



# **MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD AGENDA PACKET**

Wednesday, February 7, 2018  
8:30 a.m. – 10:30 a.m.

Marina Library  
190 Seaside Circle  
Marina, CA 93933

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 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://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.

## NOTICE TO THE PUBLIC

Members of the public who wish to address the Board should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Board Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Board Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Board may take action on any item designated as an action item.
- Workforce Development Board members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North  
Salinas, CA 93901

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**WDB Members:**

*Erik Cushman,*  
WDB & Executive Chair

*Mary Ann Leffel,*  
WDB 1<sup>st</sup> Vice Chair

*Paula Calvetti,*  
WDB 2<sup>nd</sup> Vice Chair

Al Davis  
Andy Hartmann  
Brian Turlington  
Cesar Lara  
Cresencio Diaz  
Harbhajan "Harvey" Dadwal  
Jay Donato  
Kimberly Schnader  
Larry Silva  
Mary Adams  
Mimi Laurent  
Salvador Muñoz  
Sherry Farson  
Steve MacArthur  
Dr. Walter Tribley  
Wendy Brickman  
Wesley Van Camp  
Dr. Willard Clark Lewallen  
Yuko Duckworth

# Monterey County Workforce Development Board

Marina Library, 190 Seaside Circle, Marina, CA

Wednesday, February 7, 2018; 8:30 a.m.

## AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</i>	
<b>DIRECTOR'S REPORT:</b>	
<ul style="list-style-type: none"> <li>• Conflict of Interest Acknowledgement Form/Ethics Training/Form 700</li> <li>• Update on regional activities</li> <li>• WDB Membership recruitment</li> </ul>	Chris Donnelly
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Approve minutes from December 6, 2017	
2. <b>ACTION:</b> Concur with the January 17, 2018 Executive Committee's recommendation to approve a contract with New York Wired for Education for online training programs.	
3. <b>ACTION:</b> Concur with the January 17, 2018 Executive Committee's recommendation to approve up to \$25,000 for the Workforce Development Board's website development and redesign.	
4. <b>ACTION:</b> Concur with the January 17, 2018 Executive Committee's recommendation to approve the new Eligible Training Provider List Master Agreement with Advanced Vocational Institute and New Horizons Career Development Solutions.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Approve meeting dates for the Workforce Development Board for Calendar Year 2018.	Erik Cushman
2. <b>PRESENTATION:</b> Goodwill of Central Coast and United Way of Monterey Bay Prosperity Platform	Anne Guthrie Loyanne Flinn Josh Madfis
3. <b>PRESENTATION:</b> Update on ResCare's One Stop Career Center's Operations implementation.	Michael Vu
4. Update on WIOA Adult, Dislocated Worker, Youth Program, and Business Services, through December 2017	Chris Donnelly
5. Update on Workforce Development Board's Second quarter budget for Fiscal Year 2017-18, through December 2017.	Ruben Trujillo
6. WDB Board Member Workforce & Business Activities Update. <i>Board member to report on his or her businesses' or institution's recent jobs creation, ability to hire WIOA participants, and other individual contributions to Monterey County or regional WIOA Programs.</i>	Each Board members
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Oversight: 2/8/2018, MBEST Executive: 2/21/2018, MBEST Business Services: 4/10/18, MBEST	<b>WDB MEETING:</b> 4/4/2018, Marina Library
<b>ADJOURNMENT:</b>	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 1441 Schilling Place, North, Salinas, CA or visit our website at <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a> . 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. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. 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	

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** DIRECTOR'S REPORT  
**DATE:** FEBRUARY 7, 2018

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**INFORMATION:**

- Conflict of Interest Acknowledgement Form/Ethic Training/Form 700
- Update on regional activities and funding
- WDB Membership recruitment

**MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD**

*Conflict of Interest and Code of Conduct Policy  
Board Member – Acknowledgement Form*

I, \_\_\_\_\_, a member of the Monterey County Workforce Development Board (WDB) hereby attest and affirm that I have read and understand the WDB #2017-02 Conflict of Interest and Code of Conduct Policy adopted by the WDB on December 6, 2017.

I also hereby declare and promise to carry out my responsibilities in relation to upholding the Conflict of Interest and Code of Conduct Policy during my term as a WDB member.

*Board Member:*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** DIRECTOR'S REPORT: UPDATE ON REGIONAL ACTIVITIES AND FUNDING  
**DATE:** FEBRUARY 7, 2018

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## **RECOMMENDATION**

It is recommended that the Monterey County Workforce Development Board (MCWDB) receive an update on regional activities and regional funding with specific attention to the Regional Plan Implementation funding award.

## **BACKGROUND**

Since the passage of the WIOA in 2014, the California Workforce Development Board (CWDB) has released funding to designated regional fiscal agents to effectuate regional coordination and regional industry engagement in priority sectors such as healthcare, hospitality/tourism, and agriculture that are relevant across the region. The MCWDB is the designated fiscal agent for the Coastal Regional Planning Unit (RPU), comprised of the workforce development boards of Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara counties, and as such, it is the grant recipient of the following special funds:

<b>Project Name</b>	<b>Grant Award</b>	<b>Description &amp; Uses</b>
Slingshot Implementation 1/2017 – 3/2019	\$1,000,000	Funds for regional and local staff for business engagement and sector development, training, and textbooks/curriculum in healthcare and other priority sectors.
Capacity Building 6/2016 - 3/2018	\$79,970	Funds for staff time to coordinate with partners in the development of a regional plans for service delivery as WIOA mandates.
Regional Training Coordinator 6/2016 – 3/2019	\$243,00	Funds for regional staff and the development a comprehensive training and professional development plan to build the capacity of local workforce development board staff and WIOA service providers.
Regional Organizer 6/2017 – 3/2019	\$85,714	Funds for staff time to coordinate local boards in the RPU to identify goals and outcomes for the Regional Plan's first implementation year.
Regional Plan Implementation 1/2018 – 6/2019	\$300,000	Funds to support the RPU's implementation of its Regional Plan and the activities identified in its 2017-2020 Regional Plan. These activities are described below.
<b>Total</b>	<b>\$1,465,684</b>	

## **DISCUSSION**

In January 2018, the Coastal RPU was awarded \$300,000 in WIOA funding for activities in support of the regional plan goals including:

### **Regional Coordination Uses**

- identification of administrative efficiencies across the region (\$20,000);
- services to support the creation of a regional nonprofit (\$45,000),
- I-TRAIN system for more efficiently tracking training and supportive services across the region (\$40,000);
- video conferencing equipment and subscription (\$13,507)

### Regional Business Engagement Uses

The Coastal RPU will use a portion of the Regional Plan Implementation funds to support coordinated business engagement, outreach, and consistent messaging to employers and industry via:

- development of a regional website to promote regionwide sector initiatives and business services such OJT and incumbent worker training (\$11,500);
- development of career pathway materials for regional priority sectors such as agriculture, tourism/hospitality (\$20,000).

