



PUBLIC MEETING NOTICE
 Monterey County Workforce Investment Board (WIB)
EXECUTIVE COMMITTEE
 Marina Public Library, 190 Seaside Circle, Marina CA 93933
 Wednesday, April 20, 2011
 8:00am

Erik Cushman,
WIB Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

Executive Committee Members:

Erik Cushman, *Chair*

Anthony Aniello
 David Bernahl, II
 Diana Carillo
 Cesar Lara
 Mary Ann Leffel
 Dave Potter
 Robert Weakley
 Joanne Webster

Monterey County
 Workforce Investment
 Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
 Salinas, CA 93905
 (831) 759-6644
 Fax (831) 796-3512
 flinnlg@co.monterey.ca.us
 www.montereycountywib.org

AGENDA

CALL TO ORDER/INTRODUCTIONS Erik Cushman, Chair

CHANGES TO THE AGENDA

PUBLIC COMMENT – For items not listed on the agenda. Limited to 3 min.

BUSINESS MEETING

1. Action: Approve the minutes of the March 16, 2011, WIB Executive Committee meeting. *(See attached)* Erik Cushman

APPOINTMENTS & RESIGNATIONS

2. Action: Accept the resignation of Mark Bastis, representing Business. *(See attached)* Erik Cushman

BUSINESS MEETING

3. Action: Review and approve the Final Monitoring Report for Shoreline's PY2010-11 On-the-Job Training (OJT) program. *(See attached)* Miguel Banda

4. Action: Review and approve the Final Monitoring Report for Turning Point's PY 2010-11 OJT program. *(See attached)* Miguel Banda

5. Action: Review and approve payments in the amount of \$5,712.50 for outreach and recruitment services presented by the Building Trades Council. *(See attached)* Miguel Banda

6. Action: Discuss and consider if a meeting is convened and a quorum is not established the meeting will be postponed until the next scheduled date. *(See attached)* Loyanne Flinn

7. Information: Discuss and update on the activities of the Satellite One-Stop Career Centers located in King City and Seaside. *(See attached)* Loyanne Flinn

8. Information: Discuss and review of the Summer Youth Strategic Plan. *(See attached)* Lynda Dunn

9. Information: Discuss and update on the Economic Development Department and the Workforce Investment Board's transition. *(See attached)* Loyanne Flinn

10. Information: Discuss, update and review the WIA 2010-11 Budget. *(See attached)* Loyanne Flinn

11. Information: Review and update on the Roundtable discussions and strategic outcomes for the full WIB. *(See attached)* Loyanne Flinn

12. Information: Review and discuss the Memorandum of Understanding (MOU) with the 6-County Workforce Collaborative of California's Central Coast (WCCCC) consortium. *(See attached)* Stephanie Shonley

ANNOUNCEMENTS OF EVENTS OR SERVICES Erik Cushman

Upcoming Executive Committee Meetings:

- May 18, 2011, 8am, Pre-apprenticeship Room, Seaside
- June 15, 2011, 8am Marina Public Library

Upcoming WIB Meetings:

- June 1, 2011, 7:30am, Location TBD
- August 3, 2011, 7:30am, Location TBD

ADJOURN Erik Cushman

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. Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-3313 or visit our website at www.montereycountywib.org.



Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair



Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Executive Director

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General Phone: (831) 796-3313
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WIB STAFF:

Miguel Banda, (831) 796-3311, bandam@co.monterey.ca.us
Manley Bush, (831) 796-3320, bushm@co.monterey.ca.us
Marleen Esquerra, (831) 796-3381, esquerraml@co.monterey.ca.us
Stephanie Shonley, (831) 796-3387, shonleys@co.monterey.ca.us
Gloria Torrez, (831) 796-3313, torrezg@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

Lynda Dunn, Deputy Director
Phone: (831) 796-3330
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Website:
www.onestopmonterey.org

CalWORKs Employment Services (CWES), Community Action Partnership (CAP), Monterey County Child Care Planning Council (CCPC)

Barbara Verba, Deputy Director
Phone: (831) 796-1520
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Website:
<http://mcdses.co.monterey.ca.us>

Employment Development Department (EDD)

Yuko Duckworth
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Monterey County One-Stop Career Center Locations

Salinas One-Stop

Salinas Airport Business Park
730 La Guardia Street
Salinas, CA 93905
(831) 796-3600

Seaside One-Stop

University Plaza Shopping Center
1760 Fremont Blvd, Ste. D-2
Seaside, CA 93955
(831) 899-8236

King City One-Stop

Towne Square Shopping Center
200 Broadway Street, Ste. 62
King City, CA 93930
(831) 386-6801

UNADOPTED

**Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting**

Wednesday, March 16, 2011 – 8am

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Joanne Webster, <i>Vice Chair</i>	Business
Tony Aniello	Business
Diana Carrillo	Migrant Seasonal Farm Worker
Mary Ann Leffel	Business
Cesar Lara	Labor Organizations
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Robert Weakley	Business
Dave Potter	WIA Programs
David Bernahl	Business
OTHERS PRESENT	REPRESENTING
Rosie Chavez	Turning Point
Wil Moore	Shoreline
Bertha Gonzalez	OET
Harry Gamotan	OET
Rod Powell	OET
Jim Cook	Redevelopment Department
Rita Elkins	Department of Labor
Linda Metchikoff-Hooker	Department of Labor
Manley Bush	WIB Staff
Marleen Esquerra	WIB Staff
Stephanie Shonley	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Ms. Webster called the meeting to order at 8:43am. She welcomed those in attendance and called for introductions.

CHANGES TO THE AGENDA: Mr. Bush stated that the location of the meeting was changed.

PUBLIC COMMENT: None.

1.Action: Approve the minutes of the February 16, 2011, WIB Executive Committee meeting.

Motion: Mr. Aniello moved to accept the minutes, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

2.Action: Consider and approve the appointment of Andrea Zeller-Nield, Associate Director of CSU, Monterey Bay - Small Business Development Center, representing Economic Development to the WIB for a three year term ending in 2014.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Mr. Lara

Motion Passed Unanimously

3.Action: Consider and approve the appointment of Neal Heckman, Vice President of Palace Office Interiors, representing business to the WIB for a three year term ending in 2014.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Mr. Lara

Motion Passed Unanimously

4. Information: Review current WIB composition and vacancies.

Ms. Webster reviewed the composition and the vacancies. She added that there are business vacancies. She noted that Mr. Hunter Harvath will be representing both Economic Development and business. She added that because MST is an employer he could fill a business vacancy.

ACTION 01

5. Action: Approve the utilization of the 2007-08 and 2008-09 Exemplary Performance award funds from the State of California Employment Development Department in the amount of \$21,271.

Ms. Esquerra stated that the Monterey County WIB has been awarded funds that that will be used for professional development and training.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Ms. Carrillo

Motion Passed Unanimously

6. Action: Review and approve the Monterey County WIB and Department of Social and Employment Service – Office for Employment Training (OET) Memorandum of Understanding.

Mr. Bush reviewed the MOU as provided in the packet. He stated that the MOU was a recommendation of the Office of the Inspector General. He continued to say that the MOU was reviewed by County Counsel. Ms. Leffel recommended the MOU state that the King City and Seaside locations are satellite One-Stops. Mr. Powell stated that budget reductions have affected staffing in these locations. He added that staff meets with clients at both locations.

