



Erik Cushman,  
WIB Chair

Joanne Webster,  
WIB 1<sup>st</sup> Vice Chair

Anthony Aniello,  
WIB 2<sup>nd</sup> 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*

168 W. Alisal St., 2<sup>nd</sup> Floor  
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www.montereycountywib.org

# PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)

## EXECUTIVE COMMITTEE

Monterey County Weekly Conference Room, 668 Williams Ave, Seaside, CA 93955

Wednesday, November 16, 2011

8:00am

### 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 September 29, 2011, Monterey County Workforce Investment Board (WIB) Executive Committee meeting. (*See attached*) Erik Cushman

**APPOINTMENTS & RESIGNATIONS**

2. **Information:** Discussion and update on WIB member Composition and Attendance Roster. (*See attached*) Joanne Webster

3. **Action:** Consider and approve the resignation of Maggie Melone-Echiburu, representing Business from the MCWIB. (*See attached*) Joanne Webster

**BUSINESS MEETING**

4. **Action:** Approve the monitoring schedule for Program Year 2011-12 WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Programs and Special Discretionary Grant Projects. (*See Attached*) Cesar Lara

5. **Action:** Review and approve the final monitoring report for the Office for Employment Training's Adult and Dislocated Worker Programs for PY 2010-11. (*See attached*) Cesar Lara

6. **Action:** Review and approve the final monitoring report for the Office for Employment Training's Rapid Response Program for PY 2009-10 and 2010-11. (*See attached*) Cesar Lara

7. **Action:** Review and approve the final monitoring report for the California Gang Reduction Intervention and Prevention (CalGRIP) Program for PY 2009-10. (*See attached*) Cesar Lara

8. **Action:** Consider and approve the final WIB On-the-Job Training (OJT) policy. (*See attached*) Loyanne Flinn

9. **Information:** Consider and approve the Draft WIB Annual Report. (*Handout*) Loyanne Flinn

10. **Information:** Discussion and update to the WIB Bylaws regarding Membership composition to be in compliance with the Federal Workforce Investment Act of 1998. (*See attached*) Manley Bush

11. **Information:** Discussion and review of the draft WIB Agenda. (*See attached*) Loyanne Flinn

**ANNOUNCEMENTS OF EVENTS OR SERVICES** Erik Cushman

**Upcoming Executive Committee Meetings:**

- December 21, 2011, 8am, Location Marina Public Library, 190 Seaside Ave, Marina, CA 93933
- January 18, 2012, 8am, Location TBD

**Upcoming WIB Meetings:**

- December 2011 TBD
- February 1, 2012, 8:30am, 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) 796-6414 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).



Erik Cushman,  
WIB & Executive Chair

Joanne Webster,  
WIB 1<sup>st</sup> Vice Chair

Anthony Aniello,  
WIB 2<sup>nd</sup> Vice Chair

David Bernahl, II.,  
WIB Past Chair



## Monterey County Workforce Investment Board (WIB)

### Contact Information

#### Loyanne Flinn, WIB Acting Executive Director

Economic Opportunity  
168 W. Alisal Street, 2<sup>nd</sup> Floor, Salinas, CA 93901  
Phone: (831) 759-6644  
Email: [flinnlg@co.monterey.ca.us](mailto:flinnlg@co.monterey.ca.us)  
Website: [www.montereycountywib.org](http://www.montereycountywib.org)  
General Phone: (831) 796-6434

#### WIB STAFF:

Manley Bush, (831) 796-6414, [bushm@co.monterey.ca.us](mailto:bushm@co.monterey.ca.us)  
Marleen Esquerra, (831) 796-6412, [esquerraml@co.monterey.ca.us](mailto:esquerraml@co.monterey.ca.us)  
Flor Galvan, (831)796-6434, [galvanf@co.monterey.ca.us](mailto:galvanf@co.monterey.ca.us)  
Stephanie Shonley, (831) 796-6410, [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us)

## Monterey County One-Stop Career Center Operators

### Contact Information



#### Department of Social and Employment Services, Employment Services – Office for Employment Training (OET)

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

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

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

#### Employment Development Department (EDD)

Yuko Duckworth  
Phone: (831) 796-3632  
Email: [DuckworthY@co.monterey.ca.us](mailto:DuckworthY@co.monterey.ca.us)  
Website: [www.edd.ca.gov](http://www.edd.ca.gov)

### 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

Monterey County  
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Loyanne Flinn,  
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**UNADOPTED**

**Minutes of the Executive Committee Meeting**

**September 29, 2011 – 8am**

Government Center, 168 W. Alisal Street, 2<sup>nd</sup> Floor, Salinas, CA 93901

**Members Present:** Erik Cushman (Chair), Joanne Webster, Anthony Aniello, Mary Ann Leffel, Diana Carrillo and Cesar Lara

**Members Absent:** Robert Weakley, Dave Potter, David Bernahl

**Others Present:** Jim Cook, Janet Shing, Rob Gamble, Wil Moore, Rosie Chavez, Alma McHoney, Doug Orlando, Harry Gamotan, Mary Adams and Denise Goss

**Staff Present:** Loyanne Flinn, Stephanie Shonley, Manley Bush and Flor Galvan

**CALL TO ORDER/INTRODUCTIONS:** Mr. Cushman called the meeting to order at 8:29am. He welcomed those in attendance and called for introductions. A quorum was not initially established so discussion started on changes to the agenda and proceeded to Information item number 9. A quorum was established at 8:50 a.m.

