2016. The changes include the elimination of the literacy or numeracy gains performance indicator, revisions to the employment or placement rate and credential attainment, and the addition of youth median earnings and in program measurable skill gains. Here’s a list of the revised and new youth performance indicators below:
  - **Eliminated:** Literacy or Numeracy Gains
  - **Revised:** Youth Placement in Employment, Education or Training – (measured 2nd Qtr After Exit)
  - **New:** Youth Retention in Employment, Education or Training – (measured 4th Qtr After Exit)
  - **Revised:** Youth Credential Attainment (measured within 4 Quarters After Exit)
  - **New:** Youth Median Earnings
  - **New:** Youth In Program Measureable Skill Gains

Youth service providers are expected to collect data on all the measures so that local areas can report on these indicators of performance to the State and US Department of Labor. What strategies does OET plan to implement to meet all the youth performance goals?

**ATTACHMENT:**

Corrective Action Plan response from Turning Point & Economic Development Department OET



*Serving People In Need*

116 East San Luis Street  
Salinas, CA 93901  
(831) 422-9171  
(831) 758-4492 Fax

Joyce Aldrich, Executive Director  
Monterey County Workforce Development  
168 W. Alisal Street, Salinas CA 93901

**Re:** Request for Corrective Action Plan for Failed Youth Performance for Program Year 2015-16

Dear Ms. Aldrich:

The following represents Turning Point of Central California, Inc's response to the request for Corrective Action Plan for Failed Youth Performance for Program Year 2015-16.

**Failed Performance**

Of the actual number of youth participants that were reported under the literacy or numeracy performance goal, the Office for Employment Training (OET) enrolled 30 and Turning Point enrolled 14 for a total participant count of 44. Only 10 of the 44 youth reportedly met the literacy or numeracy performance goal. Of the 10 youth that met the actual performance goal, 5 represent OET participants and 5 represent Turning Point participants.

**Corrective Action Plan**

Turning Point is responsible for literacy and numeracy gains for 59% (9) of the 14 youth enrolled in Program Year 2015-16. The ETA WIOA 9090 Quarterly Literacy & Numeracy Gains report reflects 5 Turning Point youth achieved literacy or numeracy gains. An additional 2 youth were entered into the system with literacy or numeracy gains, however are not reflected in the report, and 4 other youth did achieve numeracy or literacy gains but were entered into the system late.

Analysis of the failed performance reflects that Turning Point is meeting the States Literacy & Numeracy outcomes, however has been challenged with the CalJobs Literacy & Numeracy data entry link.

In correction Turning Point has developed an internal spreadsheet that tracks Literacy & Numeracy pre and post tests that will be audited monthly by an assigned staff to ensure all data entry is completed on time.

Respectfully,

A handwritten signature in dark red ink, appearing to read 'Deborah Carrillo'.

Deborah Carrillo  
Deputy Regional Director



A United Way Agency  
of Monterey County



MONTEREY COUNTY

## Office for Employment Training

730 La Guardia Street | Salinas, CA 93905

Salinas ★ Marina ★ King City

November 15, 2016

Joyce Aldrich  
WIB Executive Director  
168 W. Alisal Street  
Salinas, CA 93901

RE: Request for Perspective and Corrective Action Plan related to PY 2015-16 WIOA Youth Numeracy and Literacy Performance Measure

The following is provided in response to the MCWDB's request for information and perspective from the Office for Employment Training (OET) Youth Program regarding the Local Area's PY 2015-16 WIOA Youth Numeracy and Literacy performance.

Several factors contributed to the OET's inability to successfully contribute to the overall Local Area performance threshold of 80% for the WIOA Youth Numeracy and Literacy performance measure. They include the following:

*Mandated shift in program participant enrollment demographics resulting from WIOA regulatory changes.*

During PY 2015-16 the OET was required to enroll and serve an overall participant demographic of 80% OSY. The new demographic is nearly triple the number of OSY that have been enrolled in prior program years. The necessary shift to this demographic resulted in the enrollment of participants who are far more disconnected from employment and have significantly more barriers than those that have been served in prior years. The most notable and unexpected barrier associated with serving an increased number of OSY participants in PY 2015-16 was a sustained difficulty in establishing and maintaining proactive, ongoing communication with those who were included in the Numeracy and Literacy performance measure to enable Youth Program staff to maintain active service provision to prevent them from soft-exiting prior to the measures required re-testing. The inability to re-test an individual prior to their one year enrollment anniversary or premature soft exit significantly impacted OET's ability to contribute to the Local Area's overall performance in the measure.

This translates to more enrolled individuals abruptly ending their program participation by failing to maintain communication and compliance with the program policies and their planned program activities. Many of the individuals included in the Numeracy and Literacy measure and associated with enrollment in OET's Youth Program were unresponsive to staff attempts to communicate via hard copy letters, emails and phone calls to schedule the required retest prior to their soft-exit or 1-year participation anniversary. Staff's repeated communication of the availability of an incentive had no bearing on their responsiveness. The inability to



maintain and sustain communication with individual participants included in this performance measure was a major factor in the resulting performance.

Effective monitoring and tracking of a participant's one year enrollment anniversary date. A minor contributor to OET's lower performance rates in the Numeracy and Literacy measure involved some instances of inconsistent tracking of an individual's re-testing anniversary date. This minor factor resulted from unavoidable factors such as employee resignations, unfilled vacancies, and mandated personnel changes which negatively impacted Youth Program staffing and resources and resulted in the ineffective transfer of internal caseloads and the effective, proactive sharing of specific contact requirements associated with some of the individuals included in the measures. .

The mandated transition of the local area's information management systems to the State's CalJOBS system. The unavoidable requirement that all WIOA services providers directly upload data to the State's proprietary data management system resulted in the premature exit of some participant cases due to complications in the transfer of data and activities. This transition included the elimination of the "local VOS portal" feature and the elimination of valid grant activities that were not recognized by the new system and which subsequently resulted in immediate soft exits of individuals who had not yet been retested for a Numeracy or Literacy gain. The issue was brought forward by the WDB to the State who then opted to let the soft exits and negative performance implications stand.