### Special Population Uses

Both MCWDB and the Santa Barbara County WDB have significant populations of individuals with limited English proficiency (LEP). Regional Plan guidance from the CWDB required that the Regional Plans address these needs. Therefore, \$5,000 is set aside for outreach to this population.

### Regional Personnel and Related Uses

These funds will also support the appointment of regional organizers (\$116,195) for the northern (Santa Cruz and Monterey counties) and southern (San Luis Obispo and Santa Barbara counties) areas of the Coastal RPU as well as travel and technology costs (\$5,000). Regional Organizers are charged with assisting the local boards within the region to implement the Regional Plan. This includes meeting with strategic partners, procuring services, and reporting to the California WDB.

### Financial Impact

MCWDB will retain approximately 8% for administration of the funding and allocate remaining funds to all the boards in the RPU via a regional contract:

Local Board	Amount Allocated	Purpose
Santa Cruz County	\$3,200	Video conferencing system (software, subscription, and hardware) to support regional meetings and collaboration.
Monterey County	\$217,314	Direct costs such as Regional Organizer staff, travel and mileage, video conferencing system, and outreach to LEP individuals. Administrative cost for fiscal agent duties (\$23,798), and all the funding that will be contracted out via competitive procurement for consultant and other services described above.
San Luis Obispo County	\$3,200	Video conferencing system (software, subscription, and hardware) to support regional meetings and collaboration.
Santa Barbara County	\$76,286	Regional Organizer staff, travel and mileage, video conferencing system, and outreach to LEP individuals.
<b>Total</b>	<b>\$3000,000</b>	

**UNADOPTED**

**Monterey County Workforce Development Board**  
 Marina Library, 190 Seaside Circle, Marina, 93933  
**Wednesday, December 6, 2017**

**Members Present:** Erik Cushman (Chair), Mary Ann Leffel, Paula Calvetti, Andy Hartmann, Brian Turlington, Cesar Lara, Jay Donato, Mimi Laurent, Salvador Munoz, Sherry Farson, Steve MacArthur, Wesley Van Camp, Dr. Willard Lewallen, and Yuko Duckworth

**Members Absent:** Al Davis, Cresencio Diaz, Harbhajan Dadwal, Kimberly Schnader, Mary Adams, Dr. Walter Tribley, and Wendy Brickman

**Staff Present:** Chris Donnelly, Flor Galvan, Reva Bear, Susan Marscellas, Javier Vanga, Laura Kershner, Korey Woo, Ruben Trujillo, and Marleen Bush

**Public Comment:** Jay Donato

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:36 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Consent Calendar:**

1. ACTION: Approve minutes from October 4, 2017 WDB meeting.
2. ACTION: Concur with the November 29, 2017 Executive Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring reports for the Office for Employment Training for Program Year (PY) 2016-17.
3. ACTION: Concur with the November 29, 2017 Executive Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring report for Turning Point of Central California, Inc. for PY 2016-17.
4. ACTION: Concur with the November 29, 2017 Executive Committee's recommendation to approve the following WDB policy:
  - #2017-03 – WIOA Adult and Dislocated Worker Eligibility Documentation and Verification.

**A motion was made by Mary Ann Leffel to approve the items on the consent calendar, seconded by Salvador Munoz. ALL AYES**

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

1. ACTION: Designate ResCare Inc. as the One Stop Operator for the Monterey County Workforce Development area, Program Years (PY) 2017-18 and 2018-19, and forward to the Monterey County Board of Supervisors, Chief Elected Official, for Agreement.  
**A motion was made by Mary Ann Leffel to designate ResCare Inc. as the One Stop Operator for the Monterey County Workforce Development area, Program Years (PY) 2017-18 and 2018-19, and forward to the Monterey County Board of Supervisors, Chief Elected Official, for Agreement, seconded by Wesley VanCamp. Abstain: Jay Donato. 13-0-1 ALL AYES**
2. ACTION: Concur with the November 29, 2017 Executive Committee's recommendation to approve the transfer of \$91,288 in PY2016-17 carry-over funds from the Dislocated Worker Program to the Adult Program.  
**A motion was made by Mary Ann Leffel to concur with the November 29, 2017 Executive Committee's recommendation to approve the transfer of \$91,288 in PY 2016-17 carry-over funds from the Dislocated Worker Program to the Adult Program, seconded by Cesar Lara. ALL AYES**
3. ACTION: Concur with the November 29, 2017 Executive Committee's recommendation to approve the following WDB Policies:
  - #2017-02 Conflict of Interest and Code of Conduct Policy

**A motion was made by Cesar Lara to concur with the November 29, 2017 Executive Committee's recommendation to approve the WDB policy #2017-02, Conflict of Interest and Code of Conduct Policy, seconded by Mary Ann Leffel.**



4. PRESENTATION: Digital NEST – High Tech for Youth Minds.  
**The Board received a presentation from Digital NEST – High Tech for Youth Minds.**
5. Update on Budget, Quarterly and Monthly Program Reports for PY 2017-18.  
**The Board received an update on budget, quarterly and monthly program reports for PY 2017-18.**
6. Report on Regional activities for Program Year 2017-18.  
**The Board received a report on regional activities for Program Year 2017 – 18.**
7. Update on Regional Board Chair/Directors' Meeting.  
**The Board received and update on Regional Board Chair/Directors' meeting.**
8. Update on WDB Business Services Team's Business Engagement and Rapid Response activities.  
**The Board received an update on WDB Business Services Team's Business Engagement and Rapid Response activities.**

**Adjournment:** Mr. Cushman requested to adjourn the meeting at 10:47 a.m.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE JANUARY 17, 2018 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE A CONTRACT WITH NEW YORK WIRED FOR EDUCATION FOR ON-LINE TRAINING PROGRAMS

**DATE:** FEBRUARY 7, 2018

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## **RECOMMENDATION**

It is recommended that the Workforce Development Board concur with the January 17, 2018 Executive Committee's recommendation to approve a contract with New York Wired for Education for on-line training programs.

## **INFORMATION**

New York Wired for Education (New York Wired) is the provider of Metrix Learning, a web-based learning management system (LMS) that provides users with online access to over 5,000 training courses. This contract will provide MCWDB with a one (1) year subscription for 100 licenses with access to METRIX training courses. These courses are provided through a partnership with SKILLSOFT – offers over 5,000 courses as detailed on [www.skillsoft.com/catalog/default.asp](http://www.skillsoft.com/catalog/default.asp) MEDCOM - TRAINEX – offers 400 online health-related courses as detailed on [www.medcomm.com/demo](http://www.medcomm.com/demo) Together, these partners allow individual users to access multiple training options and skill assessment solutions through a single portal access.

