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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
- Harbhajan "Harvey" Dadwal
- Jay Donato
- Kimberly Schnader
- Larry Silva
- Mary Adams
- Mimi Laurent
- Salvador Muñoz
- Sandy Chamberlain
- Sherry Farson
- Steve MacArthur
- Dr. Walter Tribley
- Wendy Brickman
- Dr. Willard Clark Lewallen
- Yuko Duckworth

Monterey County Workforce Development Board

Schilling Place Government Center
1441 Schilling Place North, Cinnamon Conference Room,
Salinas, CA 93901

Wednesday, June 7, 2017; 8:30 a.m.

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT: <i>(Limited to 2 minutes)</i>	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from April 5, 2017.	
2. ACTION: Concur with the May 24, 2017 Executive Committee recommendation to approve the WDB re-appointment of: <ul style="list-style-type: none"> • Yuko Duckworth, representing WIOA Title III Programs 	
3. ACTION: Concur with the May 24, 2017 Executive Committee recommendation to approve the Request for Proposal (RFP) Selection Committee's recommendation on selection of two providers of WIOA Title I Youth Services for PY 2017-18.	
4. ACTION: Concur with the May 24, 2017 Executive Committee recommendation to approve the Request for Proposal (RFP) Selection Committee's recommendation for WIOA Title I One-Stop Operator Services for PY 2017-18 and forward to the Board of Supervisors, Chief Elected Official, for agreement.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Review and approve the proposed Local Workforce Development Area budget for Fiscal Year 2017-18.	Chris Donnelly Ruben Trujillo
2. ACTION: Approve and consider entering into an agreement with the Monterey County Office for Employment Training to provide WIOA Title I Adult and Dislocated Worker Career and Training Services for Program Year 2017-18.	Chris Donnelly
3. ACTION: Receive and approve the proposed meeting dates and times for Workforce Development Board, Business and Oversight Committees for PY 2017.18.	Chris Donnelly
4. PRESENTATION: Hartnell College's Strong Workforce Initiative.	Dr. Lori Kildal
5. Update on PY 2016-17 WIOA Adult, Dislocated, Youth Programs, Special grants and projects, through April 30, 2017.	Chris Donnelly
6. Director's Report: <ul style="list-style-type: none"> • Board of Supervisors Budget Update 	Chris Donnelly
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Business Services: TBD, MBEST Executive: 6/21/17, MBEST Oversight: TBD, MBEST	WDB MEETING: 8/2/2017, Marina Library
ADJOURNMENT:	Erik Cushman
Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 168 W. Alisal Street, 3rd Floor, Salinas, CA or visit our website at www.montereycountywdb.org . Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB 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.	

UNADOPTED

Monterey County Workforce Development Board
 Marina Library, 190 Seaside Circle, Marina, CA 93933
Wednesday, April 5, 2017

Members Present: Erik Cushman (Chair), Mary Ann Leffel, Paula Calvetti, Cesar Lara, Brian Turlington, Jay Donato, Kimberly Schnader, Mimi Laurent, Salvador Munoz, Sandy Chamberlain, Steve MacArthur, Wendy Brickman, and Yuko Duckworth

Members Absent: Al Davis, Andy Hartmann, Cresencio Diaz, Harbhajan Dadwal, Larry Silva, Mary Adams, Sherry Farson, Dr. Walter Tribley, and Dr. Willard Lewallen

Staff Present: Chris Donnelly, Flor Galvan, Korey Woo, Laura Kershner, Marleen Bush, Ruben Trujillo and Susan Marscellas

Others Present: Bob Lanter, David Scotton, David Wright, Kate Roberts, Nick Chiulos, and Yuri Anderson

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:10 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Consent Calendar:

1. ACTION: Approve minutes from February 1, 2017.
2. ACTION: Concur with the March 13, 2017 Executive Committee's approval on the utilization of funds for the High Performing Local Board Award from the State of California Workforce Development Board in the amount of \$54,838.

A motion was made by Mary Ann Leffel to approve the consent item, seconded by Brian Turlington. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. ACTION: Recommend and approve the re-appointment of Sandy Chamberlain, representing Business, to the Workforce Development Board.
A motion was made by Mary Ann Leffel to approve the re-appointment of Sandy Chamberlain, representing Business, to the Workforce Development Board, seconded by Cesar Lara. ALL AYES
2. Receive an update on WDB Business Services Team report on Business engagement and Rapid Response and Layoff Aversion activities for PY 2016–17.
The Board received an update on WDB Business Services Team report on Business engagement and Rapid Response and Layoff Aversion activities for PY 2016–17.
3. Receive an update on SlingShot Allied Healthcare Project.
The Board received an update on the Slingshot Allied Healthcare Project.
4. Receive an update on the Request for Proposals for the One-Stop Operator and WIOA Youth Program for Program Year 2017-18.
The Board received an update on the Request for Proposals for the One-Stop Operator and WIOA Youth Program for Program Year 2017-18.
5. Receive an update on the Local Workforce Development Area budget for Fiscal Year 2016-17, through February 28, 2017.
The Board received an update on the Local Workforce Development Area budget for Fiscal Year 2016-17, through February 28, 2017.
6. Discuss National Workforce Association Board (NAWB) Forum 2017 Conference held in March 2017, and potential suggestions on how information can be applied in our local area and region. (verbal)
The Board received information regarding the National Workforce Association Board (NAWB) Forum

2017 Conference that was held in March of 2017, and potential suggestions on how information can be applied in our local area and region.