In consideration of the above perspective and to ensure successful achievement of future WIOA Program Performance outcomes, OET will implement additional internal controls and expectations within its WIOA Youth Program operations. More specifically, OET Youth Program staff will now conduct a quarterly review of each participant case file to ensure that the monthly contact goal is met and, if not, that appropriate, specific supervisory direction and instruction is provided on a case-by-case basis. The OET is also considering various options to facilitate staff understanding and awareness of required performance measures. These include additional case file documents and resources that would specifically identify which performance measures in which an individual participant is included and that outlines the applicable timeframes and/or performance quarters that are associated with each performance measure. Finally, OET Youth Program staff will also participate in an upcoming WIOA Youth Program training opportunity led by an subject matter expert that will comprehensively cover all aspects of WIOA Youth operations and performance as well as providing useful insight on best practices and strategies for achieving overall positive program outcomes.

Thank you,



**Rod Powell, Program Manager**  
Monterey County Office for Employment Training  
Salinas Airport Business Park  
730 La Guardia Street  
Salinas, California 93905  
Direct: 831.755.3248  
[powellr@co.monterey.ca.us](mailto:powellr@co.monterey.ca.us)

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO CONSIDER AND APPROVE THE FOLLOWING REVISED WDB POLICIES:

- #2016-02 – HANDLING AND PROTECTION OF PERSONALLY IDENTIFIABLE INFO (PII)
- #2016-03 – RELEASE OF CONFIDENTIAL UNEMPLOYMENT INSURANCE INFORMATION

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board concur with the November 16, 2016 Executive Committee's recommendation to consider and approve the following revised WDB policies:

■ **#2016-02 – Handling and Protection of Personally Identifiable info (PII)**

The purpose of this policy is to provide guidance on compliance with the requirements of handling and protecting personally identifiable information (PII).

■ **#2016-03 – Release of Confidential Unemployment Insurance Information**

This policy provides guidance and establishes procedures regarding the process for WIOA Service Providers to obtain Unemployment Insurance (UI) claimant information from the Employment Development Department (EDD) for WIOA customers. Confidential UI information obtained by WIOA Service Providers utilizing the WIOA UI–Data Consent Authorization Form (DCAF) process outlined in this policy can be used as an acceptable documentation for the following Dislocated Worker (DW) Program eligibility criteria: *Is eligible for or has exhausted entitlement to unemployment compensation.*

**ATTACHMENTS:**

#2016-02 – Handling and Protection of Personally Identifiable info (PII)  
#2016-03 – Release of Confidential Unemployment Insurance Information



## Monterey County Workforce Development Board (WDB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2016-02

Effective Date: December 7, 2016  
Full WDB Adopted: December 7, 2016

**TO:** All Monterey County Workforce Innovation and Opportunity Act (WIOA) Service Providers

**SUBJECT:** Handling and Protection of Personally Identifiable Information (PII)

**PURPOSE:** The purpose of this policy is to provide guidance on compliance with the requirements of handling and protecting personally identifiable information (PII).

**REFERENCE:** U. S. Department of Labor (DOL), Employment and Training Administration (ETA), Training and Employment Guidance Letter (TEGL) 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII) (June 28, 2012).

**BACKGROUND:** As part of their grant activities, Monterey County WIOA funded agencies (including WIOA service providers) may have in their possession large quantities of PII relating to their organization and staff; partner organizations and their staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources. All parties in possession of PII are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of PII.

**DEFINITIONS:** For purposes of this policy, following are definitions of terms related to PII.

- *PII* – the Office of Management and Budget (OMB) defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- *Sensitive Information* – any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- *Protected PII and non-sensitive PII* - DOL has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the "risk of harm" that could result from the release of the PII.
  1. *Protected PII* is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information and computer passwords.
  2. *Non-sensitive PII*, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII. For example, the disclosure of a name, business e-mail address, or business address most likely will not result in a high degree of harm to an individual. However, a name linked to a social security number, a date of birth, and mother's maiden name could result in identity theft.

**POLICY AND PROCEDURES:** Reference the following page of this policy for guidance on the handling and protection of personally identifiable information (PII).

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Development Board staff at (831) 796-6434.

This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

## POLICY AND PROCEDURES:

Federal regulations require that PII and other sensitive information be protected. All WIOA funded agencies (including WIOA service providers) must secure transmission of PII and sensitive data developed, obtained, or otherwise associated with WIOA funds and must comply with all of the following:

- Ensure PII is not transmitted to unauthorized users and all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted.
- Take the necessary steps to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure.
- Ensure that any PII is obtained in conformity with applicable Federal and state laws governing the confidentiality of information.
- Acknowledge that all PII data shall be stored in an area that is physically safe from access by unauthorized persons at all times. Accessing, processing, and storing of PII data on personally owned equipment, at off-site locations (i.e. employee's home, personal email), is strictly prohibited unless approved by ETA.
- Ensure all employees and other personnel who will have access to sensitive, confidential, proprietary, and/or private data (1) are advised of the confidential nature of the information and of the safeguards required to protect the information; and (2) are advised that, per Federal and state laws, civil and criminal sanctions may be imposed for noncompliance.
- Have in place policies and procedures under which all employees and other personnel acknowledge (1) their understanding of the confidential nature of the data; (2) the requirements with which they are required to comply when handling such data; and (3) that they may be liable to civil and/or criminal sanctions for noncompliance with statutory nondisclosure requirements.
- Must not extract information from data supplied by the CalJOBS system for any purpose not stated in the grant or agreement with the Monterey County WDB.
- Access to any PII must be restricted to only those employees who need it in their official capacity to perform duties in connection with the scope of work in the grant or agreement with the Monterey County WDB.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on mobile or portable devices only if the data are encrypted.
- Must permit Monterey County WDB, Federal and or state staff to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the WIOA funded agency is complying with the confidentiality requirements described in this policy.
- Must retain data received only for the period of time required to use it for assessment and other purposes, or to satisfy applicable Federal records retention requirements, if any. Thereafter, the grantee agrees that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.
- Protected PII is the most sensitive information encountered in the course of grant work, and it is important that it stays protected. WIOA service providers and funded agencies are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well. Outlined below are some recommendations to help protect PII:
  - Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for grant purposes only.
  - Whenever possible, use unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to the each individual record. Once the SSN is entered for performance tracking, the unique identifier would be used in place of the SSN for tracking purposes. If SSNs are to be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.
  - Use appropriate methods for destroying sensitive PII in paper files (i.e., shredding) and securely deleting sensitive electronic PII.
  - Do not leave records containing PII open and unattended
  - Store documents containing PII in locked cabinets when not in use.
  - Immediately report any breach or suspected breach of PII to the Monterey County WDB.