Motion: Mr. Lara moved to accept the action, as stated.

Second: Ms. Webster

Motion Passed Unanimously

7. Action: Review and approve the Monterey County WIB amended bylaws.

Mr. Bush reviewed the bylaws, as provided in the packet. He added that the bylaws were also reviewed by County Counsel. He continued to say that Ms. Anderson worked with several board members to make the amendments.

Motion: Mr. Lara moved to accept the action, as stated.

Second: Ms. Webster

Motion Passed Unanimously

8. Action: Review and approve Unity Care Group's Final Monitoring Report for PY 2010-11.

Ms. Shonley stated that WIB staff monitored Unity Care for fiscal and program compliance. She added that there were some observations but no findings. She stated that WIB staff identified that Unity Care was not utilizing the Virtual One Stop case management system to the extent necessary. Another recommendation was to improve the communication between OET and Unity Care. Ms. Carrillo noted that youth subcontractors felt limited in funds for supportive services since the limit is currently \$250 which can easily be exceed when purchasing textbooks. She added that the current Request for Proposals have a limit \$500.00 before permission is required to exceed this amount. This change was in response to input from Unity Care.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Ms. Carrillo

Motion Passed Unanimously

9. Action: Consider and approve the Monterey County Committee for the Employment of People with Disabilities (MCCEPD) request for funds for their representative to attend the California Governor's Committee on Disability meeting

Ms. Shonley reviewed the request. She added that the attendee would report back to the WIB. The Committee stated that if the WIB would be paying for someone to attend the Governor's committee it should be a WIB member. The committee did not approve this action item.

10. Information: Update on the On-the-Job Training National Emergency Grant (NEG).

Ms. Shonley reviewed the report as provided in the packet. The committee requested a plan to actual budget and expenditure report on the grant be provided at the next Executive Committee meeting.

11. Information: Discussion and update on grants.

Ms. Esquerra reviewed the report, as provided in the packet.

12. Information: Discussion and update on the proposed WIA budget reduction.

Ms. Flinn stated that the County is preparing for an estimated 30% reduction in WIA funding. She added that the reduction would affect staffing, One-Stop services, participant costs and sub-contracts.

13. Information: Discussion on the draft Monterey County WIB meeting agenda.

ACTION 01

Ms. Flinn reviewed the agenda as provided in the packet. She added that a Hartnell College representative will make a presentation on the new grants that they have been awarded. The committee asked that the meeting focus on the outcomes of NAWB.

14. Information: Review and discussion of the year to date WIB Budget

Ms. Torrez reviewed the budget as provided in the packet. She added that the WIB will share the recruitment cost of the new WIB/Economic Development director.

15. Information: Small Business Partnerships Toolkit Project.

Ms. Esquerra stated that the DOL had chosen Monterey County for a field test of the project. Department of Labor (DOL) Representatives, Ms. Rita Elkins and Ms. Linda Metchikoff-Hooker introduced themselves to the committee. Ms. Elkins added that the project is designed to help staff recognize entrepreneurs among their clients. She stated that she asked staff at the training to provide them with suggestions for the toolkit. She stressed the importance of helping small business entrepreneurs. She encouraged board members to provide her with feedback since they are the experts in Monterey County. She added that they will be using the data collected to synthesize action plans. Ms. Flinn stated that Ms. Esquerra is the project manager.

16. Information: Discussion on the WIB Strategic Plan

Ms. Flinn reviewed the plan as provided in the packet.

17. Information: Discussion and update on NAWB Conference

Ms. Flinn commented that based on the recommendation of the Executive Committee, this item will be a discussion item at the full Board meeting.

18. Information: Discussion and update on the results of Monterey County LWIA Performance for PY2009-10

Ms. Esquerra stated that all performance goals were met or exceeded. She continued to say that the performance outcomes will be forward to the Board of Supervisors for their review.

ANNOUNCEMENTS: Ms. Flinn introduced Mr. Cook, the transition manager for the new Economic Development Department. Mr. Cook stated that he is learning about WIA and the role of the WIB. He added that he looks forward to working with the WIB to find those partnerships that are vital to the success of both the WIB and Economic Development. Ms. Leffel announced that the Best Places to Work campaign is underway and that the Monterey County Business Council is working on a regional economic forum.

ADJOURNMENT:

Motion: Mr. Lara moved to adjourn the meeting.

Second: Ms. Webster

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 9:22am

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: ACCEPT AND APPROVE THE RESIGNATION OF MR. MARK BASTIS WIB MEMBER, REPRESENTING BUSINESS
DATE: APRIL 20, 2011

RECOMMENDATION:

It is recommended that the Executive Committee accept the resignation of: Mark Bastis from the WIB, effective April 13, 2011. Mr. Bastis served on the WIB Board from March 2007 to April 13, 2011.

INFORMATION:

WIB staff received an email notification that Mr. Bastis, representing Business, wished to resign from the WIB. Mr. Bastis cited that his busy schedule and business consumes most of his time and energy which precludes him from actively participating and attending WIB meetings.

WIB staff is working to obtain a written notice of resignation from Mr. Bastis, per WIB by-laws.



Loyanne Flinn, Acting WIB Executive Director
Monterey County Workforce Investment Board
This report was written by: Manley Bush, WIB Management Analyst

04/14/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE FINAL MONITORING REPORT FOR SHORELINE'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: APRIL 20, 2011

DISCUSSION:

The monitoring review of Shoreline's Adult OJT program for program year 2010-2011 covered the period of 1 July 2010 – 31 December 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

Upon completion of monitoring activity a program exit interview was conducted with Mr. Wil Moore, Employment Services Manager, Vanessa Estrada, Placement Specialist, Lorena Garcia, Placement Specialist, and Daniela Au Clair-Valdez, Placement Assistant. A draft monitoring report was issued to Shoreline on 25 March 2011. WIB staff received Shoreline's corrective action response on 8 April 2011. Shoreline was issued their final report on 8 April 2011. WIB staff has accepted Shoreline's response and no further action is necessary. Any finding/s or observation/s discovered will be reevaluated for improvement in upcoming OJT program assessments.

ATTACHMENT:

3a. 2010-2011 Shoreline Adult Program Monitoring Report (5 pages)



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by: Miguel Banda, Management Analyst

04/13/2011

Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

Erik Cushman, CHAIR
Loyanne Flinn, ACTING EXECUTIVE DIRECTOR



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March 25, 2011

Objective: 2010-2011 Shoreline Workforce Development Services Draft Monitoring Report.