7. Director's Report

The Board received a report regarding the following items:

- a. Update on application to State for Career Services.**
- b. Regional Workforce Development Board Coordination.**
- c. Budget for 2017-18.**
- d. MOU Phase II.**

Announcements: The Community Job Fair is scheduled for May 17, 2017 from 9:00-12:00 Noon at the General Stillwell Community Center.

Adjournment: Mr. Cushman requested to adjourn the meeting at 10:07 a.m.

A motion was made by Mary Ann Leffel to adjourn the meeting, seconded by Paula Calvetti. ALL AYES.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE MAY 24, 2017 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE THE REAPPOINTMENT OF YUKO DUCKWORTH TO THE WORKFORCE DEVELOPMENT BOARD

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the May 24, 2017 Executive Committee's recommendation to approve the reappointment of:

- Yuko Duckworth, representing WIOA Title III Programs

The reappointment will be forwarded to the Monterey County Board of Supervisors (BOS) for final approval and appointment.

SUMMARY:

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

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE MAY 24, 2017 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE THE REQUEST FOR PROPOSAL (RFP) SELECTION COMMITTEE'S RECOMMENDATION ON SELECTION OF TWO PROVIDERS OF WIOA TITLE I YOUTH SERVICES FOR PY 2017-18

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Workforce Development Board (WDB) concur with the May 24, 2017 Executive Committee's recommendation to approve the selection of providers of workforce development services to Workforce Innovation and Opportunity Act (WIOA) eligible youth for program year (PY) 2017-18 and renewal options:

- Turning Point of Central California (TP) for the provision of services to WIOA-eligible youth in South County in amount not to exceed \$658,188;
- Monterey County Economic Development Department's Office for Employment Training (MCOED) for the provision of services to WIOA-eligible youth in North County in an amount not to exceed \$438,793; and
- An agreement term of July 1, 2017 to June 30, 2018, with the option to renew for three additional one-year terms, contingent on satisfactory performance against State and Local performance measures and funding availability.

DISCUSSION:

Background

Monterey County contracted with the California Workforce Association (CWA) to develop a Request for Proposal (RFP) for WIOA Youth services and to provide technical expertise in the design, oversight, and evaluation process. The County's Contracts and Purchasing Department issued the Youth Services RFP on the behalf of the WDB on March 16, 2017. Providers were sought for services to 72 youth in the North in the amount of \$321,840 and \$482,760 to serve 108 youth in the South county area. The RFP included funding (\$116,953 for North county and \$175,428 for South county) specific to work experience salaries, on-the-job training (OJT) wages and pre-apprenticeships for WIOA-eligible youth, as part of the overall funding allocation. Over 50 agencies in Monterey County were formally notified of the Youth Services RFP.

RFP Process

The RFP solicitation and provider selection process included the following:

- Open for 5 weeks;
- Submittal deadline was extended to May 12, 2017 (from its original April 21, 2017 due date), due to inconsistencies in the provision of documents to internal and external proposers, to ensure all proposer had equal access to information, and to allow for the resubmittal of proposals. One proposer submitted an addendum to its proposal;
- Four proposers attended the pre-bidders conference on Wednesday, March 22, 2017; Four proposals were submitted for evaluation: Monterey County Economic Development Department's Office for Employment Training, Turning Point, Rancho Cielo, Inc., and ResCare;
- Selection Panel reviewed proposals on May 15, 2017;

- Review panel consisted of workforce professionals from WDBs throughout California selected by CWA, based on their background and experience managing/overseeing Youth Service and One Stop operations in California. One member of the review panel was outside of the workforce system;
- Bidders had the option to propose to serve North county, South county or both areas of the County (South Area at AJCC in Salinas and the Greenfield satellite and for North Area at the Marina Satellite; the RFP provided that services could also be provided at a bidder’s own location if that location is in the area that it proposed to serve);
- Proposals were evaluated on five key areas with a total of a 100 maximum points possible:
 - Organizational structure and capacity 20 points
 - Experience and Demonstrated Ability 25 points
 - Program Design and Approach 25 points
 - Employer Engagement Plan and Strategies 15 points
 - Budget 15 points
- Review panel scores for each proposal:

Turning Point (bid on South county only)	83.4
Monterey County Economic Development Department’s Office for Employment Training (bid on both North and South county)	80.5
ResCare (bid on both North and South county)	79.4
Rancho Cielo (bid on South county only)	57.8

Turning Point Program Overview:

- Exclusively court-involved youth;
- 40 years of job development services experience with public, private non-profit and for-profit employers;
- Demonstrated success with the employability of youth with barriers;
- Able to accommodate special-needs youth, including those with most physical, psychiatric, and/or developmental disabilities.
- Recruitment of eligible out-of-school youth through numerous partnerships;
- Partnering with Monterey County Office of Education Alternative Education to connect to students who are receiving support for their education path;
- Strategizing with Hartnell College and their Partner Prep to serve out-of-school youth who need additional assistance making the transition from high school to college; and
- Collaborating with the AJCC, the WDB Business Services unit, and other workforce system partners to ensure that clients can access the full range of necessary services.

Monterey County Economic Development Department – Office for Employment Training (MCOED) Program Overview:

- Serving a minimum of 72 participants for North County;
- Outreach to out-of-school youth and implement strategies to stimulate sustained, intense engagement in services and incorporate strategies for serving more youth;
- Improve upon high quality services for out-of-school you, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education;
- Serve the out-of-school youth who are aged 16 – 24.
- Experienced with Workkeys assessments;

- Follow-up services, including counseling regarding the workplace, for participants in workforce-related activities in unsubsidized employment for not less than twelve (12) months after the first day of employment as appropriate.
- Utilize and industry sector approach towards Monterey County's designated Industry Sectors (Healthcare, Hospitality/Tourism, Agriculture, and Construction).
- More resources and staff into job development, and create training and work opportunities that are valuable for out-of-school youth in the long run.
- Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through job centers.
- Provision of workforce and labor market employment statistics information;
- Develop innovative partnerships and seek opportunities to leverage resources and services with WIOA mandated partners in the Americas' Job Center of California (AJCC), which include providers of WIOA Adult, Dislocated Worker, and Youth Programs; Wagner-Peyser Services; Adult Basic Education; Vocational Rehabilitation and others specified in the Act.

NEXT STEPS:

The WDB's approval of the selection of Turning Point, and OET for provision of youth services, as described above, is final. Upon WDB approval, Board staff will begin negotiation with both Turning Point and Monterey County Economic Development Department's Office for Employment Training for service contracts to begin July 1, 2017. Resulting contracts will be a combination of cost reimbursement and performance based contracting; up to 10% of the total contract compensation depends on satisfaction of WIOA based and negotiated performance outcomes.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE MAY 24, 2017 EXECUTIVE COMMITTEE RECOMMENDATION TO APPROVE THE REQUEST FOR PROPOSAL (RFP) SELECTION COMMITTEE'S RECOMMENDATION FOR WIOA TITLE I ONE-STOP OPERATOR SERVICES FOR PY 2017-18 AND FORWARD TO THE BOARD OF SUPERVISORS, CHIEF ELECTED OFFICIAL, FOR AGREEMENT

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (WDB) concur with the May 24, 2017 Executive Committee's recommendation:

- 1) That the WDB apply for a waiver to the California Workforce Development Board seeking the Governor's Approval for the WDB to be the One Stop Operator (OSO) for the Monterey County local area; and
- 2) That the Monterey County Workforce Development Board release a second RFP for One Stop Operator by January 1, 2018 so that an OSO is in place no later than July 1, 2018.

DISCUSSION:

Background

The Workforce Innovation and Opportunity Act (WIOA 2014) implemented a new requirement that each local WDB competitively procures its One Stop Operator (OSO). The primary functions of the OSO are to ensure coordination of partners within America's Job Center of California (AJCC) serving the Monterey County local area, ensure the smooth daily operation of the AJCC, coordinate the delivery of career services and other WIOA services between all One-Stop providers, and to communicate and coordinate regarding the same with Monterey County WDB staff. The Monterey County WDB expected the OSO to have a full time physical presence at the Salinas One Stop and to provide oversight of the two satellite locations, in Marina and Greenfield, and to fulfill its responsibilities in coordination with and under the direction of the WDB.

RFP Process

Monterey County contracted with the California Workforce Association (CWA) to develop a Request for Proposal (RFP) for the OSO and to provide technical expertise in the design, oversight, and evaluation process. The Monterey County Contracts and Purchasing Department issued a Request for Proposal (RFP) on behalf of the WDB to procure a single service provider to serve as its OSO on March 16, 2017, in the amount of \$75,000. Information on the OSO RFP was sent out to over 50 agencies in Monterey County. The RFP for the OSO was open for five weeks, with a pre-bidders conference on Wednesday, March 22, with only one proposer in attendance. A single proposal, from the Monterey County Economic Development Department's Office for Employment Training (MCOED), was received by the April 21, 2017 submittal deadline.