## Monterey County Workforce Development Board (WDB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2016-03

Effective Date: December 7, 2016  
Full WDB Adopted: December 7, 2016

**TO:** All Monterey County Workforce Innovation and Opportunity Act (WIOA) Service Providers

**SUBJECT:** Release of Confidential Unemployment Insurance Information

**PURPOSE:** This policy provides guidance and establishes procedures regarding the process for WIOA Service Providers to obtain Unemployment Insurance (UI) claimant information from the Employment Development Department (EDD) for WIOA customers.

Confidential UI information obtained by WIOA Service Providers utilizing the WIOA UI–Data Consent Authorization Form (DCAF) process outlined in this policy can be used as an acceptable documentation for the following Dislocated Worker (DW) Program eligibility criteria: *Is eligible for or has exhausted entitlement to unemployment compensation.*

**REFERENCE:** Workforce Services Directive (WSD) 16-08, Subject: Release of Confidential UI Information (October 3, 2016).

**BACKGROUND:** The UI Code prohibits the disclosure of UI claimant information for purposes not related to the administration of the UI Program. However, the Information Practices Act (IPA) permits release of personal information maintained by state agencies with the written consent from the individual who is the subject of the request. Currently, the EDD processes UI–Data Consent Authorization Forms (DCAF) that provide WIOA subrecipients confidential UI information to determine a customer’s WIOA eligibility, although, some confidential UI claim data can now be accessed online by UI claimants due to the implementation of UI Online.

**POLICY AND PROCEDURES:** This policy applies to all Monterey County WIOA Service Providers and recipients of WIOA funds.

Reference the following pages of this policy for the Release of Confidential Unemployment Insurance Information policy and procedures.

**ATTACHMENTS:**

1. WIOA UI Data Consent Authorization Form
2. Instructions for WIOA UI Data Consent Authorization Form
3. Request to Assign or Change Location Code Form

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Development Board staff at (831) 796-6434.

This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

**POLICY AND PROCEDURES:**

WIOA Service Providers wishing to obtain UI claimant data to determine WIOA eligibility for a customer or potential customer, or to evaluate how to best serve them, should first attempt to obtain all required UI eligibility information directly from the customer. Once obtained, all documentation must be maintained in the customer’s case file.

**RECOMMENDED METHODS: *Alternate sources to secure confidential UI data***

WIOA Service Providers should request that customer’s provide their UI information from the following methods:

1. Visit UI Online [www.edd.ca.gov/Unemployment/UI\\_Online.htm](http://www.edd.ca.gov/Unemployment/UI_Online.htm) and obtain a print screen showing the information that demonstrates the customer is qualified for UI, is receiving UI or has exhausted their UI benefits (Prior to registering on UI Online, customers must have their account number, which can be found on their *EDD Customer Account Number (DE 5614)* letter or by calling an [EDD UI Representative](#));
2. Request a copy of the *Notice of Unemployment Insurance Award (DE 429Z)* letter;
3. Request a copy of the *Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)* letter; and/or
4. Request a copy of the [Automated UI Check Stub Message](#).

In the event that the customer’s [DE 429Z](#) and [DE 1101CLMT](#) letters become misplaced or lost, the customer may request copies mailed to them through [Ask EDD](#) by selecting the “Unemployment Insurance Benefits” category. WIOA customers are to be advised of the potential delay in receiving a copy of their UI letter(s) due to the mailing process.

If the customer is unable to provide sufficient information utilizing the recommended methods listed above and all other means of obtaining the relevant UI information directly from the customer have been exhausted, Service Providers are to initiate the EDD UI Program’s WIOA UI–DCAF process outlined below as an option of last resort to collect UI claim data.

The following table identifies information provided to a WIOA customer following the recommended methods listed above or through the EDD UI Program for verification of employment and claim status:

<p align="center"><b>RECOMMENDED METHODS</b> <i>Alternate sources to secure confidential UI data for verification of employment &amp; claim status</i></p>	<p align="center"><b>EDD UI PROGRAM</b> <i>UI data released through the WIOA UI – Data Consent Authorization Form (DCAF) process for verification of employment &amp; claim status</i></p>
<ul style="list-style-type: none"> <li>▪ Notice of UI Award (<a href="#">DE 429Z</a>)</li> </ul>	<p align="center">Quarterly wages for the most recent completed three quarters</p>
<ul style="list-style-type: none"> <li>▪ <a href="#">UI Online</a></li> <li>▪ Notice of UI Award (<a href="#">DE 429Z</a>)</li> <li>▪ Notice of UI Claim Filed (<a href="#">DE 1101CLMT</a>) <i>(Only Effective Date of Claim)</i></li> </ul>	<p align="center">Effective and ending date of claim</p>
<ul style="list-style-type: none"> <li>▪ <a href="#">UI Online</a></li> <li>▪ Notice of UI Award (<a href="#">DE 429Z</a>)</li> </ul>	<p align="center">Claim award</p>
<ul style="list-style-type: none"> <li>▪ <a href="#">UI Online</a></li> <li>▪ Notice of UI Claim Filed (<a href="#">DE 1101CLMT</a>)</li> </ul>	<p align="center">Last employer name and address Last day worked Reason for separation</p>
<ul style="list-style-type: none"> <li>▪ <a href="#">UI Online</a></li> <li>▪ <a href="#">Automated UI Check Stub Message</a></li> </ul>	<p align="center">Claim balance Benefits exhausted</p>

**EDD UI PROGRAM: *UI data released through the WIOA UI – Data Consent Authorization Form (DCAF) process***

The *WIOA UI Data Consent Authorization Form* (Attachment 1) is included with this policy and will be required from the WIOA customer to allow release of the UI claim status and UI wage information. The UI Program has agreed to process the WIOA UI–DCAF within three business days of receipt. The instructions on how to complete the *WIOA UI Data Consent Authorization Form* (Attachment 2) are included with this policy.