**CHANGES TO THE AGENDA:** Mr. Bush stated that Action item number 8 was changed to an informational item. Action item number 10 is being replaced by an updated version of the MCWIB Budget. Item number 7 on the DRAFT WIB Agenda will be removed. The Youth Council meeting date has been changed to November 8, 2011 and will occur on a bi-monthly basis.

**PUBLIC COMMENT:** None

**9. Information: Presentation and discussion on the Community Impact Grant Guidelines by Ms. Janet Shing of Community Foundation for Monterey County.** Ms. Shing provided information about Community Foundation's vision. They currently have approximately \$2 million for grants ranging from \$10,000 to \$50,000. They seek to invest in community organizations that supporting innovation, collaboration and effective approaches that address critical community challenges, underserved populations and service gaps. Information sessions will be held in October and November. The grant deadline is August 1, 2012 and will be awarded in December, 2012.

**1. Action: Approve the minutes of the June 15, 2011, Monterey County workforce Investment Board (WIB) Executive Committee meeting.**

**Motion:** Ms. Webster moved to accept the minutes, as stated.

**Second:** Ms. Carrillo

**Motion Passed Unanimously**

**2. Information: Discussion and update on WIB member composition.** Ms. Webster stated that based on the bylaws, the WIB is not required to obtain a member representing Community Based Organizations opened by the resignation of Lupe Palacio. The WIB is required to fill (3) existing vacancies representing business. Ms. Shonley stated that she is currently recruiting a member from CSUMB. Recruiting will continue by WIB Executive Members and Staff.

**Actions 3-5**

**Motion:** Ms. Webster motioned to accept the action, as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

**3. Action: Consider and approve the resignation of Richard Gillis, representing Business (Alternative Energy) from the MCWIB and Planning Committee.**

**4. Action: Consider and approve the resignation of Lupe Palacio, representing Community Base Organizations (CBO) from the MCWIB and Oversight Committee.**

**5. Action: Consider and approve the reappointment of Elliott Robinson, representing Welfare to Work, Community Service Block Grant Employment & Training programs on the MCWIB for a period of three years or October 2014.**

## ACTION 01

- 6. Action: Consider and approve the final WIB On-The-Job training policy.** Ms. Flinn stated she had not received comments from committee for changes and would like to amend the *trainee wages from \$11.00 to 10.50*. Ms. Leffel had some reservations about the requirements and the lack of verbiage of WorkKeys being required and trainee meeting bronze level. Chairman Cushman requested that Barbara Verba (OET) attend the October 5<sup>th</sup> WIB meeting to discuss OET's policy using Workkeys.  
**Motion:** Ms. Webster motioned to table Action item #6 to next meeting.  
**Second:** Ms. Leffel  
**Motion Passed Unanimously**
- 7. Action: Consider and approve the amended MCWIB Bylaws.** Mr. Bush stated that formatting and grammatical changes were made to the bylaws and provided committee with a Word document that contained tracked changes.  
**Motion:** Ms. Leffel motioned to accept the action, as stated.  
**Second:** Ms. Webster  
**Motion Passed Unanimously**
- 8. Information: Consider and approve the Agency Needs Assessment program proposal and Scope of Work by Workforce 2.0.** Ms. Flinn stated that after speaking with the parties affected and the current decrease in funds the needs assessment will be deferred to January 2012. A detailed scope of work will also be provided to the committee.
- 10. Action: Consider and approve the MCWIB Budget.** Ms. Flinn stated that the only change in the document was adding a "2011-12 projected" column. Changes are expected with addition of a new director.  
**Motion:** Ms. Webster motioned to accept the action, as stated.  
**Second:** Mr. Aniello  
**Motion Passed Unanimously**
- 11. Information: Discussion and update on a Regional Rapid Response Collaboration with the Santa Cruz County WIB.** Mr. Gamble stated that Santa Cruz County WIB is looking into collaborating with the Monterey County WIB to provide service to participants in the Pajaro/Watsonville area. This effort will provide seamless service.
- 12. Information: Discussion and update on the Economic Development Committee regarding the SRI International Report.** Mr. Cook stated that the next scheduled meeting to discuss SRI International's Report will be held on October 24, 2011. He has invited everyone to attend. The Economic Development Committee will continue to work with EDD and WIB to bridge into the private sector.
- 13. Information: Review of the Monterey County Local Workforce Investment Area's (LWIA) Revenue and Expenditures, Workforce Services, Businesses and Job Seekers Served.** WIB staff is currently working on continuing to look for available grants to fund gaps and anticipates posting revenue and expenditure information to the website on a regular basis. An update will be provided to the committee at the end of the year.
- 14. Action: Consider and approve the US Department of Labor new Innovation Grant for Job Creation for the Unemployed.** Ms. Flinn stated the grant is currently in the development stage however the WIB has submitted a letter supporting the proposal and would like the committee's approval to move forward with the grant.  
**Motion:** Mr. Lara motioned to accept the action, as stated.  
**Second:** Ms. Leffel  
**Motion Passed Unanimously**
- 15. Information: Discussion and update on the Regional NEG-OJT Grant.** Ms. Shonley stated that Shoreline was contracted to serve 30 OJT's and OET to serve 13. After completion of monitoring Shoreline was given an additional 7 OJT's to complete. Currently, OET has 6 OJT's to complete.