A panel, convened by CWA and consisting of workforce professionals from throughout California, reviewed the proposal on May 1, 2017. The proposal was evaluated on three key areas with a total of a 100 maximum points possible, the areas they evaluated on were:

- Quality of Design 40 points
- Agency Organizational and Financial Proposal 40 points
- Performance Standards and Data Collection 20 Points

Monterey County Economic Development Department's Office for Employment Training received an average score of **49** from the review panel. Some of the concerns of the review panel were:

- No details on firewall – process and structure;
- No details on OSO responsibilities;
- No discussion and coordination with partners;
- Lack of specifics on program design and performance;
- No information on referrals to partners; and
- Budget did not include appropriate justifications or cost allocations.

OSO Waiver Rationale

It is recommended that the WDB refrain from entering into an agreement with the Monterey County Economic Development Department's Office for Employment Training for One Stop Operator services proposal due to the low score and incomplete information in the proposal. If that recommendation is accepted, it becomes necessary for the WDB to request the waiver in order to be in compliance with the WIOA requirement to have an OSO in place by July 1, 2017. In order to be considered for the waiver, the WDB must have successfully participated in a competitive procurement process. By releasing the OSO RFP and receiving a response, the WDB has satisfied the competitive procurement requirement. Under WIOA, the WDB must obtain agreement to these actions from the Chief Elected Official, the County Board of Supervisors.

NEXT STEPS:

Upon Board approval of these recommendations, staff will submit the WDB's request for agreement to the Monterey County Board of Supervisors at its June 27, 2017 meeting. If the Board rejects these recommendations and decides to enter into an agreement with the Monterey County Economic Development Department's Office for Employment Training for One Stop Operator services, staff will submit that decision to the Board of Supervisors for its agreement.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND APPROVE THE PROPOSED LOCAL WORKFORCE DEVELOPMENT AREA (LWDA) BUDGET FOR FISCAL YEAR 2017-18

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (WDB) approve the proposed Local Workforce Development Area (LWDA) Budget for Fiscal Year (FY) 2017-18, as follows:

▪ Projected revenue:

○ WIOA formula funding allocations in the amount of:	\$4,959,287
○ Discretionary grant funding in the amount of:	\$3,024,800
○ Potential carry-over of discretionary grant funding in the amount of:	\$240,000
○ Other County Department funding in the amount of:	\$661,807
<u>Total of all projected revenue:</u>	<u>\$8,885,894</u>

▪ Projected expenditures:

○ Participant training (SB 734), and work experience:	\$1,276,176
○ Subcontractor allocations (WIOA funds):	\$2,444,258
○ Subcontractor, participant supportive services:	\$135,000
○ Staff salaries & benefits:	\$1,565,962
○ Operating expenses:	\$1,059,103
○ One Stop Operator:	\$75,000
○ California Municipal Training Incorporated (CMIT):	\$30,000
○ Other participant training (Discretionary & County Dept funds):	\$685,146
○ Other subcontractor allocations (County Dept funds):	\$190,186
○ Regional grant expenses:	\$1,425,063
<u>Total of all projected expenditures:</u>	<u>\$8,885,894</u>

INFORMATION:

On February 8, 2017, the State of California Employment Development Department (EDD) Workforce Services Division released the WIOA formula planning estimate allocations for FY 2017-18 that provides formula estimates for each Local Workforce Development Area (LWDA) for the Adult, Youth, and Dislocated Worker funding streams. The Rapid Response funding estimates for FY 2017-18 are based on historical funding and will be updated based on final notice from the State of California. This is a preliminary budget for the WIOA funding streams, for Monterey County WDB. The final allocations have not been issued by the DOL to the State of California, and is still pending Congressional approval for the FY 2017-18 Federal budget.

Monterey County LWDA's WIOA funding allocations for FY 2017-18 is \$4,959,287 compared to the previous allocation of \$5,281,830 in FY 2016-17, representing a decrease of \$322,543 (-6.11%), as shown in the table below:

WIOA Funding Allocations	FY 2017-18 Projected Allocations	FY 2016-17 Previous Allocations	Annual \$ Increase / Decrease	Annual % Increase / Decrease
Adult Formula Funding	1,490,600	1,549,293	(\$58,693)	-3.79%
Dislocated Worker Formula Funding	1,788,716	1,979,725	(\$191,009)	-9.65%
Youth Formula Funding	1,461,907	1,529,554	(\$67,647)	-4.42%
Rapid Response	166,230*	174,150	(\$7,920)	-4.55%
Rapid Response Layoff Aversion	51,834*	49,108	\$2,726	5.55%
Total Formula Grants	\$4,959,287	\$5,281,830	(\$322,543)	-6.11%

* Rapid Response funding estimates for FY 2017-18 are based on historical funding and will be updated based on final notice from the State.