Prior to submission of the *WIOA UI Data Consent Authorization Form* (Attachment 1) for processing by the EDD UI Program, the WIOA subrecipient must email, fax or mail to EDD a completed *Request to Assign or Change Location Code Form* (Attachment 3), included with this policy. The procedure for completing this form is outlined below. Because the information transmitted by the EDD in response to submission of a WIOA UI–DCAF is confidential, the

EDD must make a reasonable effort to assure that the information provided is faxed or mailed to a location authorized to receive confidential information and received by someone fully informed about the procedures for the use of confidential data.

### **Procedure to Request to Assign or Change a Location Code:**

1. Each WIOA Service Provider who needs to use the WIOA UI-DCAF to receive UI information for WIOA customers or program participants must complete the *Request to Assign or Change Location Code* form (Attachment 3). The EDD WSD staff will assign the Location Code to each business location (mailing address and fax number) where UI information may be transmitted. In order to comply with the automated process, the Location Code must consist of the three-letter WIOA subrecipient code, a dash, and then a two-digit number to identify each physical location. For Monterey County, the three-letter WIOA subrecipient code is "MON". For example, if subrecipient "MON" provides only one address and fax number for responses, the Location Code could be MON-01. If subrecipient "MON" provides multiple addresses and fax numbers for receipt of UI data the codes might be MON-01, MON-02, and so on. The two digit numeric code is required to be sequential. Please limit the number of designated Location Codes to the minimum necessary to effectively transact business.
2. The local Monterey County Workforce Development Board is responsible for the administration of confidential information in Monterey County and must sign the *Request to Assign or Change Location Code* form.
3. The WIOA Service Provider must adopt administrative, technical, and physical safeguards to protect the privacy and confidentiality of the UI data. This includes ensuring that the UI data is sent to securely located fax machines—housed in areas without public access. WIOA Service Providers have the option, and are encouraged, to use fax modems (i.e., fax numbers that transport directly into a personal computer), rather than traditional fax machines. However, a traditional fax machine located in an area not accessible to the public is acceptable.
4. The *Request to Assign or Change Location Code* form must be submitted to the Central Office Workforce Services Division (COWSD) at the email address, fax number, or mailing address indicated on the form. The COWSD must be notified immediately of any change of address or fax number associated with an assigned Location Code.

### **Procedure to Request UI Claim Information of a WIOA Customer:**

1. The WIOA Service Provider may fax or mail the attached WIOA UI—DCAF to the UI Program at the fax number or address indicated on the form. The WIOA UI—DCAF authorizes the EDD to release records pertaining to the WIOA customer's UI status. The customer completes the top half of the WIOA UI—DCAF and the WIOA Service Provider shall complete the bottom half.
2. The WIOA Service Provider must add their own letterhead to the attached WIOA UI—DCAF template. The UI Program will not accept or process WIOA UI—DCAFs that are not on WIOA subrecipient letterhead.
3. The WIOA customer must indicate on the WIOA UI—DCAF if the response to the data request will be sent via fax or mail.
4. The EDD will only respond to WIOA subrecipient data requests submitted on WIOA UI—DCAF forms signed and dated by the WIOA customer. The UI Program will verify that the Social Security Number on the WIOA UI—DCAF is valid and matches the name provided.
5. The WIOA UI—DCAF must include a valid Location Code. (i.e. "MON" for Monterey County)
6. Upon receipt of the WIOA UI-DCAF, the UI Program will process the request and, as requested by the WIOA customer, fax or mail the response to the location identified by the Location Code. The original, if faxed, or a copy, if mailed, of the WIOA UI—DCAF must be kept in the WIOA customer's case file and is subject to audit.
7. A signed WIOA UI—DCAF is valid for 12-months. If 12-months have passed and WIOA subrecipients wish to obtain updated UI claimant information, a new WIOA UI—DCAF must be obtained from the WIOA customer.

A completed *WIOA UI-Data Consent Authorization* form will allow the WIOA subrecipient access to the following confidential UI claimant information:

- Wage information for the most recent three completed quarters.
- Current claim information (claim award, claim balance, effective and ending date of claim, if benefits are exhausted, last employer name/address, date last worked and if reason for separation was laid off due to lack of work).
- If no current claim on file, available information on any claim in the last nine months.





## SUBRECIPIENT INSTRUCTIONS FOR WIOA UI DATA CONSENT AUTHORIZATION FORM (WIOA UI DCAF)

### STEPS FOR PREPARING WIOA UI-DCAF TEMPLATE

1. Print WIOA UI-DCAF template on subrecipient letterhead paper.
2. Customer and subrecipient caseworker must complete all designated entries.
3. Customer and subrecipient caseworker must sign and date form.
4. Form must include LOCATION CODE assigned to subrecipient requester.
5. Submit form via fax or U.S. mail depending on customer's choice to the UI address or fax number on the top of the WIOA UI-DCAF.
6. If mail method is selected, mail original consent form to UI address on top of form.  
Keep a copy of form in the customer's case file.
7. The subrecipient is responsible for reporting any changes or updates to the subrecipient fax phone numbers or subrecipient mailing address to the Central Office Workforce Services Division as indicated in the directive. Illegible or incomplete forms will be returned to the requester.