## ACTION 01

- 16. Action: Review and approve the joint letter from the Labor and Workforce Development Agency (LWDA) and Department of Industrial Relations (DIR) to the Local Workforce Investment Boards (LWIBs).** Ms. Flinn stated by approving the joint letter we are more effectively leveraging the resources of all departments involved to better serve the public.  
**Motion:** Ms. Webster motioned to approve action, as stated.  
**Second:** Ms. Carrillo  
**Motion Passed Unanimously**
- 17. Information: Discussion and update on the Employment Development Department Audit and Evaluation Division draft report and response.** Ms. Flinn stated an audit team from EDD performed an audit in January 2010. EDD questioned costs for training participants who went back to the same employer or a similar occupation. Also, there are questioned costs related to severance and benefits for the former WIB Executive Director. Our response was sent to EDD September 22, 2011. The audit process should take an estimated year.
- 18. Information: Discussion and update on the California Workforce Association's (CWA) Meeting of the Minds Conference.** *Item was moved to the WIB meeting.*
- 19. Information: Discussion and update on the President's American Jobs Act.** *Item was moved to the WIB meeting.*
- 20. Information: Discussion and review of the Draft WIB Agenda for October 5, 2011.** Mr. Bush discussed changes made to the DRAFT WIB Agenda.

### **ADJOURNMENT:**

**Motion:** Ms. Leffel moved to adjourn the meeting.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**Mr. Cushman adjourned the meeting at 10:34 am**

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON THE CURRENT WIB MEMBERSHIP COMPOSITION AND ATTENDANCE ROSTER FOR PROGRAM YEAR 2011-12  
**DATE:** NOVEMBER 16, 2011

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**DISCUSSION:**

At the Executive Committee meeting on November 16, 2011, Ms. Joanne Webster, WIB 1<sup>st</sup> Vice Chair and Manley Bush will present an update on the status of the WIB membership Composition and Attendance Roster as of October 31, 2011 for Program Year (PY) 2011-12.

**ATTACHMENTS:**

2a WIB Membership Composition  
2b. WIB Attendance Roster



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

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11/02/2011  
Date

## Monterey County Local WIB Composition - As of September 21, 2011

Board Representation	Industry / Category of Representation	Incumbents	Name of Business / Organization	Geographic Area
1. Business	Other - Technology Manufacturing	Anthony Aniello	AJ Associates	West
2. Business	Other - Retail	David Bernahl, II	Pacific Tweed, Incorporated	West
3. Business	Other - Marketing	Wendy Brickman	Brickman Marketing	West
4. Business	Other - Media	Erik Cushman	Monterey County Weekly	West
5. Business	Healthcare	Maggie melone-Echiburu	Clinica de Salud del Valle de Salinas	Central
6. Business	Building/Design	Scott Grover	Boundword INC dba art-f/x greetings	West
7. Business	Other - Services	Neal Heckman	Palace Office Interiors	West
8. Business <b>VACANT</b>	-	-	-	-
9. Business	Building/Design	Salvador Munoz	Munoz and Associates	Central
10. Business	Other - Real Estate	Judith Profeta	Alain Pinel Realtors, Carmel	West
11. Business	Agriculture	Lawrence Silva	Tanimura & Antle Fresh Foods, Inc.	Central
12. Business	Other - Law/Legal	Brian Turlington	Fenton & Keller	West
13. Business	Hospitality/Tourism	Mark Verbonich	Pebble Beach Company	West
14. Business	Hospitality/Tourism	Robert Weakley	Coastal Luxury Management	West
15. Business	Healthcare	Joanne Webster	Community Hospital of the Monterey Peninsula	West
16. Business	Other - Transportation	Hunter Harvath	Monterey-Salinas Transit	West
17. Business <b>VACANT</b>	-	-	-	-
18. Business <b>VACANT</b>	-	-	-	-
Community Based Organization	Community Based Organization	Al Davis	National Association for the Advancement of Colored People (NAACP)	
19. Community Based Organization	Community Based Organization	Teresa Sullivan	Alliance On Aging	Central
20. Community Based Organization <b>VACANT, but not required</b>	Candelaria American Indian Council	<i>Not applicable, CAIC does not exist in LWIA</i>		n/a
21. Economic Development	Economic Development	Mary Ann Leffel	Veritas Associates LLC	West
22. Economic Development	Economic Development & Small Business Development Centers	Andrea Zeller-Nield	CSUMB, Small Business Development Center	South
23. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Douglas Garrison	Monterey Peninsula College	West
24. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Phoebe Helm	Hartnell College	Central
25. One-Stop Partner	Migrant Seasonal Farmworker Programs	Diana Carrillo	Center for Employment Training	Central
26. One-Stop Partner	Wagner-Peyser & TAA/NAFTA TAA & Veterans & UI Programs	Rick Deraiche	Employment Development Department	North
27. One-Stop Partner	Rehabilitation Programs	David Dwyer	Department of Rehabilitation	Central
28. One-Stop Partner	Welfare to Work & CSBG Employment & Training Programs	Elliott Robinson	Department of Social and Employment Services	Salinas
29. One-Stop Partner	Older Americans Act	Teresa Sullivan	Alliance On Aging	West
30. One-Stop Partner	WIA Programs (Adult, DW, Youth)	Dave Potter	County of Monterey, Board of Supervisors	West
- One-Stop Partner <b>VACANT, but not required</b>	HUD Employment & Training Programs	<i>Not applicable. HUD does not exist in LWIA.</i>		n/a
- One-Stop Partner <b>VACANT, but not required</b>	Job Corps	<i>Not applicable. Job Corps does not exist in LWIA.</i>		n/a
31. Organized Labor	Organized Labor	Maria Castillo	Monterey Bay Central Labor Council	Central
32. Organized Labor	Organized Labor	Cesar Lara	Monterey Bay Central Labor Council	North
33. Organized Labor	Organized Labor	Steve MacArthur	Plumbers and Steamfitters Local 62	North
34. Organized Labor	Organized Labor	Ralph Rubio	Carpenters Local 605, Monterey County	West
35. Organized Labor	Organized Labor	Ken Sherpinski	International Brotherhood of Electrical Workers (IBEW) LU 234	North