Service Provider: Shoreline Workforce Development Services

Workforce Investment Board Analyst/s:

Miguel Banda
(831) 796 – 3311
bandam@co.monterey.ca.us

Manley Bush
(831)796 – 3320
bushm@co.monterey.ca.us

Monitoring Dates: Onsite at Salinas Office - 7 February 2011
Onsite at Santa Cruz Office - 10 February 2011

Overview/ Scope of Work:

This project targets low-income individuals with significant barriers to employment to include participants in one or more of the following categories: a) substantial language and /or cultural barriers; b) offenders; c) homeless; d) other hard-to-serve populations. Shoreline will serve 61 Intensive Service adult candidates, 58 of whom will participate in On-the-Job Training (OJT) programs. Shoreline is to also place 52 participants in unsubsidized employment and accomplish the following goals:

- An overall employment retention rate of 88%. As a historical reference, Shoreline had an actual employment retention rate of 79% documented in common measures for program year 2009-2010.
- Exceed the per hour earnings goal (\$10.00) with \$11.25 per hour, or \$23,400 per year. As a historical reference, Actual Average Earnings for Shoreline participants were \$12,355, documented in common measures for PY 2009-2010 (\$24,710 Annual).
- Achieve WIB established demographic, geographic and industry cluster placement goals

Shoreline's responsibilities include Work Keys Readiness Indicator Test and WIN testing, matching job seekers with employers, developing Individual Learning

Plans, entering into contracts with employers to provide training, arranging for supportive services as needed by the participant, and generally managing the overall training process to ensure a successful outcome. Other project activities include outreach to both participants and employers, selecting and screening potential OJT training candidates, processing WIA applications, determining WIA eligibility, and providing assessment, case management and follow up services as needed.

Current Findings:

1. One of eleven participant case files reviewed indicated that the Work Keys Readiness Indicator test was taken. Shoreline staff reported that Work Keys Readiness Indicator training was not provided until October 25, 2010, although it was ordered late June 2010 but not authorized by ACT until September 2010.

Recommendation

1. It is recommended that Shoreline staff work to ensure all OJT participants take the Work Keys Readiness Indicator test.

Shoreline Response

As noted in the Monitoring Report, Shoreline ordered the WorkKeys Readiness Indicator Instrument prior to the program year. However, Shoreline was advised by ACT that testing could not commence due to administrative requirements. Following approval in September from ACT to initiate testing, training was conducted by the Business Consortium on 10/25/11. All subsequent OJT (11) participants completed testing (see attached sample testing result form). Seven participants received the written recommendation that “you are probably ready to test.” Four participants received the recommendation that “you may need additional training.” Shoreline is currently in discussion with the Office of Employment Training to establish a referral system for WIN and WorkKeys testing for eligible participants. As an authorized vendor Shoreline intends to carry Work Readiness testing over to P/Y 2011/12, collaborating with OET as an authorized WIN and WorkKeys provider. This system will include a standard letter of eligibility that will be sent to participants.

Shoreline is currently administrating the assessment for all NEG eligible participants.

Update

Shoreline’s Corrective Action Plan is accepted. Upcoming WIB monitoring activity will include an emphasis on assessing improvement in coordinating Workkeys Readiness Indicator tests to OJT participants.

Observations:

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent fiscal reports available indicates Shoreline has had some difficulty meeting the 30 day contract requirement for submission of monthly invoices.
4. Data provided in Shoreline's most recent monthly report reflects a 1% shortage of the minimum enrollment requirement (10%) on the Peninsula.

Recommendations

1. It is recommended that Shoreline develop a Corrective Action Plan to increase Peninsula enrollments.
2. It is recommended that Shoreline Fiscal staff work to improve their timeframe for submitting payment invoices for program operations expenses.

Shoreline Response

Shoreline appreciates the kind observations concerning the professionalism of program staff and the organization of participant files. Shoreline is committed to a program that emphasizes strong employment outcomes. Shoreline also believes the dedication of the staff in providing services in a professional manner, paying particular attention to the needs of the participant and employer is essential for quality outcomes.

As noted above, Shoreline acknowledges the need for timely submission of invoices and will continue to work hard to improve in this area.

As always, Shoreline pays close attention to the geographic goals of the program and will dedicate staff time in the future to raise the percentage of contracts in the West area of the county; Shoreline is approximately one percent off the contract goal and feels that in the next contract year, this percentage goal will be met to complement this program years percentage increases the North and South.

Interviews:

Entrance Conference: Conducted with Employment Services Manager Wil Moore, Placement Specialist Vanessa Estrada, Placement Specialist Veronica Tamayo, Placement Specialist Lorena Garcia, Placement Specialist Juan Carlos Ortega, and Placement Assistant Daniela Au Clair-Valdez.

Clients/Employers: Interviewed Clients Alex B, Ruby M, and Adrian L. Interviewed employers Gayle C, Idris M, and Peggy K.

Program Staff: Conducted by phone with Lorena Garcia, Placement Specialist, and Vanessa Estrada, Placement Specialist.

Fiscal Staff: Conducted with Annie Jardine, Accounting Manager, and Bill Barker, Finance Director.

Exit Conference: Conducted with Wil Moore, Employment Services Manager, Vanessa Estrada, Placement Specialist, Lorena Garcia, Placement Specialist and Placement Assistant Daniela Au Clair-Valdez.

Planned Versus Actual Performance and Expenditures:

Performance

Program Year 2010-2011 *As of Jan 31, 2010	Enrollments	OJT's	Central 10% Min	North 10% Min	South 10% Min	West 10% Min	Industry Clusters
Annual Plan	61	58	55%	11%	18%	16%	50%
Actual	55	55	25	10	15	5	22
% of Annual Plan	90%	95%	41%	16%	25%	8%	36%

Expenditures

Program Year 2010-2011	Total	OJT	Supportive Services	Staff Salaries
31 Dec 2010 Plan	\$159,500	\$58,000	\$8,700	\$139,911
31 Dec 2010 Actual	\$144,651	\$84,188	\$14,070	\$118,285
Percent of Plan	91%	145%	162%	85%

File Review:

Eleven participant files were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by shoreline. Virtual One Stop (VOS) entries were also reviewed and all required entries were accurately completed.

Participant and Employer Interview Results:

Three participants and three employers were interviewed to determine satisfaction with the program. All were satisfied and indicated they would participate in future Shoreline OJT programs if given the opportunity.

Program Monitoring Questionnaire:

Review of the responses indicates continued compliance in all areas and no areas of concern.

Financial Monitoring Questionnaire:

Review of the responses indicates compliance in all areas and no areas of concern.

We thank you and your staff for working with us in the completion of this review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796 – 3311



Loyanne Flinn
Acting Executive Director
Monterey County Workforce Investment Board

03/25/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE FINAL MONITORING REPORT FOR TURNING POINT'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: APRIL 20, 2011


DISCUSSION:

The monitoring review of Turning Point's Adult OJT program for program year 2010-2011 covered the period of 1 July 2010 – 31 December 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

Upon completion of monitoring activity a program exit interview was conducted with Rosie Chavez, Program Director. A draft monitoring report was issued to Turning Point on 25 March 2011. WIB staff received Turning Point's corrective action response on 8 April 2011. Turning Point was issued their final report on 8 April 2011. WIB staff have accepted Turning Point's response and no further action is necessary. Any finding/s or observation/s discovered will be reevaluated for improvement in upcoming OJT program assessments

ATTACHMENT:

4a. 2010-2011 Turning Point Adult Program Monitoring Report (5 pages)



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Miguel Banda, Management Analyst

04/13/2011
Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

Erik Cushman, CHAIR

Loyanne Flinn, ACTING EXECUTIVE DIRECTOR



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April 8, 2011

Objective: 2010-2011 Turning Point of the Central Coast Draft Monitoring Report.