FIELDS ON FORM	REQUIRED DATA
CUSTOMER'S NAME	Type or legibly print the customer's first, middle initial and last name. Include any additional name(s) used by customer within the last two years while working and/or to file an Unemployment Insurance claim.
CUSTOMER SIGNATURE	Must be the customer's complete signature. No initials.
SIGNATURE DATE	Actual date the customer signed this form.
CUSTOMER SSN	Type or legibly print the customer's Social Security Number.
TRANSMIT MY UI INFORMATION VIA	Select one box only with an "X". Customer must select the method this form must be submitted to UI.
SUBRECIPIENT NAME	Type or legibly print the full name of the subrecipient requesting the information.
SUBRECIPIENT CASEWORKER NAME	Type or legibly print the name of the subrecipient caseworker to which data requested is to be sent.
SUBRECIPIENT CASEWORKER SIGNATURE	Signature of the subrecipient caseworker requesting the data. No initials.
SUBRECIPIENT CASEWORKER PHONE NUMBER	Contact phone number for subrecipient caseworker.
SIGNATURE DATE	Actual date the subrecipient caseworker signed the form.
SUBRECIPIENT LOCATION CODE	Identification code assigned to the subrecipient office requesting the data based on county and office location.

To: Program Support Unit  
 Central Office Workforce Services Division, MIC 50  
 Employment Development Department  
 Mail: P.O. Box 826880  
 Sacramento, CA 94280-0001  
 Fax: 916-654-7921  
 Email: [WARNNotice@edd.ca.gov](mailto:WARNNotice@edd.ca.gov)

**REQUEST TO ASSIGN OR CHANGE LOCATION CODE**

DATE OF REQUEST \_\_\_\_\_

NAME OF SUBRECIPIENT \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

PHONE NUMBER OF REQUESTOR \_\_\_\_\_

LOCATION CODE (SUBRECIPIENT CODE – 00):	ADDRESS RESPONSE CAN BE SENT TO:	FAX NUMBER RESPONSE CAN BE SENT TO:	ADD, DELETE, CHANGE
____ - ____			
____ - ____			
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**Add** = New Location Code, address and fax number.  
**Delete** = Delete Location Code and corresponding address and fax number.  
**Change** = Location Code previously assigned remains the same, but change is made to address or fax number or both.

\_\_\_\_\_  
 Authorized Signature of Requestor Date

\_\_\_\_\_  
 Authorized Signature of Subrecipient Administrator Date

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO REVIEW AND ACCEPT THE LOCAL WORKFORCE DEVELOPMENT AREA BUDGET FOR FISCAL YEAR (FY) 2016-17

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

Concur with the November 16, 2016 Executive Committee's recommendation to review and accept the local Workforce Development area Budget through October 31, 2016 for fiscal year 2016-17.

**INFORMATION:**

WDB staff plan to provide an update on the Local Workforce Development Area's (LWDA) budget for Fiscal Year 2016-17 through October 31, 2016.