WIB Member Composition	Current	Minimum Required
Business	15	18
Community Based Organizations	2	2
Economic Development Agencies	2	2
Educational Entities	2	2
One-Stop Partners (1 person may represent multiple programs)	6	6
Organized Labor	5	5
Total # of WIB Members	32	35
Total # of Vacancies		3-Business

## Local Board Membership

Required categories of representation under WIA § 117(b) (2). [20 CFR 661.315] and SB 293

1. Representatives of business in LWIA with optimum policy-making or hiring authority. Business owners must make up the majority of the Board.
2. At least two representatives of community based organizations.
3. At least two representatives of economic development agencies including private sector.
4. At least two representatives of local educational agencies, local school boards, post-secondary educational institutions.
5. One or more representatives of each One-Stop partner.
6. At least 15% of local WIB members shall be labor organization reps unless the local Central Labor Council does not nominate enough members.

# Monterey County Workforce Investment Board

## Membership Attendance - Jul - Sep 2011 (1st Qtr)

Board Member Name / Start Date			WIB 2011	Executive 2011	Planning 2011	Oversight 2011	Youth 2011	Total	
# of Meetings			2	1	0	1	1	5	
1.	Aniello, Anthony	02-13-2007	100%	100%				2/2	100%
2.	Bernahl, David	02-21-2006	0%					0/1	0%
3.	Brickman, Wendy	04-14-2007	100%					1/1	100%
4.	Carrillo, Diana	05-29-2001	100%	100%			100%	3/3	100%
5.	Castillo, Maria	10-27-2009	100%				0%	1/2	50%
6.	Cushman, Erik	01-04-2005	100%	100%				3/3	100%
7.	Davis, Al	PIC	100%			100%		2/2	100%
8.	Deraiche, Rick	10-26-2010	100%					2/2	100%
9.	Dwyer, David	10-19-2010	100%					2/2	100%
10.	Garrison, Dr. Douglas	08-28-2007	100%					1/1	100%
11.	Grover, Scott	10-12-2004	100%					2/2	100%
12.	Heckman, Neal	04-26-2011	100%					2/2	100%
13.	Harvath, Hunter	06-15-2010	100%				100%	2/2	100%
14.	Helm, Phoebe	02-10-2009	100%			100%		3/3	100%
15.	Lara, Cesar	06-19-2007	100%	100%		100%		4/4	100%
16.	Leffel, Mary Ann	05-29-2001	100%	100%		100%		3/3	100%
17.	Macarthur, Steve	10-19-2010	100%					2/2	100%
18.	Melone-Echiburu, Maggie	06-15-2010	100%					1/1	100%
19.	Munoz, Salvador	06-19-2007	50%				0%	1/3	33%
20.	Potter, Dave	04-14-2009	100%					1/1	100%
21.	Profeta, Judith	06-19-2007	100%			100%		2/2	100%
22.	Robinson, Elliott	06-24-2008						0/0	N/A
23.	Rubio, Ralph	07-14-2005	100%					2/2	100%
24.	Scherpinski, Ken	09-01-2009	100%			100%		2/2	100%
25.	Silva, Lawrence	06-15-2010	100%					1/2	50%
26.	Sullivan, Teresa	04-14-2007	100%			100%		3/3	100%
27.	Turlington, Brian	07-27-2010	100%					2/2	100%
28.	Verbonich, Mark	PIC	100%					2/2	100%
29.	Weakley, Robert	01-09-2007	0%					0/1	0%
30.	Webster, Joanne	01-06-2004	100%	100%				2/2	100%
31.	Zeller-Nield, Andrea	04-26-2011	100%					2/2	100%

### Youth Council Members Only

YC Member Name / Start Date							YC	Total	
# of Meetings							1	1	
1.	Bangs, Randy	06-19-2007					100%	1/1	100%
2.	Brennand, Vivian	10-17-2006					100%	1/1	100%
3.	Brown, Pamela	06-21-2005					100%	1/1	100%
4.	Carter, Patricia	02-10-2009					0%	0/1	0%
5.	Gonzalez, Mark	06-21-2005					100%	1/1	100%
6.	Kilty, Ann	07-27-2010					100%	1/1	100%
7.	Rosa, Tina	07-27-2010					0%	0/1	0%
8.	Pierce, Ginger	04-26-2011					100%	1/1	100%

As stated in the MCWIB Bylaws, a member shall be deemed to have abandoned, relinquished and otherwise resigned from his/her position on the LWIB upon the review of absences by the LWIB staff which determine that the member has had three (3) consecutive and unexcused absences from regularly scheduled meetings of the LWIB Board or its committees, or sixty (60%) of such meetings in any calendar year.