Service Provider: Turning Point of the Central Coast

Workforce Investment Board Analyst/s:

Miguel Banda
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bandam@co.monterey.ca.us

Manley Bush

(831)796 – 3320

bushm@co.monterey.ca.us

Monitoring Dates: Onsite at Salinas Office - 28 February 2011
Onsite at Visalia Office – 3 March 2011

Overview/ Scope of Work:

Placement of adult ex-offenders in productive work through on-the-job training (OJT) is the focus of this project. Comprehensive services leading to increased employment, retention, earnings and occupational skill attainment are being provided by Turning Point. Special emphasis is placed on job retention and placement in unsubsidized employment as the measure of success and primary outcome of the program. Turning Point will enroll 60 individuals into Intensive Services, place 46 in unsubsidized employment, ensure at least 46 will retain employment three quarters after exiting the program and accomplish the following goals:

- An overall employment retention rate of 76%. As a historical reference, Turning Point had an actual employment retention rate of 76% documented in common measures for PY 2009-2010.
- \$10.00 hourly earnings rate for OJT's, or \$20,800 per year. As a historical reference, Actual Average Earnings for Turning Point participants were \$9,232 documented in common measures for PY2009-2010 (\$18,464).
- Achieve WIB established demographic, geographic and industry cluster placement goals.

Turning Point's responsibilities include Work Keys and WIN testing, matching job seekers with employers, developing Individual Learning Plans, entering into

contracts with employers to provide training, arranging for supportive services as needed by the participant, and generally managing the overall training process to ensure a successful outcome. Other project activities include outreach to both participants and employers, selecting and screening potential OJT training candidates, processing WIA applications, determining WIA eligibility, and providing assessment, case management and follow up services as needed.

Current Findings and Related Recommendations:

1. None

Observations:

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent Virtual One Stop (VOS) entries indicates Turning Point has not updated VOS case files with current WIA activity.
4. Data for December 2010 indicates Turning Point fell short of geographic and demographic goals. Turning Point reported 3% and 5% enrollment levels in the North and South regions, respectively. Enrollments for Older workers and Limited English Speakers were reported as 3% and 0%, respectively.
5. Seven of Seven participant case files reviewed indicated the Work Keys Readiness Indicator Test was taken. Four participants went on to earn a Work Keys Certificate, and the remaining three were referred to the Office for Employment Training for WIN training.

Recommendations

1. It is recommended that Turning Point staff work to update VOS case files with current WIA activities completed, and participant achievements.

Turning Point Response

All VOS entries reflect current WIA activities and participant achievements as of March 30, 2011. Turning Point commits to maintaining updated VOS entries no less than monthly.

Update

VOS file updates have been reviewed by WIB staff. Updates on WIA activity for OJT participants have been confirmed.

2. It is recommended that Turning Point staff work to increase their enrollments in the North and South regions of the county.

Turning Point Response

Turning Point is committed to utilizing their North and South County partners more effectively to increase enrollments in those regions of the county. Strategic identified partners in North County are Pajaro Rescue Mission and the Santa Cruz Parole Office. Center for Employment Training in Soledad is a significant collaborative for South County referrals. Orientation, eligibility and assessment will be offered at the aforementioned sites and partnership staff will be encouraged to participate in Collaborative Monthly meetings.

Update

Turning Point's corrective action plan and related strategies addressing geographic service levels in the northern and southern regions of the county have been accepted. Future WIB monitoring activity will include an assessment of service level improvement in the two previously mentioned regions of the county.

3. It is recommended that Turning Point develop a Corrective Action Plan to increase enrollments of Older Workers and Limited English Speakers.

Turning Point Response

A corrective action plan has been developed that includes but is not limited to: increase Community College and Adult School partnership activities; development of a new collaborative with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance at community events targeting Limited English Speakers; utilization of United Way Monterey County partner agencies.

Update

The Corrective Action Plan provided by Turning Point has been accepted. Future WIB monitoring activity will include an assessment of service level improvement among Older Workers and Limited English Speakers.

Interviews:

Entrance Conference: Conducted with Deborah Carillo, Deputy Regional/Program Director Region V, and Rosie Chavez, Program Director WIA Adult Employment Program.

Clients/Employers: Interviewed clients Derek P, Luis S, and James I.
Interviewed employers Rachel H, David W, and Ken M.

Program Staff: Conducted by phone with Timothy Jones, Employment Specialist.

Fiscal Staff: Conducted with David Lozano, Director of Finance

Exit Conference: Conducted with Rosie Chavez, program Director WIA Adult Employment Program.

Planned Versus Actual Performance and Expenditures:

Performance

Program Year 2010-2011 *As of Dec 31, 2010	Enrollments	OJT's	Central 10% Min	North 10% Min	South 10% Min	West 10% Min	Industry Clusters
Annual Plan	60	60	55%	11%	18%	16%	50%
Actual	40	40	28	1	2	9	22
% of Annual Plan	67%	67%	47%	2%	3%	15%	37%

Expenditures

Program Year 2010-2011	Total	OJT	Supportive Services	Staff Salaries
31 Dec 2010 Plan	\$182,963	\$ 40,163	\$11,340	\$117,644
31 Dec 2010 Actual	\$151,610	\$ 37,925	\$12,547	\$94,158
Percent of Plan	83%	94%	111%	80%

File Review:

Seven participant files were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by Turning Point. Virtual One Stop (VOS) entries were also reviewed.

Participant and Employer Interview Results:

Three participants and three employers were interviewed to determine satisfaction with the program. All were satisfied and indicated they would participate in future Turning Point OJT programs if given the opportunity.

Program Monitoring Questionnaire:

Review of the responses indicates continued compliance in all areas and no areas of concern.

Financial Monitoring Questionnaire:

Review of the responses indicates compliance in all areas and no areas of concern.

We thank you and your staff for working with us in the completion of this review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796 – 3311



Loyanne Flinn
Acting Executive Director
Monterey County Workforce Investment Board

03/25/2011

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE PAYMENTS IN THE AMOUNT OF \$5,712.50 FOR OUTREACH AND RECRUITMENT SERVICES PRESENTED BY THE BUILDING TRADES COUNCIL
DATE: APRIL 20, 2011

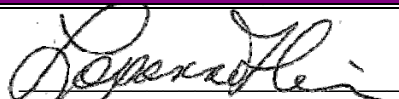
Recommendation:

It is recommended that the Executive Committee approve a reimbursement for Pre-Apprenticeship services paid for in advance by the Building Trades Council, and approved by the Construction Trades Training Roundtable (CTTR) on March 17, 2011. Invoices totaling \$5,712.50 for recruitment and outreach expenses paid for in advance by the Building Trades Council have been submitted to WIB staff.