**ATTACHMENT:**

Budget Line Items

**FY 2016-17 BUDGET  
YEAR-TO-DATE EXPENSES**

**THROUGH: October 31, 2016**

FY 16 - 17 ALLOCATIONS	FY 15-16 REVENUE	TOTAL BUDGETED REVENUE	%	OET Budget Staff	OET Budget Overhead	Participant Training OET	Youth Work Exp 20 % Req	Current Training Oblig	FY 16 Training Oblig	Bus Svcs/Sub Participant Training	Participant Non-Trainig Costs	WDB Budget Staff	WDB Budget Overhead	OET Admin	SUBS Services Budget	Budget Totals	% SPENT
<b>7/1/16 - 6/30/18</b> <b>ADULT - DISADV Allocation*</b> K698373 carry-in for FY16-17 Transfer from DW	1,556,050 95,848 200,000	<b>1,851,898</b>	19%	768,403	261,638	487,715			98,437 76,801	39,100 6,294	21,000 17,924	115,718 56,275	59,887 23,205	0		1,851,898 775,269	42%
		EXPENSES:		47,74%	34,710	193,252			78.02%	6.39%		48.63%	38.75%	0.00%			
		% Exp				39.62%		0.00%									
<b>7/1/16 - 6/30/18</b> <b>DISLOCATED WORKER Allocation*</b> K698373 carry-in for FY16-17 Transfer to Adult	1,988,056 367,699 (200,000)	<b>2,155,755</b>	22%	996,094	192,010	536,417			29,926 24,354		14,000 9,383	299,712 66,398	87,596 15,862	-		2,155,755 434,188	20%
		EXPENSES:				39,071											
		% Exp		22.28%	29.06%	7.28%		0.00%	81.38%		67.02%	22.15%	18.11%	0.00%			
<b>4/1/1 - 6/30/18</b> <b>YOUTH Allocation*</b> K698373 carry-in for FY16-17	1,529,554 273,632	<b>1,803,186</b>	19%	858,126	229,070	292,911	305,911			13,000 1,230	15,000 12,503	220,618 44,466	77,461 14,194	0	97,000	1,803,186 626,777	35%
		EXPENSES:				82,950	174,194										
		% Exp		32.86%	36.21%	59.47%	0.00%			9.46%	83.35%	20.16%	18.32%	0.00%	15.74%		
<b>7/1/16 - 6/30/17</b> <b>RAPID RESPONSE</b>	174,979	174,979	2%	-	-	-						141,733 21,551	33,246 13,932	-		174,979 35,483	20%
		EXPENSES:															
		% Exp		0.00%	0.00%							15.21%	41.90%	0.00%			
<b>7/1/16 - 6/30/17</b> <b>RAPID RESPONSE LAYOFF AVERSION</b>	49,562 6,494	56,056	1%	-	-	-						40,145 14,962	15,911 2,258	-		56,056 17,220	31%
		EXPENSES:															
		% Exp		0.00%	0.00%							37.27%	14.19%	0.00%			
<b>10/1/14 - 9/30/19</b> <b>Workforce Innovation Fund</b>	738,931	<b>738,931</b>	8%	0	0	172,043					0	459,179 80,427	107,709 32,150	-		738,931 119,135	16%
		EXPENSES:				6,559											
		% Exp		0.00%	0.00%							17.52%	29.85%	0.00%			
<b>TOTAL WIOA FUNDS</b>	<b>6,780,805</b>	<b>6,780,805</b>		<b>2,622,623</b>	<b>682,718</b>	<b>1,489,086</b>	<b>305,911</b>		<b>128,363</b>	<b>52,100</b>	<b>50,000</b>	<b>1,277,105</b>	<b>381,810</b>		<b>97,000</b>	<b>6,780,805</b>	<b>30%</b>
		EXPENSES		<b>870,679</b>	<b>173,452</b>	<b>413,075</b>			<b>101,155</b>	<b>8,952</b>	<b>39,810</b>	<b>284,080</b>	<b>101,600</b>		<b>15,268</b>	<b>2,008,072</b>	
<b>NON WIOA FUNDS</b>																	
<b>7/1/16 - 6/30/17</b> <b>AB109 PROBATION</b> REIMBURSEMENT FROM PROBATION	411,807	<b>411,807</b>	4%	195,842	-	171,391					25,249	8,462	10,863	-		411,807 104,908	25%
		EXPENSES:		55,941	-	40,539					2,695	278	5,455	-			
		% Exp		29%	#DIV/0!	24%					11%	3%		0%			
<b>7/1/15 - 6/30/16</b> <b>SILVERSTAR</b> REIMBURSEMENT FROM GENERAL FUND	250,000	<b>250,000</b>	3%	114,649	18,490	98,500					0	0		18,361		250,000 50,203	20%
		EXPENSES:		28,984	2,658	17,105								1,456			
		% Exp		25%	14%	17%					0%	0%		8%			
<b>4/1/16 - 12/31/16</b> <b>PROP 39 &amp; Prop 39 2.0</b> Pre Apprenticeship	440,000	<b>440,000</b>	5%	0	0	60,000					30,000	268,474 11,498	81,526 519	-		440,000 12,016	3%
		EXPENSES:															
		% Exp		0%	0%	0%					0%	4%		0%			
<b>AB-2060</b> Supervised Population <b>Regional (RPU) Allocations:</b> <b>4/1/16 - 12/31/16</b> <b>SLING SHOT</b> Round One	400,000 20,000	<b>400,000</b> <b>20,000</b>	4% 0%	56,093 4,089	2,549 339	- -				60,000 -	60,000 -	40,000 510	- -	- -	181,358	400,000 4,938	1%
		EXPENSES:															
		% Exp		7%	13%	0%					0%	1%		0%			
<b>6/1/16 - 3/31/18</b> <b>TIER 1 - ASSIST FOR Capacity BLDG</b>	79,970	<b>79,970</b>	1%	0	0	0					0	79,970	0	0		79,970	0.0%
		EXPENSES:															
		% Exp		0%	0%						0%	0%	0%	0%			
<b>6/1/16 - 3/31/18</b> <b>REGIONAL PROGRAM COORDINATOR</b>	43,385	<b>43,385</b>	0%	0	0	0					0	43,385 3,188	0	0		43,385 3,188	7.3%
		EXPENSES:															
		% Exp		0%	0%						0%	7%	0%	0%			
<b>6/1/16 - 3/31/18</b> <b>CREDENTIALS &amp; APPRENTICESHIP</b>	250,000	<b>250,000</b>	3%	0	0	0					0	179,336 271	70,664	0		250,000 271	0.1%
		EXPENSES:															
		% Exp		0%	0%						0%	0%	0%	0%			
<b>SLING SHOT IMPLEMENTATION</b> Round Two	1,000,000	<b>1,000,000</b>	10%									250,820	749,180			1,000,000	0.0%
		EXPENSES:															
		% Exp		100%	0%	0%					0%	0%	0%	0%			
<b>NON WIOA BUDGET</b>	<b>2,895,162</b>	<b>2,895,162</b>		<b>366,584</b>	<b>21,039</b>	<b>329,891</b>				<b>60,000</b>	<b>115,249</b>	<b>890,447</b>	<b>912,233</b>	<b>18,361</b>	<b>181,358</b>	<b>2,895,162</b>	<b>6%</b>
		EXPENSES		<b>84,925</b>	<b>2,658</b>	<b>57,644</b>					<b>2,695</b>	<b>18,125</b>	<b>5,974</b>	<b>1,456</b>		<b>173,478</b>	
<b>TOTAL WIOA AND NON WIOA BUDGETS</b>	<b>9,675,967</b>	<b>9,675,967</b>	<b>200%</b>	<b>2,989,207</b>	<b>703,757</b>	<b>1,818,977</b>			<b>128,363</b>	<b>112,100</b>	<b>165,249</b>	<b>2,167,552</b>	<b>1,294,043</b>	<b>18,361</b>	<b>278,358</b>	<b>9,675,967</b>	
<b>Budget as of 11/10/16</b>				<b>955,604</b>	<b>176,110</b>	<b>470,719</b>			<b>101,155</b>	<b>8,952</b>	<b>42,506</b>	<b>302,205</b>	<b>107,574</b>	<b>1,456</b>	<b>15,268</b>	<b>2,181,550</b>	<b>23%</b>
<b>BALANCE</b>				<b>2,033,603</b>	<b>527,646</b>	<b>1,348,258</b>		<b>0</b>	<b>27,208</b>	<b>103,148</b>	<b>122,743</b>	<b>1,865,347</b>	<b>1,186,469</b>	<b>16,905</b>	<b>263,091</b>	<b>7,494,418</b>	<b>77%</b>

\* - 20% Carry-in is allowed only if 80% of the current Program Allocation has been spent by the end of the fiscal year. (Requirement waived for FY 16-17)

# MEMORANDUM

**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO CONSIDER AND APPROVE SUBMISSION OF A REQUEST TO TRANSFER \$700,000 IN WIOA TITLE I FORMULA FUNDS FROM DISLOCATED WORKER TO ADULT PROGRAMS FROM SECOND ROUND ALLOCATION FOR FISCAL YEAR 2016-17 TO THE STATE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR APPROVAL

**DATE:** DECEMBER 7, 2016

**RECOMMENDATION:**

It is recommended that the Workforce Development Board concur with the November 16, 2016 Executive Committee's recommendation to consider and approve submission of a request to transfer \$700,000 in Workforce Innovation and Opportunity Act (WIOA) Title I formula funds from Dislocated Worker to Adult Programs from First Allocation for fiscal year 2016-17 to the State Employment Development Department (EDD) for approval.