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** ACCEPT THE RESIGNATION OF MS. MAGGIE MELONE-ECHIBURU REPRESENTING BUSINESS FROM THE MCWIB UPON APPROVAL.  
**DATE:** NOVEMBER 16, 2011

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**RECOMMENDATION:**

It is recommended that the Executive Committee accept the resignation of Ms. Melone-Echiburu, representing Business from the MCWIB effective upon approval.

**INFORMATION:**

WIB staff received an email notification dated October 5, 2011, from Ms Melone-Echiburu regarding her resignation from the MCWIB. On October 31, 2011, WIB staff received a formal letter of resignation.

**ATTACHMENT:**

03a. Letter of resignation from Ms Melone-Echiburu



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Loyanne Flinn, Acting Executive Director  
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

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11/03/2011  
Date

October 31, 2011

Erik Cushman, Board Chair  
Ms. Loyanne Flinn, Acting Executive Director  
Workforce Investment Board  
Monterey County  
168 West Alisal Street, 2nd Floor,  
Salinas, CA 93901


Dear Erik and Loyanne,

I am writing to submit my resignation from the WIB Board. I am no longer working at Clinica de Salud del Valle de Salinas, therefore I no longer represent them as a business.

I would like to thank you and everyone on the WIB staff, and the entire board for the opportunity to serve with them. I am very proud to have served on the board and wish everybody continued success.

Thank you!

Sincerely,



Maggie Melone-Echiburú

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** APPROVE THE MONITORING SCHEDULE FOR PY 2011-12 WIA TITLE I ADULT, DISLOCATED WORKER, RAPID RESPONSE AND YOUTH PROGRAMS AND SPECIAL DISCRETIONARY GRANT PROJECTS  
**DATE:** NOVEMBER 16, 2011

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**INFORMATION/DISCUSSION:** It is recommended the Oversight Committee consider and approve the following monitoring schedule for program year 2011-12 for WIA Title I Adult and Youth Subcontractors and OET Adult, Dislocated Worker, Youth, and Rapid Response Programs as well as any Special Project and Discretionary Grants.

The Oversight Committee performs periodic evaluation of Workforce Investment Act (WIA) Title I fiscal and program performance of the One Stop Career Center system, service providers and sub-contractors, as well as special projects and discretionary grants. This committee is responsible for making recommendations to the Monterey County Workforce Investment Board (WIB) on all oversight and performance related matters with the exception of youth programs. The Youth Council is responsible for making recommendations to the full WIB regarding youth programs and proposals for funding, and provides oversight of WIA Title I youth programs.

**Proposed Adult, Dislocated Worker, Rapid Response & Special Projects Monitoring Schedules and Reporting Periods:**

**Shoreline Adult Program:**

- On-Site: February 6-7, 2012 (Salinas)
- Fiscal: February 8, 2012 (San Luis Obispo)
- Report: March 2012

**Turning Point Adult Program:**

- On-Site: February 21-22, 2012 (Salinas)
- Fiscal: February 23, 2012 (Visalia)
- Report: March 2012

**Office for Employment Training Adult, Dislocated Worker & Rapid Response Programs:**

- On-Site: April 2-3, 2012 (Salinas)
- Fiscal: April 5-6, 2012 (Salinas)
- Reports: May 2012

**Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:**

**Turning Point Youth Program:**

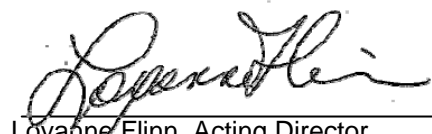
- On-Site: February 21-22, 2012 (Salinas)
- Fiscal: February 23, 2012 (Visalia)
- Report: March 2012

**Santa Cruz County Office of Education Youth Program:**

- On-Site: March 5-7, 2012 (Santa Cruz)
- Fiscal: March 2012 (Santa Cruz)
- Report: March 2012

**Office for Employment Training Youth Programs**

- On-Site: April 9-10, 2012 (Salinas)
- Fiscal: April 11-12, 2012 (Salinas)
- Reports: May 2012



Loyanne Flinn, Acting Director  
 Monterey County Workforce Investment Board  
 This report was prepared by: Marleen Esquerra, Management Analyst

11/04/2011  
 Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE OFFICE FOR EMPLOYMENT TRAINING'S ADULT AND DISLOCATED WORKER PROGRAMS FOR PY 2010-11  
**DATE:** NOVEMBER 16, 2011

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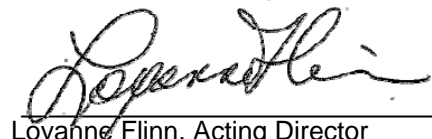
**DISCUSSION:**

This monitoring review is to report the results of the WIBs staff contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Adult and Dislocated Worker grant activities for Program Year 2010-11. The monitoring review covered both July 1, 2009 – June 30, 2010 and July 1, 2010 – June 30, 2011 time periods. The report focused on the areas of program oversight, staff time distribution and fiscal expenditures.