Attachment:

5a Invoice for services in the amount of \$5,625.00 (1 page)
 5b. Invoice for services in the amount of \$87.50 (1 page)

1. Credits from City of Seaside	
Remaining balance of the First 50K Increment received and carried over from 2006	2,840.53
Second Increment Received 7-16-2007	50,000.00
Third Increment received 8-18-2008	50,000.00
Subtotal	\$ 102,840.53
2. Expenses	
Salary and Benefits for Program Coordinator	10,000.00
Supplies and Materials	4,386.37
Pacific Grove Chamber of Commerce	198.00
Payment to Monterey Adult School for ADA	16,108.58
Payment to Monterey Adult School for ADA	5,000.00
Monterey Santa Cruz Building Trades Council	3,750.00
Classroom Materials	1,519.35
Classroom Materials 2/24/2010	3,151.54
MSCBTC 3/2010	10,000.00
Classroom Materials	1,920.60
MSCBTC 7/2010	2,500.00
PENDING - Classroom Materials	3,938.51
PENDING - Building Trades Council	5,712.50
Subtotal	\$ 68,185.45
Remaining Balance	\$ 34,655.08


 Loyanne Flinn, Executive Director,
 Monterey County Workforce Investment Board
 This report was prepared by: Miguel Banda, WIB Management Analyst

04/14/2011
 Date

Monterey/Santa Cruz Counties

Invoice

Building & Construction Trades Council
100 12th St., Bldg. 2902, Suite 107
Marina, CA 93933

Date	Invoice #
2/16/2011	1008

Bill To
Monterey County Workforce Invest. Board 730 La Guardia Street Salinas, CA 93905

Description	Amount
Pre-Apprenticeship Training Program - Reimbursement of Recruitment Expense Tony Cardoso Payment for period commencing December 1, 2010 and ending on January 31, 2011 Expensed to Mr. Cardoso as an Independent Contractor	5,625.00
	Total \$5,625.00

Monterey/Santa Cruz Counties

Invoice

Building & Construction Trades Council
100 12th St., Bldg. 2902, Suite 107
Marina, CA 93933

Date	Invoice #
3/16/2011	1028

Bill To
Monterey County Workforce Invest. Board 730 La Guardia Street Salinas, CA 93905

Description	Amount
Pre-Apprenticeship Program Ad - November 2010	87.50
An ad for 1 month (4 issues) was placed in the weekly bulletin of the Builders Exchange for the Central Coast. The purpose was to gain attention to the program and to a BBQ inviting members of the construction community to make them more aware of the program. The total for the advertisement was \$175.00. This invoice represents 1/2 of the cost. A like advertisement was placed in the weekly bulletin (4 issues) of the Salinas Valley Builders Exchange at no cost.	0.00
	Total \$87.50

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSS AND CONSIDER IF A MEETING IS CONVENEED AND A QUORUM IS NOT ESTABLISHED THE MEETING WILL BE POSTPONED UNTIL THE NEXT SCHEDULED DATE
DATE: APRIL 20, 2011

DISCUSSION:

There was discussion and a recommendation at the last Oversight Committee meeting on April 14, 2011, that the Executive Committee consider a motion if a meeting is convened and a quorum is not established the meeting will be postponed until the next scheduled date.

WIB staff reviewed the current Bylaws under Article VIII. Meeting, Section 2. Quorum, Paragraph B, which states, "A meeting at which a quorum is initially established may not continue to transact business if the quorum is not maintained due to withdrawal or departure of members."



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Manley Bush, WIB Management Analyst

04/15/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSS AND UPDATE ON THE ACTIVITIES OF THE SATELLITE ONE-STOP CAREER CENTERS LOCATED AT KING CITY AND SEASIDE
DATE: APRIL 20, 2011

INFORMATION/DISCUSSION:

Ms Loyanne Flinn will present an update on the activities on the affiliate satellite One-Stops. As the result of the last WIB Executive meeting there were discussions regarding services offered at the satellite One-Stop services. One of the members asked what types of services were being offered at the affiliate One-Stops located in King City and Seaside? Both One-Stops offer:

- CalWORKs Services and WIA Youth and adult Services by appointment
- Unemployment Insurance Assistance and filing for unemployment can be accessed by phone, on-line or available EDD staff
- On-site resources include rooms where employers can interview job seekers and access to computers, fax machines, copy machines, telephones and internet access.
- Youth services offer information on job openings including work experience, internships and community service; how to obtain work permits and learning about strategies for finding a job; educational and career assessments
- Worker Services include workshops in career planning, resume writing, interviewing skills, obtain or access financial assistance for training; career and job skills assessment.
- Business services include recruiting employees and posting job openings; testing job applicants skills and abilities and on-site facilities for recruiting and interviewing job applicants.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by Manley Bush, WIB Management Analyst

4/14/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW OF THE SUMMER YOUTH STRATEGIC PLAN
DATE: APRIL 20, 2011

DISCUSSION:

Ms. Lynda Dunn, Office for Employment Training (OET) Deputy Director will present an update on the Summer Youth Strategic Plan.

INFORMATION:


The Summer Youth Employment Program provides youth with six to eight-week paid work experience in a wide range of community organizations and businesses

The program supports organizations and businesses during peak summer months, and encourage service among students viewed as community leaders of tomorrow.

OET also conducts outreach to local employers who are interested in becoming worksites to provide meaningful employment opportunities to full and part-time students. OET will pay the employment wages and provide workers compensation and all other benefits to the youth who qualify.

ATTACHMENT:

8a. Summer Youth Employment Program Activity 2011



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
Prepared by: Manley Bush, Management Analyst

04/15/2011
Date

Youth Employment Program Summer Work Experience Activity 2011

Plan A

Plan B

Funding Source:	WIA	WIA
Projected enrollment #:	300 participants (including approximately 100 rollovers from current caseload)	
Age - targeted groups:	16-21 yrs. old, In School Youth - 70% - 210, Out of School Youth - 30% - 90 (to be in compliance with WIA regulations)	
Targeted participants to meet federal program requirements:	a) high school juniors and seniors on track to graduate on time b) youth enrolled/attending alternative education pursuing HS diploma/GED on track to graduate no later than June 2012 c) 18-21 yrs. old high school drop outs (younger youth won't be able to obtain a work permit) d) high school/GED graduates not attending school/unemployed	
Enrollment by geographic Areas:	North County (Castroville/Moss Landing/Prunedale/Pajaro/Las Lomas/Aromas) 11% - 33 participants Central (Salinas/Spreckles/Boronda) 55% - 165 participants West County (Marina/Fort Ord/Seaside/Monterey/PG/Carmel) 16% - 48 participants South County (Chualar/Gonzales/Soledad/Greenfield/King City/San Ardo/San Lucas) 18% - 54 participants	
Dates of activity:	06/27/2011 to 07/29/2011	06/27/2011 to 08/05/2011
Length of activity:	5 weeks, 150 hours max.	6 weeks, 150 hours max.
Work hours:	30 hours per week max. (recommended no more than 6 hrs per day)	25 hours per week max. (recommended no more than 5 hrs per day)
Salary:	\$8 per hour	
Supportive Services:	\$200 max. ONLY for work clothes/uniforms/work tools, bus pass (no mileage), TB test/drug test/finger prints/background checks	
# of Youth Advisors needed:	6	
# of cases per caseload :	50	
Projected Services:	a) Recruitment b) Eligibility c) Assessment/IEP d) Pre-Employment Skills Training (PEST) e) Job referral f) Case management	
Projected Outcomes:	a) Attainment of High School Diploma/GED/Vocational Certificates b) Entering Post Secondary Education c) Entering Unsubsidized Employment d) Attainment of Numeracy/ Literacy	
Projected cost per participant:	\$.2,100.....(includes WE wages, workers comp, support. Services, staff salaries/overhead, etc.)	
Projected total cost of Summer Activity 2011:	\$ 630,000.....	

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON THE ECONOMIC DEVELOPMENT DEPARTMENT AND THE
WORKFORCE INVESTMENT BOARD'S TRANSITION
DATE: APRIL 20, 2011

DISCUSSION:

Two upcoming important dates and two collaborative projects are detailed below and on the attachments.