Registered individual users will have access to the following features:

- e-Training License – active for 180 days from the date of issuance to the individual;
- Unlimited access to all courses offered under the SKILLSOFT catalog or MEDCOM – TRAINEX catalog. Each catalog consumes an individual license;
- Access to Metrix LMS certification courses and tracks, which also interface with Certiport industry certification testing; and
- Ability to create and modify individual learning plans based on objective assessments of user skills and self-evaluation of skill sets.

The MCWDB will have access to the following features:

1. A 14-day guarantee - If an individual does not access a course within 14-days of the e-Training License being issued by the County, then the unused e-Training License will revert back to the County to be assigned to another individual user;
2. Ability to create and modify individual learning plans based on skill objective assessments and self-evaluation of skill sets;
3. Ability to access the Metrix LMS tracking and reporting functions for administration purposes to follow activities and outcomes of all users; and
4. Training of County staff, within 30 days of the contract start date along with annual support.

## **FINANCIAL IMPACT**

The subscription for access to METRIX LMS described above is based on a fixed unit cost of \$58.00 per e-Training License for a total of 100 e-Training Licenses at \$5,800. The services provided by New York Wired will continue through 180 days following the issuance of the last individual license, regardless of that date.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE JANUARY 17, 2018 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE UP TO \$25,000 FOR THE WORKFORCE DEVELOPMENT BOARD'S WEBSITE DEVELOPMENT AND REDESIGN

**DATE:** FEBRUARY 7, 2018

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## **RECOMMENDATION**

It is requested that the Workforce Development Board concur with the January 17, 2018 Executive Committee's recommendation to approve up to \$25,000 for the redesign and development of the MCWDB's website to include hosting of the website for up to two years.

## **BACKGROUND**

The WDB's website is the public's first and primary contact for the County's workforce development system. The current website, was updated in 2008, has an outdated, static format that is confusing to users, and does not support mobile device viewing. Additionally, it does not have intranet capabilities for staff and board members to access information for internal communication and its external offerings lack career services and partner information.

## **DISCUSSION**

WDB staff propose procuring a vendor to transform the current site into an interactive, user-friendly marketing and information tool. Ideally, the redesigned website should build the WDB's overall image by providing consistent graphics, navigation, and content. The goal of this procurement will be to improve the usability and visual appeal for internal and external customers, especially job seekers and employers.

### **Enhancements and Content**

Areas of enhancement include online content that is fast to download, easy to navigate, and simple to search. The procurement will specify that any resulting site must be mobile-friendly, compatible with a diversity of browsers, operating systems, and connection speeds, as well as being easily indexed by major search engines and spidering. Staff will request that the redesigned website provide information for on local labor market, America's Job Center of California (AJCC) services, and intranet capabilities for staff and partner to access policies, procedures, and WDB member information.

### **Services**

Website redesign services will include hosting, staff training, and federal and state requirements for accessibility including Spanish language translation. The final product should be easy to manage by WDB staff. Currently, County Information Technology staff maintain the website and changes or updates cost the WDB \$175.00 per incident.

## **FINANCIAL IMPACT**

Redesign, development, and hosting costs will be shared by the WIOA Adult, Dislocated Worker, Youth, Rapid Response, and High Performing Board funds as an improved website will benefit all populations and services.

### **Next Steps**

WDB staff will work with the County's Contracts and Purchasing Department to complete the competitive procurement and contract award process.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONCUR WITH THE JANUARY 17, 2018 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE THE NEW ELIGIBLE TRAINING PROVIDER MASTER AGREEMENTS WITH ADVANCED VOCATIONAL INSTITUTE AND NEW HORIZONS CAREER DEVELOPMENT SOLUTIONS

**DATE:** FEBRUARY 7, 2018

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board concur with the January 17, 2018 Executive Committee's recommendation to approve the new Eligible Training Provider List Master Agreement with Advanced Vocational Institute New Horizons Career Development Solutions.

**INFORMATION:**

In accordance with the Eligible Training Provider List (ETPL) policy and procedures, local boards are responsible for accepting applications from training providers to be listed on the ETPL.

Local boards must also have agreements with approved training providers that include provisions requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the local board or the State.

Advanced Vocational Institute and New Horizons Career Development Solutions has received approval to operate by the Bureau for Private Postsecondary Education (BPPE) and meets all the minimum requirements in order to business with the Monterey County WDB.

**ATTACHMENTS:**

Bureau for Private Postsecondary Education Approved Programs for:  
Advanced Vocational Institute  
New Horizons Career Development Solutions



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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### School Detail

System Last Updated: 12/18/2017

<b>School Name:</b>	ADVANCED VOCATIONAL INSTITUTE	<b>Telephone:</b>	408 504-5958
<b>School Code:</b>	65686922	<b>County:</b>	Santa Clara
<b>Mailing Address:</b>	1925 S. Winchester Blvd., Suite 205 Campbell, CA 95008	<b>Physical Address:</b>	1925 S. Winchester Blvd., Suite 205 Campbell, CA 95008

#### CURRENTLY APPROVED PROGRAMS:

COMPUTERIZED ACCOUNTING / BOOKKEEPING
CUSTOMER SERVICE
GENERAL OFFICE
MEDICAL BILLING AND CODING
MEDICAL FRONT OFFICE



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### School Detail

System Last Updated:12/18/2017

<b>School Name:</b>	CAREER DEVELOPMENT SOLUTIONS LLC DBA NEW HORIZONS CAREER DEVELOPMENT SOLUTIONS	<b>Telephone:</b>	(714) 221-3121
<b>School Code:</b>	3012321	<b>County:</b>	Orange
<b>Mailing Address:</b>	1900 S. State College Blvd, Suite 100 Anaheim, CA 92806-6135	<b>Physical Address:</b>	1900 S. State College Blvd, Suite 100 Anaheim, Ca 92806-6135