**INFORMATION:**

In order to maximize customer service and provide local Workforce Development Boards (LWDB) with greater flexibility to respond to changes in the local labor markets, the WIOA allows the transfer of funds between Adult and Dislocated Worker Programs. The Dislocated Worker allocation continues to be underutilized and the Adult program continues to see more customers coming in daily that are seeking services for both Individual Training Accounts and On-the-Job Training opportunities. Additionally, this year there was significant carryover of Individual Training Accounts in process which used up a significant portion of the Adult First Round allocation more quickly than anticipated. Although there has been an increase in the number of WARN and Layoff Notices it is anticipated that moving the \$700,000 will ensure an ample amount of funding remains in the Dislocated Worker allocation.

In order to move funding allocations from one source (Adult) to another (DW) there must also be a transfer to the number of individuals to be served in each allocation.

	2016-17 Allocation <i>1<sup>st</sup> Round Transfer Request previously approved</i>		2016-17-Proposed <i>2<sup>nd</sup> Round Transfer Request pending approval</i>	
	Adult	DW	Adult	DW
<b>Table 1 Participants planned vs. actual</b>				
1. Registered participants carried in	220	70	220	70
2. New registered participants	377	256	533	100
3. Total registered participants (Line 1 plus 2)	597	326	753	170
4. Exiters	215	98	215	98
5. Registered participants carried out (Line 3 minus 4)	382	228	538	72

**Table 2 Funding**

Formula Allocation (Round 2)	1,357,905	1,673,898	1,357,905	1,673,898
Amount to be Transferred			700,000	<700,000>
Total Funds Available			2,057,905	973,898
	Formula Allocation 2016-17		\$2,057,905	\$973,898

**Requirements:**

- As per EDD Workforce Services Directive #WSD15-23, transfer requests can now be submitted anytime during the two-year life of the funds
- LWDBs must submit transfer requests in writing to the appropriate State of CA EDD 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, and participant and budget summary plan based on the new transfer amounts.

**ATTACHMENTS:**

Reference \$700,000 Transfer of Funds – WSD15-23

**Transfer of Funds Request**

1. Local Area Monterey County Workforce Development Board

2. Subgrant Number K7102044 3. Request Date 11/17/2016

4. Program Year PY 2016-17 5. Transfer Request No 002

## 6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

 201 → 299 501 → 499 202 → 200 502 → 500

7. Amount of Transfer \$700,000

8. Contact Person Ruben Trujillo

9. Contact Person's Telephone Number 831-796-3323

## 10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 11/16/2016Date of Local Board meeting to approve transfer 11/16/2016

## 11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature \_\_\_\_\_

Name Joyce AldrichTitle WDB Executive DirectorDate 11/17/2016

## 12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

The America's Job Center in Monterey County continues to see an increase in the Long Term Unemployed versus Dislocated Worker participants. As such, there has also been a significant demand on classroom training depleting the First Round of the Adult Program Allocation and rapidly expending the second round allocation. At the rate of Adult program allocation expenditure, the Adult Program allocation will be fully expended by March 2017.

## Transfer of Funds Request Participant Plan

**Local Area:** Monterey County Workforce Development Board

**Prepared Date** 11/16/2016

Enter the number of individuals in each category.

TOTALS FOR PY 2016-17	ADULT	DW
1. Registered Participants Carried in from PY 2015-16	220	70
2. New Registered Participants for PY 2016-17	533	100
3. Total Registered Participants for PY 2016-17 (Line 1 plus 2)	<b>753</b>	<b>170</b>
4. Exiters for PY 2016-17	215	98
5. Registered Participants Carried Out to PY 2017-18 (Line 3 minus 4)	<b>538</b>	<b>72</b>

PROGRAM SERVICES		
6. Career Services	<b>8,044</b>	<b>1,559</b>
a. Basic Career Services	7,291	1,389
b. Individualized Career Services	753	170
7. Training Services	198	38

EXIT STATUS		
8. Entered Employment	140	67
9. Training-Related	37	7
10. Entered Military Service		
11. Entered Apprenticeship Program		
12. Exited for Exclusionary Reasons		

Joyce Aldrich, WDB Executive Director

(831) 759-6644

**Contact Person, Title**

**Telephone Number**

**Comments:**



**Transfer of Funds Request  
Participant Plan**

Local Area: <u>Monterey County Workforce Development Board</u> Prepared Date: <u>11/16/2016</u>
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Enter the number of individuals in each category.