**Monterey County Board of Supervisors
Economic Development Committee**

April 19, 2011, 5:00 p.m. – 7:00 p.m.
Rancho Cielo, 710 Old Stage Road, Salinas, CA

Proposed Consent Agenda Item on May 24 Monterey County Board of Supervisors
Agenda to include staffing and budget for new department.

Attachments:

- 9a. Small Business Forum (1 page flyer)
- 9b. Castroville Paint project (1 page flyer)
- 9c. Castroville Paint project (1 page flyer in Spanish)



Lorraine Flinn, Executive Director,
Monterey County Workforce Investment Board
This report was prepared by: Manley Bush, WIB Management Analyst

04/14/2011
Date

Please join us

Wednesday April 20, 2011
Small Business Development Forum

NEW DEPARTMENT OF LABOR INITIATIVE TO ENHANCE SUPPORT TO SMALL BUSINESS!

Purpose of meeting: To provide an understanding of the challenges facing small business in Monterey County, learn who is doing what and how, and explore alternatives to better coordinate small business technical assistance.

(Please RSVP by e-mail: hernandezji@co.monterey.ca.us)

AGENDA

(10:30 am - 12:00 noon)

- I. Overview of first meeting
- II. Present and consider draft action plan
- III. Consider next steps

Castroville Library

1160 Speegle Street, Castroville

Questions, call 831-755-5393

Sponsored by the WIB, OET and RHO

*Who Should attend?
Small Business Development Providers*



LEARN TO PAINT AND GET PAID!



Castroville Paint Program

The Monterey County Office for Employment Training in conjunction with Monterey County Redevelopment Agency has organized an 8-week Paint Program for the Castroville Merritt Street Downtown Corridor. We are offering job internships to those persons 18 years and older – male and female – to learn the vocation of painting. *Day Shift: 8:00 am to 4:30 pm - Training pay at \$8.00/hr.*

Paint entry-level training only. Openings are limited. ***(NOT OPEN TO EXPERIENCED PAINTERS!)***

Eligibility Interview - When: Thursday April 21, 2011 From 10:00am to 3:00pm

Where: 10700 Merritt Street, Castroville

FOLLOW THESE EASY STEPS:

- Must be a Castroville, CA resident to participate
- Complete an Application Form NOW! (Available at the Castroville Library or by requesting a copy via e-mail: wookx@co.monterey.ca.us)
- Please bring documents that support US Employment Authorization (ID, DL, Green Card, Permanent Residency, Social Security Card)
- Have High School Diploma or Equivalent
- Must be 18-years or older and have own transportation!
- Pass a drug screening test
- Call any of the telephone numbers listed below, TODAY

For more information contact Korey Woo at the One-Stop Career Center 796-3360 or Jose Hernandez at 796-3379



Aprenda a pintar y reciba ingresos



Programa para pintar

La Agencia de Reurbanización del Condado de Monterey junto con la Oficina de Empleo y Entrenamiento del Condado de Monterey han creado un Programa de ocho semanas para pintar la zona de Castroville, CA. Habrá un cupo limitado para entrenar a adultos mayores de 18 años de edad— masculino o femenino. Horario de trabajo es de 8 de la mañana hasta las 4:30 de la tarde. El salario será \$8.00 por hora. El entrenamiento es solo para personas sin experiencia en pintura. **DEBERÁN RESPONDER INMEDIATAMENTE.**

Entrevista de Elegibilidad - Cuando: El 21 de Abril del 2011

Desde las 10:00 de la mañana hasta las 3:00 de la tarde

Lugar: 10700 Merritt Street, Castroville

SIGA LOS SIGUIENTES PASOS:

- Deberá ser mayor de 18 años de edad y vivir en Castroville y proveer su propia transportación a los lugares designados
- Llene la solicitud AHORA en la biblioteca de Castroville o solicita una aplicación vía-correo electrónico a wookx@co.monterey.ca.us
- Traer los documentos necesarios que establecen el derecho de trabajar en los Estados Unidos a la entrevista (ID, Licencia, Mica, Residencia Permanente, Seguro Social)
- Tendrá que pasar un examen de droga
- Llame AHORA MISMO a cualquiera de los números de teléfono indicados abajo.

Contacte a Korey Woo para obtener más información en el One-Stop Career Center (Centro de Servicios Integrados sobre Orientación Profesional) 796-3360 ó con Jose Hernández al 796-3379

Programa para pintar



MEMORANDUM


TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE YEAR TO DATE BUDGET OF THE WORKFORCE INVESTMENT ACT FOR PY2011
DATE: APRIL 20, 2011

SUMMARY:

Loyanne Flinn Acting WIB Executive Director will present an overview of the year to date budget for the Workforce Investment Act for PY2011.

ATTACHMENT:

10a. WIA Funding Analysis for 2010-2011



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
Prepared by: Manley Bush, Management Analyst

04/15/2011
Date

Fiscal Year 2011 Continuing Resolution (HR 1473)

Funding Analysis of Select Programs under U.S. Departments of Labor and Education

April 2011

	Fiscal Year 2010 Enacted	House-passed CR (HR 1)	Fiscal Year 2011 Final (HR 1473)	Fiscal Year 2010 vs Fiscal Year 2011	Notes
Department of Labor					
WIA State Grants					
WIA Adult Formula	\$861,540,000	\$0	\$771,040,000	(\$90,500,000)	PY 2011 1 st quarter appropriation of \$59,040,000 available July 1; state set-aside reduced from 15 percent to 5 percent for PY 2011. Advance appropriation maintained at current levels; funding cuts apply in 1 st quarter PY 2011.
WIA Dislocated Worker Formula	\$1,183,840,000	\$0	\$1,063,840,000	(\$120,000,000)	PY 2011 1 st quarter appropriation of \$203,840,000 available July 1; state set-aside reduced from 15 percent to 5 percent for PY 2011. Advance appropriation maintained at current levels; funding cuts apply in 1 st quarter PY 2011.
WIA Youth Formula	\$924,069,000	\$0	\$827,569,000	(\$96,500,000)	State set-aside reduced to 5 percent for PY 2011.
Workforce Innovation Fund	\$0	\$0	\$125,000,000	\$125,000,000	New program. Funds grants to "carry out projects that demonstrate innovative strategies or replicate effective strategies that align and strengthen the workforce investment system in order to improve program delivery and education and employment outcomes for program beneficiaries." Eligible entities include states or state agencies eligible for assistance under any WIA-authorized program, consortia of states, or partnerships (including regional partnerships).
Subtotal	\$2,969,449,000		\$2,787,449,000	(\$182,000,000)	Total formula funding cuts \$307M, but \$125M added back in under Workforce Innovation Fund (as a competitive grant program). Net cuts \$182M in 1 st quarter of PY 2011 (\$307M - \$125M = \$182M).
National/Other DOL Programs					
Dislocated Worker National Reserve	\$229,160,000	\$29,160,000	\$224,160,000	(\$5,000,000)	Does not retain \$100M rescission of unobligated funds proposed in HR 1.
Career Pathways Innovation Fund (FY 2010)	\$125,000,000	\$125,000,000	\$0	(\$125,000,000)	Reflects rescission of FY 2010 funding.
Career Pathways Innovation Fund (FY 2011)	\$125,000,000	\$0	\$0	(\$125,000,000)	Previously eliminated under March 18 short-term CR.
Green Jobs Innovation Fund	\$40,000,000	\$0	\$0	(\$40,000,000)	
YouthBuild	\$102,500,000	\$0	\$80,000,000	(\$22,500,000)	
ETA National Activities - Pilots and Demos	\$93,450,000	\$44,561,000	\$10,000,000	(\$83,450,000)	Reflects elimination of \$48.9M in earmarks. Prohibits use of funds for transitional jobs activities (\$30M reserved for TJ under FY 2010 appropriation).
Reintegration of Ex-Offenders	\$108,493,000	\$0	\$85,561,000	(\$22,932,000)	Prohibits use of funds for transitional jobs activities (\$15M reserved for TJ under FY 2010 appropriation).
Community Service Employment for Older Americans	\$825,425,000	\$300,425,000	\$450,000,000	(\$375,425,000)	
Job Corps	\$1,708,205,000	\$1,017,205,000	\$1,708,205,000	\$0	Authorizes Secretary to transfer up to 25 percent of of construction funding for operational needs of Job Corps centers. Prohibits competitions for new Job Corps Centers. Rescinds \$75M in unobligated funds appropriated in prior years (HR 1 rescinded \$300M).
Total DOL Selected Programs				(\$981,307,000)	
Department of Education					
Pell Grants (Maximum Award)	\$5,550	\$4,705	\$5,550	\$0	Maximum award level maintained. "Year-round" Pell (allowing multiple awards for single academic year) eliminated.
Career and Technical Education	\$1,271,694,000	\$1,168,771,000	\$1,133,694,000	(\$138,000,000)	Reflects elimination of Tech-Prep program (\$103M in FY 2010) and \$35M in cuts from CTE Basic State Grants.
Adult Education					House Appropriations Committee reports \$31M in cuts to adult education, but it is unclear how these cuts are divided between state grants and national activities
GEAR-UP	\$323,210,000	\$303,200,000	\$303,210,000	(\$20,000,000)	
TRIO/Upward Bound	\$910,090,000	\$910,065,100	\$885,090,000	(\$25,000,000)	