A program exit interview was conducted on September 22, 2011 with Employment Services Branch Director Barbara Verba, and Program Manager, Rod Powell, with an opportunity to respond to any issues or concerns.

A consolidated draft monitoring report was issued to OET on July 11, 2011. WIB staff received OET's corrective action response on August 16, 2011. OET was issued their final report on August 25, 2011. There is an outstanding finding summarized in the attached report requesting source documentation to substantiate staff time charged to the Rapid Response grant. This finding will remain open until OET can provide adequate documentation to substantiate staff hours charged to the Rapid Response grant by the Rapid Response Coordinator.

Any closed findings and/or observations noted in the report will be reevaluated for improvement in upcoming monitoring reviews.



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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was prepared by: Marleen Esquerra, Management Analyst

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11/04/2011  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE OFFICE FOR EMPLOYMENT TRAINING'S RAPID RESPONSE PROGRAM FOR PROGRAM YEARS (PY) 2009-10 AND 2010-11  
**DATE:** NOVEMBER 16, 2011

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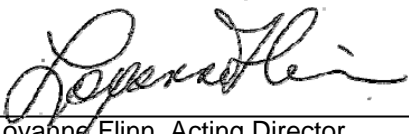
**DISCUSSION:**

This monitoring review is to report the results of the WIBs staff contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Rapid Response (RR) grant activities for two Program Years 2009-10 and 2010-11. The monitoring review covered both July 1, 2009 – June 30, 2010 and July 1, 2010 – June 30, 2011 time periods. The report focused on the areas of program oversight, staff time distribution and fiscal expenditures.

A program exit interview was conducted on September 22, 2011 with Employment Services Branch Director Barbara Verba, and Program Manager, Rod Powell, with an opportunity to respond to any issues or concerns.

A consolidated draft monitoring report was issued to OET on July 11, 2011. WIB staff received OET's corrective action response on August 16, 2011. OET was issued their final report on August 25, 2011. There is an outstanding finding summarized in the attached report requesting source documentation to substantiate staff time charged to the Rapid Response grant. This finding will remain open until OET can provide adequate documentation to substantiate staff hours charged to the Rapid Response grant by the Rapid Response Coordinator.

Any closed findings and/or observations noted in the report will be reevaluated for improvement in upcoming monitoring reviews.



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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was prepared by: Marleen Esquerra, Management Analyst

---

11/04/2011  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE CALIFORNIA GANG REDUCTION INTERVENTION AND PREVENTION (CALGRIP) PROGRAM FOR PY 2009-10  
**DATE:** NOVEMBER 16, 2011

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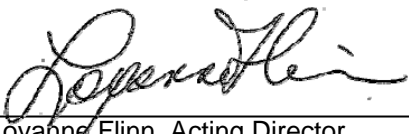
**DISCUSSION:**

This monitoring review is to report the results of the WIBs staff contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Adult and Dislocated Worker grant activities for Program Year 2010-11. The monitoring review covered the time period of July 1, 2010 through December 31, 2010. The report focused on the areas of compliance with the provisions of the WIA, associated regulations, policies and the local plan. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, staff, and observations.

A program exit interview was conducted on September 22, 2011 with Employment Services Branch Director Barbara Verba, and Program Manager, Rod Powell, with an opportunity to respond to any issues or concerns.

A consolidated draft monitoring report was issued to OET on July 11, 2011. WIB staff received OET's corrective action response on August 16, 2011. OET was issued their final report on August 25, 2011. There is an outstanding finding summarized in the attached report requesting source documentation to substantiate staff time charged to the Rapid Response grant. This finding will remain open until OET can provide adequate documentation to substantiate staff hours charged to the Rapid Response grant by the Rapid Response Coordinator.

Any closed findings and/or observations noted in the report will be reevaluated for improvement in upcoming monitoring reviews.



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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was prepared by: Marleen Esquerra, Management Analyst

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11/04/2011  
Date

**Monterey County Workforce Investment Board (WIB)**  
LOCAL POLICY BULLETIN #2011-05

Effective Date: *August 3, 2011, WIB meeting*

**TO:** All Monterey County System Providers

**SUBJECT:** **On-the-Job Training (OJT) Policy**

**PURPOSE:** The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts.

**REFERENCE:** WIA 101(31), WIA Final Rule, 20 CFR; Part 652, 663.700 through 663.720.

**POLICY:**

**I. Overview of OJT**

OJT is one strategy for individuals to receive training funded through the Workforce Investment Act (WIA). The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the costs associated with training the OJT trainee, which are usually calculated at half the pay rate for the agreed-upon training period; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**II. Length of Training**

An OJT contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan or service strategy. The training plan must describe a timeline for completion of the training.

**III. Training Reimbursement**

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50% -- which is considered payment for extraordinary costs to the employer associated with training a new employee.

**IV. Outreach Strategies**

Outreach can be done directly or indirectly to both employers and job seekers. Outreach includes, but is not limited to: face-to-face contacts, direct mailers, press releases, involvement with the Chamber of Commerce and networking with other agencies.