#### CURRENTLY APPROVED PROGRAMS:

100262 DEVELOPING WINDOWS APPLICATIONS WITH MICROSOFT VISUAL STUDIO 2010 (BETA)
10135 CONFIGURING, MANAGING AND TROUBLESHOOTING MICROSOFT EXCHANGE SERVER 2010
10159 UPDATING YOUR WINDOWS SERVER 2008 TECHNOLOGY SPECIALIST SKILLS TO R2 (BETA)
10174 CONFIGURING AND ADMINISTERING MICROSOFT SHAREPOINT 2010
10175 MICROSOFT SHAREPOINT 2010, APPLICATION DEVELOPMENT
10231 DESIGNING A MICROSOFT SHAREPOINT 2010 INFRASTRUCTURE
10232 DESIGNING AND DEVELOPING MICROSOFT SHAREPOINT SERVER 2010 APPLICATIONS
10233 DESIGNING AND DEPLOYING MESSAGING SOLUTION WITH EXCHANGE SERVER 2010
10264 DEVELOPING WEB APPLICATIONS WITH MICROSOFT VISUAL STUDIO 2010
10265 DEVELOPING DATA ACCESS SOLUTIONS WITH MICROSOFT VISUAL STUDIO 2010
10266 PROGRAMMING IN C# WITH MICROSOFT VISUAL STUDIO 2010
10533 DEPLOYING, CONFIGURING, AND ADMINISTERING MICROSOFT LYNC SERVER 2010
10534 PLANNING AND DESIGNING A MICROSOFT LYNC SERVER 2010 SOLUTION
10550 PROGRAMMING IN VISUAL BASIC WITH MICROSOFT VISUAL STUDIO 2010
10747 ADMINISTERING SYSTEM CENTER 2012 CONFIGURATION MANAGER
10748 DEPLOYING SYSTEM CENTER 2012 CONFIGURATION MANAGER
10750 MONITORING AND OPERATING A PRIVATE CLOUD WITH SYSTEM CENTER 2012
10751 CONFIGURING AND DEPLOYING A PRIVATE CLOUD WITH SYSTEM CENTER 2012
10774 QUERYING MICROSOFT SQL SERVER 2012
10775 ADMINISTERING MICROSOFT SQL SERVER 2012 DATABASES
10776 DEVELOPING MICROSOFT SQL SERVER 2012 DATABASES
10777 IMPLEMENTING A DATA WAREHOUSE WITH MICROSOFT SQL SERVER 2012
10778 IMPLEMENTING DATA MODELS AND REPORTS WITH MICROSOFT SQL SERVER 2012
10953 PROGRAMMING HTML5
10961 AUTOMATING ADMINISTRATION WITH WINDOWS POWERSHELL 3.0
10962 ADVANCED AUTOMATED ADMINISTRATION WITH WINDOWS POWERSHELL®
10964 DATACENTER MONITORING WITH SYSTEM CENTER OPERATIONS MANAGER
10965 IT SERVICE MANAGEMENT WITH SYSTEM CENTER SERVICE MANAGER
10967 FUNDAMENTALS OF A WINDOWS SERVER® INFRASTRUCTURE
10968 DESIGNING FOR OFFICE 365® INFRASTRUCTURE
10969 ACTIVE DIRECTORY® SERVICES WITH WINDOWS SERVER®
10970 NETWORKING WITH WINDOWS SERVER®
10971 STORAGE AND HIGH AVAILABILITY WITH WINDOWS SERVER®
10972 ADMINISTERING THE WEB SERVER (IIS) ROLE OF WINDOWS SERVER
10974 DEPLOYING WINDOWS SERVER®
10977 UPDATING YOUR SQL SERVER SKILLS TO MICROSOFT® SQL SERVER® 2014

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** APPROVE MEETING DATES FOR THE WORKFORCE DEVELOPMENT BOARD FOR CALENDAR YEAR 2018.

**DATE:** FEBRUARY 7, 2018

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**RECOMMENDATION:**

Approve the following meeting dates for the Workforce Development Board for calendar year 2018.

**January 2018 to December 2018**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	7		4		6		1		3		5

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** RECEIVE A PRESENTATION ON GOODWILL OF CENTRAL COAST AND UNITED WAY'S MONTEREY BAY PROSPERITY PLATFORM

**DATE:** FEBRUARY 7, 2018

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**INFORMATION:**

Anne Guthrie, Vice President of Workforce Development Services, Goodwill Central Coast, Josh Madfis, Vice President Community Investments and Loyanne Flinn, Community Impact Director, United Way Monterey County, will provide information about the Monterey Bay Prosperity Platform.



# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON THE ONE STOP CAREER CENTER'S OPERATIONS  
**DATE:** FEBRUARY 7, 2018

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**INFORMATION:**

Michael Vu, Vice President of ResCare, will provide information on their 90-day work plan for Monterey County's One Stop Career Center.

**ATTACHMENT:**

ResCare's 90-Day Plan

# Monterey OSO 90-Day Plan

## Days 1-30 (February)

- Recruitment of AJCC Coordinator/ OSO Operator
- Begin meeting with Core Program partners and other co-located partners
- Introduction
  - Understand their role in the Resource Room
  - Understand how they receive/provide referrals and track referrals and if services were provided
  - Understand how they provide information to partners about their services
  - Understand their customer service satisfaction survey (request copy)
  - Understand how they provide LMI and career pathway information
  - Frequency of staff in comprehensive and affiliate sites
  - Understand how they track Common Measures outcomes
- One Stop Partners will receive One-Stop Operator 101 training
- Analyze Customer Flow (different points from center entry)
- Identify current process for sign-in process and tracking of visitors to the center
- RWS completes initial Resource Room CQI

## Days 31-60 (March)

- March 5<sup>th</sup> – Customer Satisfaction Survey tools and process developed (for March 13 Executive Committee meeting presentation)
- Mid-March: Introduce WIOA service provider and partners to Welcome Team / Talent Engagement process flow as a starting point for partners
  - Training on triage
  - To walk the process and make adjustments
  - Review Pre-Assessment/Intake Form
  - Request volunteers for CQI Team
- By April 1<sup>st</sup> - Implement Welcome Team/Talent Engagement function (includes daily meetings the first week to determine what works/doesn't work and what needs to be adjusted)
  - Tracking information gathered on Intake Form to understand the needs of the customers to add new partners and services
- By April 1<sup>st</sup> - Create staff training/professional development calendar
  - Customer Experience Training (RAYS)
  - Common Measures
  - Special Populations
  - By April 1<sup>st</sup> - Begin Monthly all-Partner Meetings
  - Implement monthly one-on-one partner meetings for co-located partners
  - Identify additional One-Stop System access points

## Days 61-90 (April)

- Develop Weekly Newsletter for Partners (partner service spotlight, upcoming hiring events, save-the-date, partner meetings)
- Continue outreach to community partners/stakeholders in each county based on needs of the customers and system (using Intake Form)
- Work with identified local Access Points and their staff to train and familiarize them with resources and tools available to citizens in their community
- All Career Center staff are fully trained on resources and proper techniques

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON WIOA ADULT, DISLOCATED WORKER, YOUTH PROGRAM AND BUSINESS SERVICES, THROUGH DECEMBER 2017.