Program Year (PY)
Fiscal Year (FY)

Note: In addition to spending cuts listed above, HR 1473 includes a 0.2% across-the-board reduction for all non-defense accounts, which is not reflected in these totals.

Strategic Doing focuses on answering four questions: and taking small steps to reach major goals.

1. *What could we do together?*
2. *What should we do together?*
3. *What will we do together?*
4. *When will we get back together? What was completed? What still needs to be done? What did we learn?*

Goals: Roundtable discussions on topics from the National Association of Workforce Boards (NAWB) Conference regarding how we can 1) collaborate on efforts to grow Summer Youth Employment with new ideas, funding and partnerships; 2) support local, state and national promotional efforts such as the *Workforce Investment Works* national campaign; 3) Education and Workforce Development partnerships – West ED model; and, 4) promote Small Business Organizations in partnership with economic and workforce development initiatives.

SUMMER YOUTH EMPLOYMENT PROGRAM – 2011		
Timeframe: Enter actual dates	What: be specific	Who: Use names, if possible, not organizations
In the next 30-45 days Full WIB Meeting: June 1, 2011	<ol style="list-style-type: none"> 1. Work with the CASP advisory group to create summer youth private sector employment, activities, and internships. 2. Present the implementation plan to the Full WIB in June 	WIB and CASP member- Elliot Robinson
	The WIB Youth Council met on April 12 and strategized with partners to provide the following related goals. The following is the Youth Council Input	
Next Week	<ul style="list-style-type: none"> • Provide a list of past and present youth employers to Erik Cushman, who will outreach to the employers • Summer youth employment planning information on Exec Comm • Research WIA policy on stipends and fund raising 	OET Staff- Angelica Meza Angelica Meza/Stephanie Shonley Stephanie Shonley
In the next 30 days	<ul style="list-style-type: none"> • Reallocate OET staff to prioritize SYE • Revise work experience hours to serve more youth • Share case manager resources • Partner with the Boys & Girls Club on career readiness • Survey Businesses: Can they afford pay the youth's wages? Can they provide a match? • Collaborate with local partners to plan fund raising events like a basketball tournament • Work on outreach strategies which includes contacting the local news, presenting at local chamber events, and creating Public Service Announcements 	Angelica Meza Angelica Meza Angelica Meza/Deborah Carrillo Angelica Meza/ Michelle Slade CASP Campaign/Erik Cushman Stephanie Shonley Stephanie Shonley
In the next 6 months, where do we want to be?	<ul style="list-style-type: none"> • Support creation of asset map for summer youth activities • Work with Boys and Girls Club to create a youth engagement and challenge campaign • Provide recommendations for the Summer Youth Employment Plan for Program Year 2012 	Youth Council members

LOCAL, STATE and NATIONAL PROMOTIONAL EFFORTS – WORKFORCE INVESTMENT WORKS		
Timeframe: actual dates	What: be specific	Who: Use names
Next Week	1. Compile notes of workgroup discussion and disseminate to WIB leadership, Wendy Brickman and WIB staff.	Marleen Esquerra
In the next 30-60 days	2. Collect stories and testimonials from our service providers of job seekers and businesses that use our One Stop resources and services.	Marleen Esquerra, Gloria Torrez, Wendy Brickman
	3. Utilize and upload the client stories to the Workforce Investment Works (WIW) website, a national campaign effort to help advocate and promote the resources and understanding of workforce services impacting businesses and job seekers.	Marleen Esquerra, Gloria Torrez and Wendy Brickman
	4. Look into starting a FaceBook and/or Twitter account to increase awareness of the services and benefits available. Also measure effectiveness of Constant Contact tool.	Marleen Esquerra and Gloria Torrez
	5. Contact participants to send letters to elected officials for support. Place letters on WIB website.	Marleen Esquerra and Gloria Torrez
	6. Update WIB website with industry cluster information, special projects, client testimonials, grants, etc.	Marleen Esquerra and Gloria Torrez
	EDUCATION AND WORKFORCE PARTNERSHIPS – WEST ED MODEL	
Timeframe: actual dates	What: be specific	Who: Use names
Next Week: April 12	1. Attend a Youth Council Meeting	Erik Cushman
In the next 30-60 days	2. Create linkages with education and the private sector, possible internships?	Erik Cushman
	3. Identify programs/initiatives within local Colleges and School Districts, piggyback on momentum of those programs	Erik Cushman
	4. Hold a meeting with all local Mayors and superintendents of schools to strategize and partner for Summer Youth Employment programs	Erik Cushman
	5. Create a one- page survey for the employers in the sub-contractors database, can they afford to hire?	WIB Staff
	6. Find and create more collaborative opportunities.	
	SMALL BUSINESS ORGANIZATIONS – DOL/PEP AND REDEVELOPMENT	
Timeframe: actual dates	What: be specific	Who: Use names
In the next 30-60 days	1. Review and report on assessment options in the One-Stop Career Center system that identify entrepreneurial skills	Chris Berthiaume and Wil Moore
	2. Link on WIB website for entrepreneur and small business resources	Loyanne Flinn
	3. Report on redevelopment “living laboratory” project to Exec Comm in May/June	Loyanne Flinn

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND DISCUSS THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE 6-COUNTY WORKFORCE COLLABORATIVE OF CALIFORNIA'S CENTRAL COAST (WCCCC) CONSORTIUM
DATE: APRIL 20, 2011

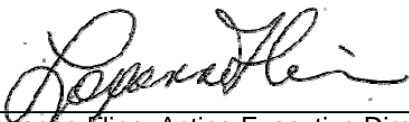
Information:

Monterey County Workforce Investment Board (WIB) Executive Committee will review and discuss the current Memorandum of Understanding (MOU) with the 4-County Workforce Collaborative of California's Central Coast (W4C), to now include Santa Cruz and San Benito Counties.