**V. Employer Pre-Screening for OJT**

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, a pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee. Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program



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authorized under title I of WIA, the OJT would be inconsistent with a collective bargaining agreement, the program obtains written concurrence from the appropriate labor organization and employer before the OJT activity begins;

- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
  - ✓ \$10.50 per hour
  - ✓ Other employees in the same occupation with similar experience;
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees; and
- The employer will comply with the non-discrimination and equal opportunity provisions of WIA and its regulations.
- Applicants have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment. Authorized WorkKeys® assessments and WIN remedial training may be provided by appointment through partners of the Central Coast Career Readiness Consortium by contacting the Monterey County Business Council at (831) 883-9443 or Salinas One Stop Career Center at (831) 796-3600.

## **VI. OJT Trainee Requirements**

Only those individuals who meet the eligibility requirements for intensive services (*Reference WIA Eligibility Technical Assistance Guide, WIB Policy 2011-03 Tiered Service Levels – Core, Intensive and Training Services and WIB Policy 2011-01 Lower Living Standard Income Level and Poverty Guidelines*), who have received an assessment and for whom an Individual Employment Plan (IEP) has been developed may be considered for OJT, as well as any type of training under WIA.

An individual referred to a One Stop Career Center by an employer may be considered for OJT with that employer only after the individual has met intensive services eligibility requirements for the identified funding stream, received an assessment, and for whom an IEP has been developed which indicates an OJT is appropriate based upon the skill requirements of the occupation; the academic and occupational skill level of the participant; the participant's prior work history and experience; and the participant's level of commitment to program services and likeliness to succeed. The IEP documentation of a participant's appropriateness for OJT is required prior to employer selection.

A variety of assessment instruments are available to assist in the determination of participant/trainee suitability, to include the WorkKeys Readiness Indicator. The selection of appropriate assessment instruments is based upon the individual needs of the participant and training employer.

## **VII. Required Documents**

To encourage the use of OJT by employers and job seekers, it is critical that the OJT providers keep paperwork to a minimum. However, there are several documents required to effectively implement an OJT including OJT contracts, training plans (IEPs), invoicing and monitoring documentation. An OJT is considered a program cost under WIA and should be reported as such on financial reports.

### **A. OJT Contract Minimum Requirements**

Contracts are the terms and conditions that the employer and OJT provider agree to provide for an OJT experience. At a minimum, an OJT contract must comply with the requirements of WIA rules and regulations including identifying the occupation, skills and competencies to be learned, and the length of time the training will be provided. Contracts should also include requirements specific to the state and local areas and the requirements specific to OJTs funded through other federal programs. An OJT contract is considered to be a legally binding agreement between the employer and OJT provider.

Local OJT providers must conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. OJT employers must be aware of the following:

- OJT participants must receive wages and fringe benefits equal to those similarly

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employed by the employer;

- The reimbursement mechanisms of an OJT are not a wage subsidy;
- It is expected that the participant will continue working after the payments to the employer end; and
- It is expected that participants who complete an OJT will continue to receive compensation and benefits commensurate with the job performance.

### **B. Training Plans**

After determination of the occupation in which the participant will be trained, an OJT training plan must be developed to allow for the monitoring of agreed upon contract provisions and the progression of the established training program. The training plan becomes the work statement of the contract and should serve as a guide when delivering training. This plan will be a formal and written program of the structured job training that will provide participants with an orderly combination of instruction in work maturity skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. OJT providers can use O\*NET and/or a company job description as a basis to begin listing skills or tasks. Skill descriptions should be concise and comprehensive and ensure that individual tasks are both measurable and observable. All OJT Training Plans must include:

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;
3. OJT information – start and end dates, wage rate, and reimbursement rates;
4. Occupational information – job title & description, O\*NET code, and # of hours per week. O\*NET should not be relied upon exclusively at the risk of overlooking the needs, skills, and abilities of the participant and the specific needs of the employer;
5. Job skills – skills necessary to perform the job and the trainee’s skill level for each;
6. Training information - list of specific skills or tasks the employer agrees to provide to the participant, estimated training hours for each skill, and acknowledgement of skill obtained; and
7. Signatures - of trainee and date, of employer and date, and of OJT provider and date.

### **C. Invoicing**

Payments to employers for OJT shall be in compliance with WIA program guidelines and must not be in excess of 50 percent of the wage rate of the OJT participant. Payments to employers are in compensation for the “extraordinary costs” associated with training participants. Employers are not required to document these extraordinary costs associated with training of participants, which may include more intense supervision; abnormal wear on tools; down time; and lower rates of production.

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

### **D. Other Terms & Conditions, WIA General Assurances and Certifications**

All contacts and OJT employers must adhere to the Other Terms & Conditions, WIA General Assurances and Certifications as written by the Monterey County WIB.

### **E. Monitoring**

Monitoring is the responsibility of both the state and the local area, though the duty may be assigned to another designated entity or individual. Monitoring at the local level will include oversight of the participant training and corresponding employer payroll records. To ensure validity and propriety of the reimbursement amounts claimed, and that the training for which the contract is written is actually delivered, on site monitoring of OJT employers is required. The on-site monitoring of the OJT must include documenting information received directly from the trainees, should capture the trainee supervisor’s perspective about how the training is progressing, and should include review of the employer payroll records.