**DATE:** FEBRUARY 7, 2018

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**INFORMATION:**

Staff will provide an update on WIOA Adult, Dislocated Worker, Youth Program and Business Services, through December 2017.

**ATTACHMENTS:**

WIOA Contractor Monthly & Quarterly Performance Program Update  
Business Services Update

WIOA Contractor Performance Update

MONTH: December 2017

Adult Services			
ACTIVE PARTICIPANTS			
A	146	Number of Carry-in Participants as of July 1, 2017	
B	30	Participant Enrollment for <b>December 2017</b>	
C	20	Total Exited	
D	156	Total Active	
	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	208	104	50%

TRAINING			
Training Goals	Goal	Actual	% Total
Total Training Enrollments	82	18	22%
Individual Training Account (ITA) (Distinct User)	67	18	27%
On the Job Training (OJT)	10	0	0%
Other: Incumbent workers, etc.	5	0	0%
<b>**SB734 Total Funds</b>	<b>\$404,824</b>	<b>\$35,413</b>	<b>9%</b>

PERFORMANCE BASED OUTCOMES			
	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	114	0	0%
Completion of Occupational Skills Training in WDB priority industry sectors	97	0	0%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	72	0	0%
Placed in employment in WDB priority industry sectors	108	0	0%

**Adult Services Program Update:**

Out of the total of 104 enrollments, 10 participants were exted from program prior to receiving services.

**\*\*SB734 funds were reduced from \$509,453 to the \$404,824 due to over expenditures of PY 2016-17 training funds carried into PY 2017-18. The changed numbers in Training Goals reflect the reduction of funding from 102 to 82.**

WIOA Contractor Performance Update

MONTH: December 2017

**Dislocated Workers**

**ACTIVE PARTICIPANTS**

A	48	Number of Carry-in Participants as of July 1, 2017	
B	4	Participant Enrollment for <b>December 2017</b>	
C	5	Total Exited	
D	47	Total Active	
	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	250	45	18%

**TRAINING**

Training Goals	Goal	Actual	% Total
Total Training Enrollments	121	29	24%
Individual Training Account (ITA) (Distinct User)	105	28	27%
On the Job Training (OJT)	11	0	0%
Other	5	0	0%
SB734 Total Funds	\$605,984	\$77,372	13%

**PERFORMANCE BASED OUTCOMES**

	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	72	0	0%
Completion of occupational Skills Training in WDB priority industry sectors	62	0	0%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	49	0	0%
Placed in employment in WDB priority industry sectors	70	0	0%

**Dislocated Worker Program Update:**

Out of the forty-five (45) enrollments four (4) were exited prior to receiving services.

WIOA Contractor Performance Update

MONTH: December 2017

YOUTH SERVICES (North - OET)			
ACTIVE PARTICIPANTS			
A	105	Number of Carry-in Participants as of July 1, 2017	
B	3	Participant Enrollment for <b>December 2017</b>	
C	23	Total Exited	
D	85	Total Active	
	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	72	10	14%

Youth Training and Placements			
Training	Goal	Actual	% Total
Training Funds Available	\$64,493	\$0	0%
Completed Career Technical Training with Credential (Distinct User)	15	0	0%

Placements	Goal	Actual	% Total
20% Work Experience Expenditures	\$135,350	\$37,713	28%
Work Experience Placements, OJT, Pre Apprenticeships	40	2	5%

PERFORMANCE BASED OUTCOMES			
	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	40	0	0%
Completion of occupational Skills Training in WDB priority industry sectors	15	0	0%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	15	0	0%
Placed in employment in WDB priority industry sectors	50	0	0%

**Youth Program Update:**

Actual Work Experience Expenditures are part of Program Year 2016-17 youth that were carried into 2017-18 Program Year .  
 Out of the ten (10) enrollments one (1) was exited prior to receiving services.

WIOA Contractor Performance Update

MONTH: December 2017

YOUTH SERVICES (South - Turning Point)			
<b>ACTIVE PARTICIPANTS</b>			
	A	37	Number of Carry-in Participants as of July 1, 2016
	B	9	Participant Enrollment for <b>December 2017</b>
	C	10	Total Exited
	D	36	Total Active
		Goal	Actual
			% Total
<b>Fiscal Year 2017-18</b>		108	37
			34%

Youth Training and Placements			
	<b>Training</b>	Goal	Actual
			% Total
	Training Funds Available	\$97,000	\$0
	Completed Career Technical Training with Credential (Distinct User)	20	4
			20%

	<b>Placements</b>	Goal	Actual	% Total
	20% Work Experience Expenditures	\$203,337	\$5,180	3%
	Work Experience Placements, OJT, Pre Apprenticeships	74	5	7%

PERFORMANCE BASED OUTCOMES				
		Goal	Actual	% Total
	Placed in training in WDB priority industry sectors	74	1	0%
	Completion of occupational Skills Training in WDB priority industry sectors	30	0	0%
	Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	25	0	0%
	Placed in employment in WDB priority industry sectors	15	0	0%

**Youth Program Update:**

One participant is currently in work experience, one participant is in the Pre-Apprenticeship program and one is current in training.

**Adult Program Quarterly Performance Report**  
**Program Year 2017-18**  
 Service Provider: OET - Department of Social Services

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	208	78	20	//	78	85	50.4%	48	0	0	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	70	10	0	0	30	15	21%	30	0	0	0	0	0
3. Number of Individuals placed in occupational skills training in WDB priority industry sectors	62	0	0	0	37	21	33%	19	0	0	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	62	0	0	0	0	0	0	0	0	0	0	0	62*
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	49	0	0	0	0	0	0	0	0	0	0	0	49*
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments	125	35	0	0	30	0	0	30	0	0	30	0	0

**NOTES:**

\* Funding for training starts QTR 2 resulting in the average completion time taking place during QTR 4

\*\* Total Total % of Goal: Cumulative Actuals Divided by Total Program Goal Multiplied by 100



**Dislocated Worker Program Quarterly Performance Report**  
**Program Year 2017-18**  
 Service Provider: OET - Department of Social Services

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	250	80	30	//	85	15	18%	85	0	0	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	108	0	0	0	54	5	5%	54	0	0	0	0	0
3. Number of Individuals placed in occupational skills training in WDB priority industry sectors	114	10	11	//	57	28	34%	47	0	0	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	97	0	0	0	0	0	0	40	0	0	57	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	72	0	0	0	0	0	0	0	0	0	0	0	72*
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments	175	35	0	0	30	0	0	30			30		

**NOTES:**

\* Funding for training starts QTR.2 resulting in the average completion time taking place during QTR.4.