DISCUSSION:

Based on the proposed WIOA funding allocations, discretionary grants and other County Department funding, the total available funding for the WDB budget for FY 2017-18 is \$8,645,894, as detailed below:

- *WIOA formula funding allocations:* \$4,959,287, represents the total allocation for WIOA Title I Adult, Dislocated Worker, Youth, Rapid Response, and Rapid Response Layoff Aversion Programs.
- *Discretionary grant funding:* \$3,024,800, represents special funding from the Department of Labor, Workforce Innovation Fund (WIF) “Youth Ambassadors for Peace”; Proposition 39 2.0 Grant; AB 2060 Supervised Populations Workforce Training Grant; WIOA Regional Planning Coordinator Grant; WIOA Regional Implementation, Innovation Technical Assistance & Training Grant (includes credentials and apprenticeships); and SlingShot WIOA Governor’s Discretionary Funds.
- *Potential carry-over of discretionary grant funding:* \$240,000, represents unexpended discretionary grant funding that will be carried over from the previous FY 2016-17.
- *Other County Department funding:* \$661,807, represents AB 109 Public Safety Realignment funding, under an agreement with the Monterey County Probation Department; and SilverStar program funding, under an agreement with the Monterey County Chief Administrative Office.

The projected expenditures for FY 2017-18 are detailed below:

- *Participant training (SB 734), and work experience:* \$1,276,176, of this amount \$983,795 has been set-aside for Adult and Dislocated Worker participant training including on-the-job training wages, classroom training using individual training accounts, and incumbent worker training. This set-aside meets the SB 734 training expenditure requirement where the WDB must expend 30 percent of its combined total of WIOA Title I Adult and Dislocated Worker formula funds on training, totaling \$983,795. Up to ten percent or \$98,379 of this expenditure requirement may be met by applying leveraged resources such as Federal Pell Grants and on-the-job training employer match funds. For WIOA Youth, \$292,381 has been set-aside for work experience opportunities. This set-aside meets the 20 percent minimum work experience expenditure requirement.
- *Subcontractor allocations (WIOA funds):* \$2,444,258, represents funding distributed for subcontracts with service providers for the provision of WIOA Title I Youth services

(\$804,600), and Adult (\$745,300) and Dislocated Worker (\$894,358) career and training services.

- *Subcontractor, participant supportive services:* \$135,000, in addition to the proposed subcontractor allocations, these funds are set-aside for participant supportive services for youth (\$45,000), adults (\$60,000), and dislocated workers (\$30,000) to assist participants in reaching their employment and training goals. Supportive services may include transportation assistance, work or training related material, uniforms or other appropriate work attire, etc.
- *Staff salaries & benefits:* \$1,565,962, represents funding for WDB staff charged with developing workforce services strategies for regional growth while demonstrating the ability to innovate and implement these strategies. WDB staff are also responsible for monitoring and providing oversight of the America's Job Center of California (AJCC)/One-Stop delivery system and its subcontractors to ensure fiscal, programmatic, accountability and transparency compliance with the provisions of the WIOA. WDB staff also provide technical assistance to subcontractors on the WIOA regulations, State directives and local policies and procedures. The funds include staff salaries and benefits for the programmatic, administration and oversight of WIOA programs, PERS (retirement), social security, life insurance, long-term disability insurance, worker's compensation, unemployment insurance, flex-benefit plan contributions, and other employee benefit costs.
- *Operating expenses:* \$1,059,103, includes rent, Information Technology Department (IDT) support, telecommunication services, memberships, County Counsel services, office equipment rental; WDB staff training; WDB member and staff conference and travel; mileage reimbursement; temporary agency staffing for regional programs; and other operating expenses (services and supplies, Employee Assistance Program benefits, etc.). Discussions are planned to reduce rental costs, space and utilities at the Salinas AJCC/One-Stop. This proposed reduction is anticipated to take effect beginning July 1, 2017.
- *One Stop Operator:* \$75,000, includes funding for the One-Stop Operator to ensure coordination of partners within the Monterey County AJCC/One-Stop delivery system, ensure the smooth daily operation of the AJCCs, coordinate the delivery of career services and other WIOA services between all AJCC/One-Stop providers, and to communicate and coordinate regarding the same with WDB staff.
- *California Municipal Training Incorporated (CMIT):* \$30,000, includes funding for the use of CMIT, an online tool used by workforce professionals to expedite the review and approval of invoices for training contracts and requests for supportive services for the purpose of streamlining the billing process, reduce the burden of paperwork and avoid over expenditures.
- *Other participant training (Discretionary & County Dept funds):* \$685,146, includes funds for participant stipends, work experience, classroom training, and pre-apprenticeship training for the discretionary grants, including WIF "Youth Ambassadors for Peace", Proposition 39 2.0; and AB 2060 Supervised Populations Workforce Training, AB 109 Public Safety Realignment and SilverStar Programs.
- *Other subcontractor allocations (County Dept funds):* \$190,186, represents funding distributed for memorandum of understanding agreements with County service providers for the AB 109 Public Safety Realignment and SilverStar Programs.
- *Regional grant expenses:* \$1,425,063, includes funding to facilitate meetings and training for regional stakeholders of the Coastal Regional Planning Unit including Monterey, Santa Cruz, Santa Barbara, and San Luis Obispo County workforce development areas for Regional Implementation, Innovation Technical Assistance & Training (including credentials and apprenticeships); and the SlingShot initiative.