The original four county MOU was brought to the Executive committee on February 17, 2009.

Attachment:

12a.Draft Copy: Memorandum of Understanding (MOU) among the Workforce Investment Boards of Ventura County, Santa Barbara County, San Luis Obispo County, Monterey County, Santa Cruz County and San Benito County.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
Prepared by: Stephanie Shonley, Management Analyst

04/15/2011
Date

**MEMORANDUM OF UNDERSTANDING
AMONG
THE WORKFORCE INVESTMENT BOARDS OF
VENTURA COUNTY
SANTA BARBARA COUNTY
SAN LUIS OBISPO COUNTY
MONTEREY COUNTY
SANTA CRUZ COUNTY
SAN BENITO COUNTY
(Amended March 2011)**

WHEREAS, the local Workforce Investment Boards of the Central Coast counties of Ventura, Santa Barbara, San Luis Obispo, Monterey, **Santa Cruz and San Benito Counties** believe that a regional approach to the acquisition of funding is valuable;

WHEREAS, they agree to create the **Workforce Collaborative of California's Central Coast** (WCCCC) to promote collective efforts to obtain funding;

WHEREAS, they agree to pursue opportunities to ensure effective and efficient delivery of employment and training services to the region, where regional efforts are appropriate;

WHEREAS, they also agree that this Memorandum does not compromise the individual freedom of each LWIA in any other respect.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PURPOSE

The purpose of this MOU is to establish a cooperative and mutually beneficial relationship among the undersigned parties. Their participation in WCCCC will bring regional workforce funding opportunities to fruition by aligning and leveraging workforce investment funds to improve the workforce systems on the Central Coast. This MOU sets forth the responsibilities of the parties as they relate to this regional effort to plan and implement a collaborative workforce funding effort.

2. TERM OF THE AGREEMENT

This agreement will be effective as of the date of the last signature attached to it and shall continue until it is terminated by any of the several parties to it. This Collaborative will continue to exist only as long as its members want it to exist, and any member may withdraw from it upon proper notice. Such notice will have two conditions: (1) Any party or parties wishing, for whatever reason, to disestablish the Collaborative will give 90 days' notice to the other partners; (2) Any expenses associated with terminating this MOU will be paid in full by the party or parties owing the expenses. Failure to abide by this MOU is a cause for termination by the other parties.

3. DECISION-MAKING PROCESS

The parties anticipate a collaborative working relationship for this regional approach to workforce issues and funding mechanisms. All parties agree to cooperate through WCCCC to carry out the responsibilities of this MOU. In recognition of this basic principle, the parties agree as follows:

- a. The Steering Committee of the Collaborative will consist of the Executive Directors of the several WIBS or their designated representatives. Meetings will be held monthly, or at appropriate times, and may be conducted by telephonic or electronic means.
- b. The Steering Committee will make all decisions, and these decisions will normally be made by consensus.
- c. Disputes over major policy matters relating to the allocation of funds or to the development and implementation of grants will be settled, wherever possible, by consensus.
- d. If consensus cannot be reached, unresolved issues may be decided by a majority vote of all the parties. Each party has one vote. A quorum for the conduct of business will be a majority of the voting parties to the agreement.
- e. If **two of the six** parties to this agreement decline to take part in a grant initiative, the remaining four will not take joint action under the aegis of this Collaborative. If one party decides not to participate in a particular project, it may decline. But once any party has committed to a project, it is incumbent on that party to abide by all the terms of any grant in which it participates.

4. OPERATIONAL PRINCIPLES

The day-to-day management of the Collaborative will be conducted like a consulting relationship among peers. Each county will be held individually responsible for managing the grant dollars entrusted to it and also any performance measures stipulated in the funding opportunity. Pursuant to these two general principles, the parties further agree as follows:

- a. **The division of funds will be determined on an equitable basis to be determined anew on the occasion of each grant proposal.**
- b. The position of Chief Grant Recipient will be reviewed annually by the Steering Committee to determine if the current Recipient wishes to continue in that role and if the other WIBs are agreeable.
- c. The WCCCC will take no action that requires expenditures or involvement by any party to this agreement without prior approval from the named parties.

- d. The Collaborative will not have a separate staff. Existing staff on each WIB will be charged jointly with the research and writing of proposals and with their joint implementation if proposals are successful. No county will be called upon to subsidize the Collaborative with funds beyond those normally granted by WIA core funds. Each party will fund and implement its share of agreed-upon activities of WCCCC with either in-kind or cash contributions.
- e. All parties agree to respect each other's organizational practices and management structures.
- f. This MOU does not restrict the parties from the individual or collective pursuit of any policy, action, or funding mechanism that is open to WCCCC itself. But any such party or parties will make reasonable efforts to provide advance notice of their action to the other parties and allow them to comment upon, or join in, their anticipated action.
- g. All parties agree that employees of parties receiving compensation for work performed under this agreement will in no way be considered employees of WCCCC.
- h. The parties agree to abide by all applicable State and Federal laws, rules and regulations.
- i. Despite the agreement to work together to achieve common goals, the parties are not legally "partners" to the extent that the term implies joint and several liability. Each party under this MOU is responsible for its own employees, representatives, agents and subcontractors.

5. PROCEDURES FOR AMENDMENT

This agreement and any amendments to it will remain in effect until terminated by the parties. Parties may request, in writing, an amendment to this MOU; or agreement to amend may be reached by consensus. At least five of the parties must agree to the changes. If any provision of the MOU is held invalid, the remainder of the MOU will not be affected.

6. EXECUTION

This MOU may be executed and delivered in any number of copies ("counterparts") by the parties, including by means of facsimile. When each party has signed and delivered at least one counterpart to the MOU, each counterpart will be deemed an original; and all of them, taken together, will constitute one and the same MOU, which will be binding and effective on all parties.

PER SIGNATURE, WE AGREE TO THE PROVISIONS OF THIS MOU.

Chair, Workforce Investment Board of
Ventura County

Date

Executive Director, Workforce Investment Board of
Ventura County

Date

Chair, Workforce Investment Board of
Santa Barbara County

Date

Executive Director, Workforce Investment Board of
Santa Barbara County

Date

Chair, Workforce Investment Board of
San Luis Obispo County

Date

Executive Director, Workforce Investment Board of
San Luis Obispo County

Date

Chair, Workforce Investment Board of
Monterey County

Date

Executive Director, Workforce Investment Board of
Monterey County

Date

Chair, Workforce Investment Board of
Santa Cruz County

Date

Executive Director, Workforce Investment Board of
Santa Cruz County

Date

Chair, Workforce Investment Board of
San Benito County

Date

Executive Director, Workforce Investment Board of
San Benito County

Date