\*\* Total Total % of Goal: Cumulative Actuals Divided by Total Program Goal Multiplied by 100

**Youth-North Program Quarterly Performance Report**  
**Program Year 2017-18**  
 Service Provider: OET - Department of Social Services

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	72	24	6	//	24	4	13%	24	0	0	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	50	15	0	0	15	0	0%	0	0	0	5	0	0
3. Number of Individuals placed in work experience	40	5	0	0	15	2	5%	15	0	0	5	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	15	0	0	0	0	0	0	9	0	0	6	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	15	0	0	0	0	0	0	9	0	0	6	0	0
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments													

**NOTES:**

\*\* Total % of Goal: Cumulative Actuals Divided by Total Program Goal Multiplied by 100

**Youth-South Program Quarterly Performance Report**  
**Program Year 2017-18**  
 Service Provider: Turning Point of Central Coast

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	108	36	12	//	72	25	34%	85	0	0	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	15	5	0	0	10	0	0%	0	0	0	0	0	0
3. Number of Individuals placed in work experience	74	24	0	0	48	5	7%	74	0	0	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	30	12	0	0	21	0	0	30	0	0	0	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	25	9	0	0	9	0	0	7	0	0	0	0	0
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments													

**NOTES:**

**\*\* Total % of Goal: Cumulative Actuals Divided by Total Program Goal Multiplied by 100**

# MEMORANDUM

**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** REVIEW OF 2017 BUSINESS RECRUITMENT AND HIRING OF PARTICIPANTS

**DATE:** FEBRUARY 7, 2018



*Below is a list of recruitments held by the Business Services Team for 2017. A total of 30 employers participated in individual recruitment events. Some employers had multiple recruitments throughout the year.*

Recruitment Month	Business Name	# of times BSR held a recruitment
Jan 2017	Comcast	1
Jan 2017 Feb 2017 Mar 2017 Apr 2017	WIS International	7
Jan 2017	Grid Alternatives	1
Jan 2017 Jun 2017 Jul 2017	Organic Girl	8
Jan 2017	Esperanza Therapy Services	1
Feb 2017	Dole/Bud of California	1
Feb 2017	Victorian Home Care	1

BUSINESS ITEM #4C

Recruitment Month	Business Name	# of Times BSR Held a Recruitment
Feb 2017	Mexican American Opportunity Foundation	1
Feb 2017	Dadwahl Management Company	1
Apr 2017	D Bullard Right at Home Care	1
Apr 2017 Jul 2017 Aug 2017 Sep 2017	Packers Sanitation Services, Inc.	4
Apr 2017 May 2017	Balance Staffing	2
May 2017 Jun 2017 Sep 2017	Manpower	3
May 2017 Jun 2017	Employnet	1
May 2017	U.S. Census	1
May 2017 Jun 2017	Walmart	2
June 2017	Spherion Staffing	1
Jun 2017 Nov 2017	California Prison Industry Authority	2
Jun 2017	California Highway Patrol	1
Jul 2017 Aug 2017	Quik Stop	2
Jul 2017	Embassy Suites	1
Aug 2017	Greengate Fresh	1
Aug 2017	Target	2
Sep 2017	Kettle Cuisine	1
Sep 2017	Blaze Pizza	1
Nov 2017	United Natural Foods, Inc.	1
Nov 2017	Slingshot Connections	1
Nov 2017	Performance Foodservice - Ledyard	1
Nov 2017	Geo Reentry Services	1
Dec2017	Joy's One Stop Janitorial Services, Inc.	1

*Below is a list of four large Job Fairs that the Business Services Team participated in during 2017. These job fairs had more than 1,000 job seekers present. The Community Job Fair is the largest job fair in the County of Monterey.*

- May 2017: Community Job Fair (125 Employers present – Peninsula)
- May 2017: MST Job Fair
- Oct 2017: Community Job Fair (37 Employers present – Salinas)
- Dec 2017: MST Job Fair

*Below is a list of Job Placements coordinated by the Business Services Team for 2017. 40 local job seekers were placed in positions as the result of attending recruitment events or resume referrals coordinated by the BSR Team. Average wage is approximately \$13.00 hourly.*

Month	Job Seekers	Employer	Occupation	Wage
JAN 2017	7	ESPERANZA THERAPY SERVICES	PT BEHAVIOR SPECIALIST	\$12.00 HR.
	1	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
FEB 2017	2	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
	5	VICTORIAN HOME CARE	PERSONAL CARE ATTENDANTS	\$11.00- \$12.50 HR.
MAR 2017	1	NORTH COUNTY INDUSTRIAL MACHINE SHOP	HR ASSISTANT	\$18.00 HR.
APR 2017	1	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
MAY 2017	1	MARPO CONSTRUCTION	CONSTRUCTION WORKER	\$15.00- \$30.00 HR.
	1	U.S. CENSUS BUREAU	FIELD REPRESENTATIVE	\$15.05- \$16.89 HR.
JUN 2017	1	RUSS WILCOX INSURANCE	PERSONAL ACCOUNT REPRESENTATIVE	\$13.00 HR.
	3	WALMART	REMODEL ASSOCIATES	\$10.50 HR.
	2	ORGANIC GIRL	HEAVY LABORER GENERAL LABORER	\$11.52 HR. \$11.26 HR.
JUL 2017	2	PACKERS SANITATION SERVICES, INC.	SANITATION SPECIALIST	\$13.00 HR.
	1	U.S. CENSUS BUREAU	FIELD REPRESENTATIVE	\$15.05 HR.
AUG 2017	1	LEMUS INSURANCE AGENCY	OFFICE ASSISTANT	\$10.50 HR.
	1	SALVATION ARMY	HR VOLUNTEER COORDINATOR	
	1	GOODWILL CENTRAL COAST	SALVAGE WORKER/MATERIAL HANDLER	\$11.00- 13.00 HR.
	1	MARPO CONSTRUCTION	CONSTRUCTION WORKER	\$15.00- \$30.00 HR.
SEP 2017	3	BLAZE PIZZA	CREW MEMBER	\$10.50 HR.
	1	MANPOWER/EARTHBOUND FARMS	WASHLINE HEAVY LABORER	\$12.25- \$15.50 HR.

Month	Job Seekers	Employer	Occupation	Wage
SEP 2017	1	ORGANIC GIRL	FORKLIFT DRIVER	\$12.57- \$13.07 HR.
OCT 2017	1	NWEA IN PORTLAND	REMOTE PROGRAM MANAGEMENT ANALYST	
NOV 2017	1	DIGITAL SCHOOLS	SUPPORT TECH.	\$50K-\$70K ANNUALLY
DEC 2017	1	JOY'S ONE STOP JANITORIAL SERVICES, INC.	JANITORIAL HANDYMAN	\$11.00 HR.