NEXT STEPS:

This is a preliminary budget based on the preliminary allocations received from DOL to the State of California. The WDB currently only has WIOA funding for the first quarter of FY 2017-18 in the amount of \$228,590 (Adult funds) and \$268,307 (Dislocated Worker funds), in addition to any proposed carry-over expenditures.

Once the Federal budget is approved, a final budget will be brought back to the full WDB for final approval. The final funding may be reduced contingent upon the Federal government approving the DOL budget.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: APPROVE AND CONSIDER ENTERING INTO AN AGREEMENT WITH THE MONTEREY COUNTY OFFICE FOR EMPLOYMENT TRAINING TO PROVIDE WIOA TITLE I ADULT AND DISLOCATED WORKER CAREER AND TRAINING SERVICES FOR PROGRAM YEAR 2017-18

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (WDB) approve the selection of the Monterey County Economic Development Department's Office for Employment Training as the provider of WIOA Title I Adult and Dislocated Worker Career and Training Services for Program Year (PY) 2017-18 for a total amount of \$1,729,658, as follows:

- Negotiate an agreement for the provision of career services to WIOA Title I eligible Adults and Dislocated Workers in an amount not to exceed \$745,300 for Adults, and \$894,358 for Dislocated Workers, and include;
- Supportive services, in the amount not to exceed \$60,000 for Adult services and \$30,000 for Dislocated Service; and
- Stipulate an agreement term of July 1, 2017 to June 30, 2018, with the option to renew for one (1) additional one-year term based upon satisfactory performance against State and local performance measures and funding availability.

BACKGROUND:

On December 19, 2016, the State of California Employment Development Department issued a final directive (WSD16-14) on the selection of America's Job Center of California (AJCC) Operators and Career Service Providers. This directive provided guidance on the requirements and approval process for the submission of applications to the California Workforce Development Board (CWDB) for local Boards wanting to fulfill this role themselves. The directive states that a local Board or administrative entity may be designated as an Adult and Dislocated Worker services provider with the approval of the Chief Elected Official (CEO) and the Governor. This approval would exempt a local Board from competitive selection of an Adult and Dislocated Worker career services provider and would allow the local Board to fulfill this role itself, by contracting with the County for these services.

DISCUSSION:

On February 23, 2017, the Monterey County WDB submitted an application to the CWDB for consideration and approval for the WDB of Monterey County, utilizing the County's Economic Development Department---Office for Employment Training as the provider of WIOA Title I Adult and Dislocated Worker career and training services, for a period of two (2) years. The application was approved by the CWDB Executive Committee and forwarded to the Governor on April 27, 2017 for his approval.

BUSINESS ITEM #2

If the WDB approves, an agreement will be entered into between the WDB and Monterey County, through its Economic Development Department--Office for Employment Training, to formalize the working relationship and establish the roles and responsibilities of the WDB and OET for the provision of WIOA Title I services to eligible Adults and Dislocated Workers. The services will be provided at the comprehensive AJCC/One Stop at La Guardia Street in Salinas, and also at two satellite offices located at the Civic Center in Greenfield and MBEST in Marina.

The agreement will be a cost reimbursement and performance based contract that emphasizes achievement of performance outcomes. OET will be paid 90% of the contract based on cost reimbursement, for salaries and benefits and non-personal items, i.e., expenses incurred during the course of the agreement. The remaining 10% will be paid to OET's if it meets performance based outcomes, such as enrollments, job placements in targeted industry sectors, and training placements in targeted industry sectors. Payments for performance based outcomes (PBO) will be paid monthly once targeted PBO goals are met and verified by WDB staff. These goals will be negotiated between the WDB and OET before the start of the agreement. The agreement may also include conflict of interest, confidentiality and disclosure assurances, as per EDD Directive WSD16-14.

Below is an outline of the budget, enrollment goals, services and performance outcomes that are recommended for inclusion in the agreement:

BUDGET:

Funds (training funds not included):	Adult	Dislocated Worker
Fiscal Year 2017-18	\$745,300	\$894,358
Fiscal Year 2016-17 Carry-in funds	\$0	\$0
Total Budget	\$745,300	\$894,358

ENROLLMENTS:

Planned Enrollments:	Adult	Dislocated Worker
Number of carry-in enrollments	TBD	TBD
Number of new enrollments	208	250
<ul style="list-style-type: none"> ▪ All carry-in enrollments must be completed by September 30, 2017. ▪ 60% of new enrollments must be completed by January 31, 2018. ▪ 100% of total new enrollments must be completed by March 31, 2018. 	00 (%) 125 (60%) 208 (100%)	00 (%) 150 (60%) 250 (100%)
Total number of carry-in and new enrollments	TBD	TBD

TRAINING & SUPPORTIVE SERVICES ENROLLMENTS & BUDGET SET-ASIDE:

All training programs and employment placements shall be directly linked to occupations within the WDB's established priority industry sectors: Agriculture; Tourism & Hospitality; Education & Research; Health & Social Assistance; and/or Construction.