TOTALS FOR PY 2016-17	ADULT	2016-17 - 1st Transf	2016-17 - 2nd Transf	Data Justification	DW	2016-17 - 1st Transf	2016-17 - 2nd Transf	Data Justification
1. Registered Participants Carried in from PY 2015-16	220	220	220	PY 2016-17 Actual	70	70	70	PY 2016-17 Actual
2. New Registered Participants for PY 2016-17	333	377	533	Adult Allocation, increase by \$700,000 (transfer) Total increase of new registration participants is based on median cost of \$4,500/person = 156 (377+156=533)	300	256	100	DW Allocation, reduce by \$700,000 (transfer) Total reduction of new registration participants is based on median cost of \$4,500/person = 156 (256-156=100)
3. Total Registered Participants for PY 2016-17 (Line 1 plus 2)	553	597	753	Line 1 plus 2	370	326	170	Line 1 plus 2
4. Exiters for PY 2016-17	141	215	215	Exits, based on 2015-16 pre-lim performance # exits.	135	98	98	Exits, based on 2015-16 pre-lim performance # exits.
5. Registered Participants Carried Out to PY 2017-18 (Line 3 minus 4)	412	382	538	Line 3 minus 4	235	228	72	Line 3 minus 4

PROGRAM SERVICES								
6. Career Services	5,761	5,805	8,044	Line 6a plus 6b	3,842	3,798	1,559	Line 6a plus 6b
a. Basic Career Services	5,208	5,208	7,291	84% of 8,680=7,291 8,680 is based on PY 2015-16 total basic career svcs	3,472	3,472	1,389	16% of 8,680=1,389 8,680 is based on PY 2015-16 total basic career svcs
b. Individualized Career Services	553	597	753	Same as Total Registered	370	326	170	Same as Total Registered
7. Training Services	104	117	198	84% of 236 total training enrollments.	132	119	38	16% of 236 total training enrollments.

EXIT STATUS								
8. Entered Employment	92	140	140	Based on 65% Adult Entered Employment Goal for PY 2016-17 multiplied by the total exits.	92	67	67	Based on 68% DW Entered Employment Goal for PY 2016-17 multiplied by the total exits.
9. Training-Related	20	20	37	84% of 44 (Same as PY 2015-16) = 37	24	24	7	16% of 44 (Same as PY 2015-16) = 7
10. Entered Military Service								
11. Entered Apprenticeship Program								
12. Exited for Exclusionary Reasons								

Joyce Aldrich, WDB Executive Director	(831) 759-6644
Contact Person, Title	Telephone Number

Comments:

## Transfer of Funds Request Budget Plan

**Local Area** Monterey County Workforce Development Board
**Date Prepared** 11/10/2016
**Subgrant Number** K7102044  
**Year of Appropriation** 2016-17

Grant Code	Adult to DW	DW to Adult
	<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499
<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500	

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	1,357,905	1,673,898
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	700,000	(700,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	<b>2,057,905</b>	<b>973,898</b>

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	<b>1,852,115</b>	<b>876,509</b>
a. Career Services (WIA Core Services / Intensive Services)	1,234,743	584,340
b. Training Services	617,372	292,169
c. Other		
7. Administration	205,790	97,389
8. TOTAL (Lines 6 plus 7)	<b>2,057,905</b>	<b>973,898</b>

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2016__		
10. December 2016__	588,351	303,966
11. March 2017__	1,176,703	607,932
12. June 2017__	1,765,055	911,898
13. September 2017__	2,057,905	973,898
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	<b>10.00%</b>	<b>10.00%</b>

Ruben Trujillo, Finance Manager
831-796-3329
**Contact Person, Title**
**Telephone Number**
**Comments**

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE NOVEMBER 16, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO REVIEW AND APPROVE NON-WDB MEMBER JOANNE WEBSTER TO OVERSIGHT COMMITTEE REPRESENTING YOUTH

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board concur with the November 16, 2016 Executive Committee's recommendation to consider and approve non-WDB member Joanne Webster to Oversight Committee, representing Youth.

**INFORMATION/DISCUSSION:**

At the WDB meeting of July 20, 2016, the full board approved the standing Youth Committee function as an Ad-hoc Committee to ensure youth initiatives can move forward without the need for a quorum. Additionally, the Workforce Innovation and Opportunity Act require that any 'standing' committee have one representative that is a non-WDB member sit on the committee representing an area of interest to the full board.

Joanne Webster, Chair of Girls, Inc, and a former WDB member has indicated a willingness to sit on the Oversight to ensure Youth initiatives and goals are recognized on an ongoing basis.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER AND APPROVE THE REAPPOINTMENT OF ERIK CUSHMAN, REPRESENTING BUSINESS TO THE WORKFORCE DEVELOPMENT BOARD FOR A THREE YEAR TERM

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board consider and approve the reappointment of Erik Cushman, representing Business to the Workforce Development Board for a three year term. Mr. Cushman's reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for final approval.

**SUMMARY:**

The WDB bylaws state that the term of membership for all Workforce Development Committee members shall be three years. The three year term limit was enacted with the approval of the original WDB bylaws by the Board of Supervisors on June 23, 2015.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER AND APPROVE APPOINTING NICK CHIULOS, ASSISTANT COUNTY ADMINISTRATIVE OFFICER OF MONTEREY COUNTY, TO (A) SPEARHEAD RECRUITMENT FOR THE POSITION OF EXECUTIVE DIRECTOR OF THE MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD, IN CONJUNCTION WITH THE EXECUTIVE COMMITTEE, AND (B) APPOINT AN INTERIM EXECUTIVE DIRECTOR, WITH THE SELECTION OF INTERIM EXECUTIVE DIRECTOR SUBJECT TO RATIFICATION BY THE WORKFORCE DEVELOPMENT BOARD AT ITS NEXT REGULARLY SCHEDULED MEETING

**DATE:** DECEMBER 7, 2016

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**RECOMMENDATION:**

Consider and Approve Appointing Nick Chiulos, Assistant County Administrative Officer of Monterey County, to (a) spearhead recruitment for the position of Executive Director of the Monterey County Workforce Development Board, in conjunction with the Executive Committee, and (b) appoint an Interim Executive Director, with the selection of Interim Executive Director subject to ratification by the Workforce Development Board at its next regularly scheduled meeting.

**BACKGROUND:**

On November 4, 2016, Joyce Aldrich, Executive Director of the Monterey County Workforce Development Board, submitted her retirement and resignation letter effective December 29, 2016, to Erik Cushman, Chair of the WDB, and to Nick Chiulos, Assistant CAO. Given the pending vacancy, the WDB should seek a replacement as quickly as possible.