**Below is a list of all Rapid Response Services that took place 2017:**

- 1/13/17 Pacific Gas & Electric-2 employees
- 2/14/17 Nepenthe Restaurant-120 employees
- 2/20/17 Wermuth & Cahoon Moving and Storage Co.- 14 employees
- 2/22/17 Post Ranch Inn-80 employees
- 2/23/17 Defense Language Institute (DLI) – 80 employees
- 3/8/17 Excelligence Learning Corporation-38 employees
- 3/15/17 Dinegy Moss Landing Power Plant-26 employees
- 5/5/17 Keurig Green Mountain-183 employees
- 7/14/17: Ron Witherspoon, Inc. – 20 employees
- 7/24/17: Pacific Metrics Company – 55 employees
- 9/1/17: Merrill Farms, LLC - 180 employees
- 9/8/17: Dole Berry Company - 402 employees
- 9/11/17: Famous Dave's - 50 employees
- 9/11/17: Providence Farms, LLC - 77 employees
- 9/12/17: Castroville Auto Sales - Unknown
- 9/12/17: Caruso's Corner – Unknown
- 9/28/17: The Whole Enchilada Marketplace - Unknown
- 9/29/17: George Amaral Ranches, Inc. – 115 workers
- 10/5/17: Beverly Fabrics - 7 employees
- 10/30/17: Cal Pacific Specialty Foods - 25 employees
- 10/30/17: Chevron - Undisclosed number of employees
- 11/7/17: Robert Talbott – 38 employees
- 11/16/17: Dole Berry Company – 140 employees
- 11/21/17: Cal Pacific – 300 Temp employees; 23 permanent employees

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON WORKFORCE DEVELOPMENT BOARD'S SECOND QUARTER BUDGET FOR FISCAL YEAR 2017-18, THROUGH DECEMBER 2017

**DATE:** FEBRUARY 7, 2018

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**INFORMATION:**

WDB staff will present a second quarter update on MCWDB budget through December 2017.