Planned Training Enrollments & Budget Set-aside:	Adult	Dislocated Worker
Total Training Enrollments	89	107
<ul style="list-style-type: none"> ▪ On-the-Job Training Enrollments ▪ Incumbent Worker Training Enrollments ▪ Individual Training Accounts (Classroom Training Enrollments) 	10 20 59	5 n/a 102
Training funds set-aside (SB 734 Expenditure Requirement)	\$447,180	\$536,615
Supportive Services funds set-aside	\$60,000	\$30,000
Total Training & Supportive Services Budget	\$507,180	\$566,615

DESIGNATED SERVICE AREAS:

BUSINESS ITEM #2

Services will be primarily offered at the following addresses and designated areas for meeting and delivering services to Adult and Dislocated Worker participants:

Location(s) of Service Area:
South (Districts 1 & 3) – includes: <ul style="list-style-type: none"> ▪ Comprehensive AJCC: Salinas Airport Business Park, 730 La Guardia Street, Salinas, CA 93905 ▪ Satellite AJCC: City of Greenfield / Civic Center, 599 El Camino Real, Greenfield, CA 93927
North (Districts 2, 4 & 5) – includes: <ul style="list-style-type: none"> ▪ Satellite AJCC: MBEST, 3180 Imjin Road Suite 157, Marina, CA 93933

TARGET POPULATIONS TO BE SERVED:

Population (minimum % to be served):	Adult	Dislocated Worker
Low-Income	20%	No min
Recipients of Public Assistance (TANF)	10%	No min
Basic Skills Deficient (Limited English)	10%	No min
Veterans and Eligible Spouses	20%	No min

DEPARTMENT OF LABOR AND STATE PERFORMANCE TARGET GOALS:

The following goals must be achieved for all enrolled participants that exit from the active WIOA Adult or Dislocated Worker program:

Department of Labor and State EDD Negotiated Performance Target Goals:*	Adult	Dislocated Worker
Placement into Employment Rate – 2 nd Quarter	65.0%	68.0%
Placement into Employment Rate 4 th Quarter	60.5%	66.5%
Median Earnings	\$5,400	\$5,500
Attainment of a Degree or Certificate	51.0%	60.0%
Measurable Skills Gain	<i>Collect data for baseline</i>	<i>Collect data for baseline</i>
Business Services	<i>Collect data for baseline</i>	<i>Collect data for baseline</i>
Total Exits from the Program	100%	100%

**These goals are provided as a reference. Goals will be revisited and renegotiated annually between the WDB and OET, and are dependent upon goals that the WDB negotiates with the State.*

PERFORMANCE BASED TARGET GOALS:

Compensation for the agreement is based upon the achievement of the Performance Based Outcomes (PBO) outlined below. A total of \$151,528 of the contract amount is set aside for PBO.

Performance Based Outcomes Goals	# of Clients	\$ Per Client / Item	Total
a. New enrollments	458	\$100	\$45,800
b. Placed in employment in WDB priority industry sectors	178	\$150	\$26,700
c. Placed in training in WDB priority industry sectors	180	\$220	\$39,600
d. Completion of training-with Certificate	144	\$169	\$24,274
e. Completed training, entered employment in priority industry sectors	108	\$141	\$15,154

In addition to the agreement, as required by WIOA, a firewall has been put in place between the WDB and the County, which separates the respective duties and responsibilities and reporting hierarchy of managers and staff.

NEXT STEPS:

Upon WDB approval, Board staff will begin negotiations with the Monterey County Economic Development Department's - Office for Employment Training for a service agreement to commence July 1, 2017. The resulting agreement will be a combination of cost reimbursement and performance based contracting for WIOA outcomes up to 10% of the total Adult and Dislocated Workers funding for Career services of \$1,639,658.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND APPROVE THE PROPOSED MEETING DATES AND TIMES FOR WORKFORCE DEVELOPMENT BOARD, BUSINESS AND OVERSIGHT COMMITTEES FOR PY 2017-18.

DATE: JUNE 7, 2017

RECOMMENDATION:

It is recommended that the Workforce Development Board review and approve the proposed Workforce Development Board, Business and Oversight Committee's dates and times for PY 2017-18.

ATTACHMENT:

Calendar of upcoming WDB and subcommittee meeting dates for PY 2017-18.

**Monterey County Workforce Development Board
Meeting Calendar**

July 1, 2017 – June 30, 2018

	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUNE 2018
WDB 1 st Wed/Bi- monthly 8:30am		2		4		6		7		4		6
Executive 3 rd Wed/Monthly 8:30am	19	16	20	18	15	20	17	21	21	18	16	20
Oversight 8:30am		10			9			8			10	
Business Services 4:00pm			12				9				8	

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: RECEIVE A PRESENTATION ON HARTNELL COLLEGE'S STRONG WORKFORCE INITIATIVE

DATE: JUNE 7, 2017

INFORMATION:

Dr. Lori Kidal, will provide a presentation on Hartnell College's Strong Workforce Initiative. The intent of the Strong Workforce Initiative is to strengthen career technical education programs, outcomes and meet student needs and to provide career opportunities for students.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

SUBJECT: UPDATE ON PY 2016-17 WIOA ADULT, DISLOCATED, YOUTH PROGRAMS, SPECIAL GRANTS AND PROJECTS, THROUGH APRIL 30, 2017

DATE: JUNE 7, 2017

INFORMATION:

Staff will provide an update on the WIOA Adult, Dislocated Worker and Youth Programs as well as Special Grants and Projects through April 30, 2017.

ATTACHMENT:

Monthly Performance Reports

Monterey County Workforce Development Board Program Update

As of April 30, 2017

Adult Services			
ACTIVE PARTICIPANTS			
A	185	Number of Carry-in Participants as of July 1, 2016	
B	221	New Participant Enrollment as of July 1, 2016	
C	199	Total Exited	
D	207	Total Active	
	Goal	Actual	% Total
Enrollments	533	221	41%

TRAINING			
Training Goals	Goal	Actual	% Total
Individual Training Account (ITA's)	198	168	85%
On the Job Training (OJT)	0	0	0%
Other	0	0	0%
SB734 Total Funds	\$734,788.00	\$650,410.00	89%

Dislocated Workers			
ACTIVE PARTICIPANTS			
A	46	Number of Carry - in Participants as of July 1, 2016	
B	50	New Participant Enrollment as of July 1, 2016	
C	43	Total Exited	
D	53	Total Active	
	Goal	Actual	% Total
Enrollments	100	50	50%

TRAINING			
Training Goals	Goal	Actual	% Total
Individual Training Account (ITA's)	64	35	55%
On the Job Training (OJT)	0	0	0%
Other	0	0	0%
SB734 Total Funds	\$323,918.00	\$143,800.00	44%

**** Reports are generated on the 10th of each month, for the preceding month's fiscal and enrollment activities**

YOUTH SERVICES

ACTIVE PARTICIPANTS

A	62	Number of Carry-in Participants as of July 1, 2016	
B	140	New Participant Enrollment as of July 1, 2016	
C	85	Total Exited	
D	117	Total Active	
	Goal	Actual	% Total
Enrollments	170	140	82%

Youth Training and Placements

Training	Goal	Actual	% Total
Training Funds Available	\$160,000.00	\$94,522.00	59%
Completed Career Technical Training with Credential	32	34	106%
Placements	Goal	Actual	% Total
20% Work Experience Expenditures	\$305,911.00	\$265,891.00	87%
Work Experience Placements, OJT, Pre Apprenticeships **	93	84	90%

Special Grants and Projects

Monthly Status Report

As of April 30, 2017

YAP				
	Goal	Current Month	YTD	% of Goal
Enrollment	240	0	67	28%
Training			5	
Placements	n/a	n/a	n/a	n/a

AB 2060				
	Goal	Current Month	YTD	% of Goal
Enrollment <i>(based on referrals)</i>	60	0	21	35%
Training	60	0	8	13%
Placements	50	0	7	14%

Silverstar				
	Goal	Current Month	YTD	% of Goal
Enrollment	20	16	16	125%
Training			5	
Placements				

AB 109				
	Goal	Current Month	YTD	% of Goal
Enrollment	65	108	108	166%
Training			44	
Placements			11	

Prop 39				
	Goal	Current Month	YTD	% of Goal
Enrollment	55	19	57	104%
Training	55	19	55	100%
Placements				

Special Grants and Projects

Monthly Status Report

As of April 30, 2017

SlingShot			
	Grand Total	Expenditure Spent	%
	\$ 1,000,000.00	\$ 22,377.75	2%

Credential & Apprenticeship			
	Grand Total	Expenditure Spent	%
	\$ 250,000.00	\$ 7,704.93	3%

Capacity Building			
	Grand Total	Expenditure Spent	%
	\$ 79,970.00	\$ -	0%

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD
FROM: CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR
SUBJECT: DIRECTOR'S REPORT
DATE: JUNE 7, 2017

INFORMATION:

Mr. Chris Donnelly will provide updates on the following:

- Board of Supervisors Budget Update