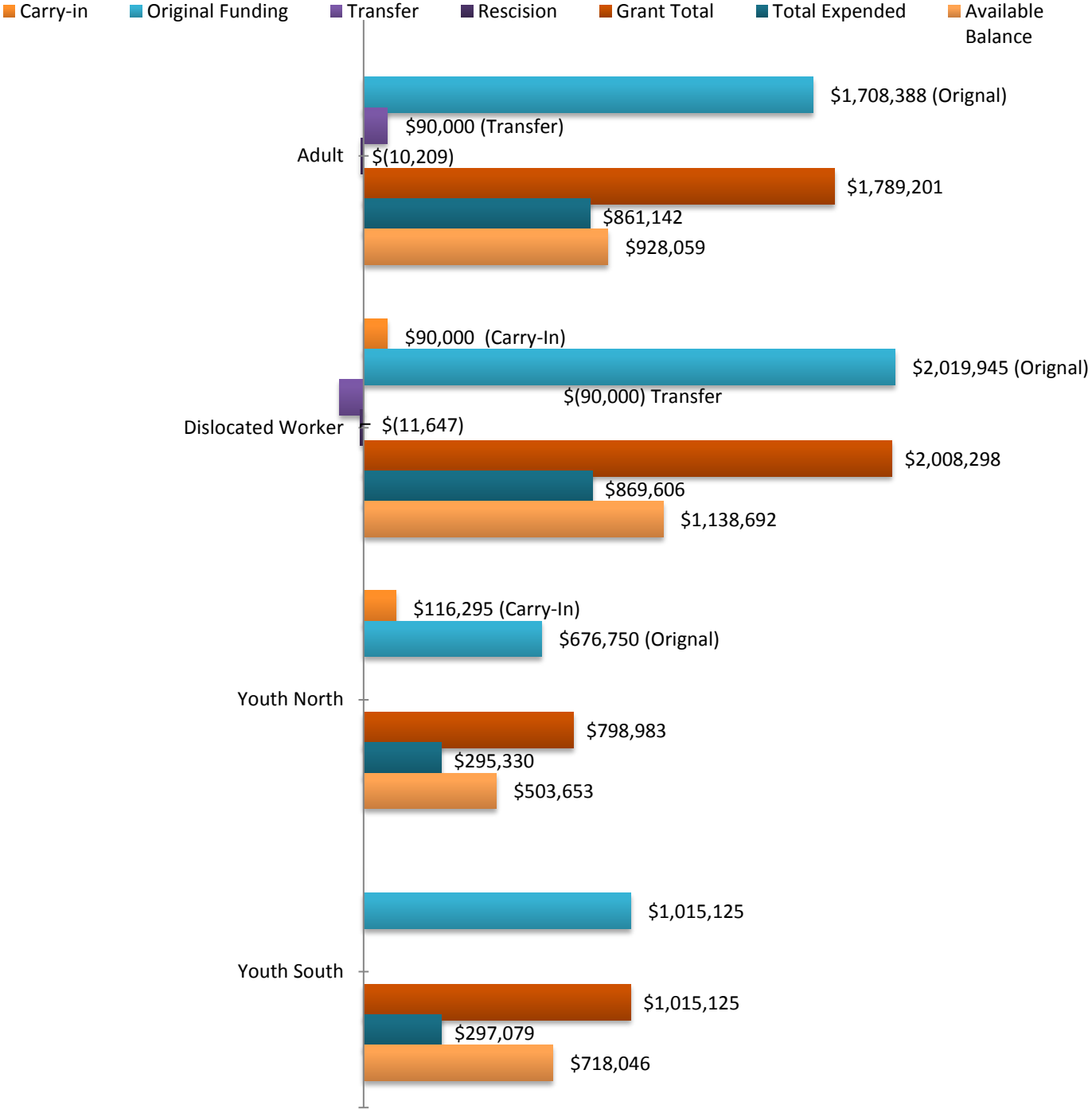
**ATTACHMENTS:**

Second Quarter Fiscal Update - Graphs



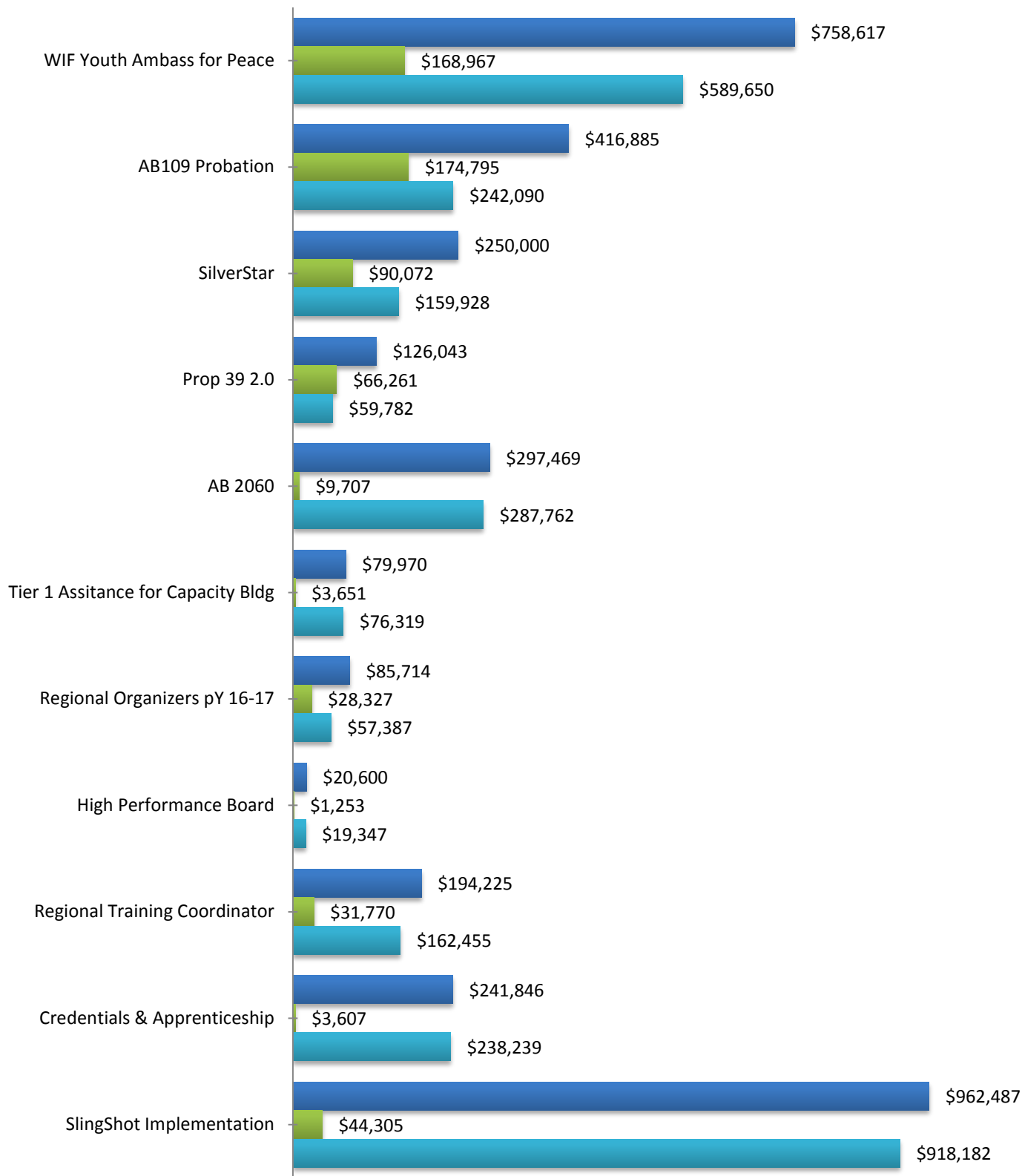
**Second Quarter Fiscal Update for WIOA and Non-WIOA Programs**

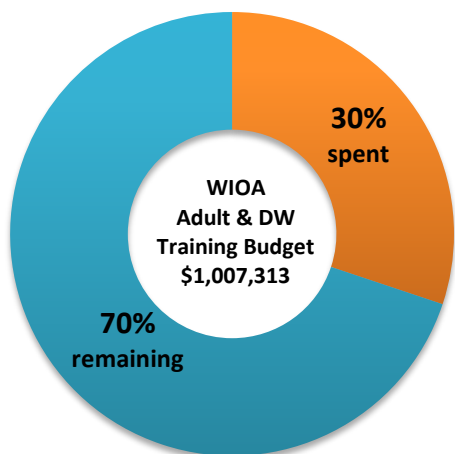
**WIOA Formula Funding - FY 2017-18**  
*(through December 31 2017)*



**Special Project Grant Funding - FY 2017-18**  
*(through December 31, 2017)*

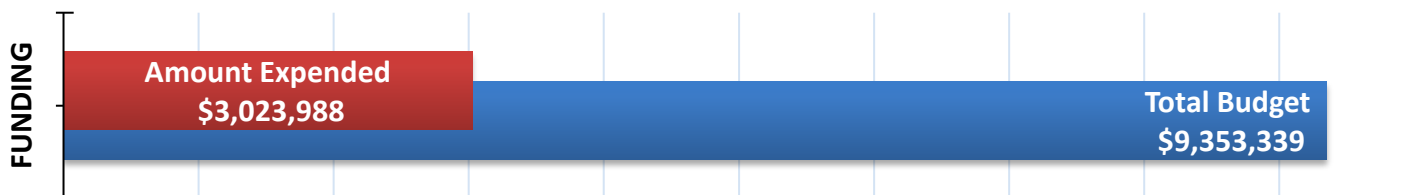
■ Grant Total   ■ Total Expended   ■ Available Balance





NOTE: ADULT SB734 ALLOCATION WAS REDUCED DUE TO FY2016-17 CARRY-IN TRAINING EXPENSES PAID WITH FY2017-18 FUNDS.

NOTE: DISLOCATED WORKER FUNDS TRANSFER TO ADULT ARE TO COVER FY2016-17 TRAINING RELATED COSTS.



Subcontractor Budget & Expense Summary						
Through 12/31/2017						
Adult Prog OET	Salaries & Benefits	Operating Expenses	Work Experience	Support Services	Total	Balance
<b>Budgeted</b>	643,920	96,276		30,000	770,196	209,712
<b>Spent</b>	503,795	48,334		8,355	560,484	
<b>% Spent</b>	78%	50%		28%	73%	
Dislocated Worker OET	Salaries & Benefits	Operating Expenses	Work Experience	Support Services	Total	Balance
<b>Budgeted</b>	773,074	115,460		60,000	948,534	442,349
<b>Spent</b>	443,998	59,075		3,112	506,185	
<b>%Spent</b>	57%	51%		5%	53%	
Youth – OET North	Salaries & Benefits	Operating Expenses	Work Experience	Support Services	Total	Balance
<b>Budgeted</b>	413,713	12,928	135,350	21,645	583,636	378,656
<b>Spent</b>	179,337	3,442	18,330	3,872	204,980	
<b>% Spent</b>	43%	27%	14%	18%	35%	
Youth – TP South	Salaries & Benefits	Operating Expenses	Work Experience	Support Services	Total	Balance
<b>Budgeted</b>	259,527	146,425	203,025	39,332	648,309	506,995
<b>Spent</b>	84,250	42,374	8,478	6,212	141,314	
<b>% Spent</b>	32%	29%	4%	16%	22%	