## **VIII. Additional Resources**

The **OJT Toolkit** (available at [www.ojttoolkit.workforce3one.org](http://www.ojttoolkit.workforce3one.org)) has a variety of OJT

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Workforce Investment  
Board (WIB)

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## ACTION 08

resources, documents and samples to aid OJT providers in implementing their OJT policy and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

For the purposes of administering OJT contracts under the **National Emergency Grant (NEG) OJT** grant, visit [http://www.doleta.gov/layoff/OJT\\_Policy\\_QA.cfm](http://www.doleta.gov/layoff/OJT_Policy_QA.cfm) for a list of OJT NEG program and policy information.

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

This policy will be posted to the MCWIB website located at: [www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)



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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** DRAFT PROGRAM YEAR 2010-2011 WIB ANNUAL REPORT  
**DATE:** NOVEMBER 16, 2011

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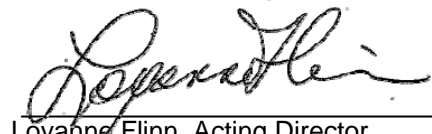
**DISCUSSION:**

A draft copy of the Program Year 2010-2011 WIB Annual Report will be distributed at the meeting. Please provide comments and input to Stephanie Shonley, 831-796-6410 or [shonleys@co.monterey.ca.us](mailto:shonleys@co.monterey.ca.us).

The final report will be on the next Executive Committee agenda for approval and is scheduled for the December 13, 2011 Board of Supervisors consent calendar.

The Draft Annual Report includes:

- Welcome from the Chair
- Purpose of the WIB
- Funding flow of WIA monies
- WIB budget
- Performance trends
- Business Services and Rapid Response
- Grants and special projects
- Youth employment
- Long-term planning
- List of WIB & Youth Council members



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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was prepared by: Stephanie Shonley, Management Analyst

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11/10/2011  
Date

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# MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** DISCUSSION AND UPDATE TO THE WORKFORCE INVESTMENT BOARD (WIB) BYLAWS REGARDING MEMBERSHIP COMPOSITION TO BE IN COMPLIANCE WITH WORKFORCE INVESTMENT ACT (WIA) OF 1998 AND CALIFORNIA SENATE BILL 293  
**DATE:** November 16, 2011

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**DISCUSSION:**

On October 5, 2011, the WIB reviewed and approved the amended Bylaws. To ensure compliance with WIA, WIB staff made the following changes to the required membership composition:

- The Community Based Organizations (CBO) was changed from one to two members.
- Local Economic Development was reduced from one to two members.

The amended WIB Bylaws will be forwarded to the Monterey County Board of Supervisors for approval.



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

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11/04/2011  
Date

# PUBLIC MEETING NOTICE

## Monterey County Workforce Investment Board Meeting

Location TBD

Wednesday, Date TBD - 8:30 am



Erik Cushman,  
WIB & Executive Chair

Joanne Webster,  
WIB 1<sup>st</sup> Vice Chair

Anthony Aniello  
WIB 2<sup>nd</sup> Vice Chair

David Bernahl, II,  
WIB Past Chair

**WIB Members:**

Wendy Brickman  
Diana Carrillo  
Maria Castillo  
Al Davis  
Rick Deraiche  
David Dwyer  
Douglas Garrison  
Scott Grover  
Hunter Harvath  
Neal Heckman  
Phoebe Helm  
Cesar Lara  
Mary Ann Leffel  
Maggie Melone-Echiburu  
Salvador Munoz  
Dave Potter  
Steve MacArthur  
Judith Profeta  
Elliott Robinson  
Ralph Rubio  
Ken Scherpinski  
Larry Silva  
Teresa Sullivan  
Brian Turlington  
Mark Verbonich  
Robert Weakley  
Andrea Zeller-Nield

**AGENDA**

<b>CALL TO ORDER/INTRODUCTIONS</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO THE AGENDA</b>	
<b>PUBLIC COMMENT</b> – For items not listed on the agenda. Limited to 3 min.	
<b>8:30am BUSINESS MEETING</b>	
1. <b>Action:</b> Approve the minutes of the October 5, 2011 Workforce Investment Board meeting.	Erik Cushman
<b>APPOINTMENTS &amp; RESIGNATIONS</b>	
2. <b>Action:</b> Accept the resignation of Maggie Melone-Echiburu, representing Business (Healthcare) from the Monterey County Workforce Investment board (MCWIB)	Erik Cushman
<b>BUSINESS MEETING</b>	
<b>Director’s Report:</b> Summary of workforce development issues and considerations.	Loyanne Flinn
<b>OTHER BOARD MATTERS</b>	
<b>Board Member Comments and Referrals:</b> The Chair shall receive requests for information from board members for items not appearing on the agenda.	
3. <b>Action:</b> Approve the monitoring schedule for Program Year (PY) 2011-12 WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Programs and Special discretionary Grant projects.	Cesar Lara
4. <b>Action:</b> Review and approve the final monitoring report for the Office for Employment Training’s Adult and Dislocated Worker Programs for PY 2010-11.	Cesar Lara
5. <b>Action:</b> Review and approve the final monitoring report for the Office for Employment Training’s Rapid Response Program for PY 2009-10 and 2010-11.	Cesar Lara
6. <b>Action:</b> Review and approve the final monitoring report for the California Gang Reduction Intervention and Prevention (CalGRIP) Program for PY 2009-10	Cesar Lara
7. <b>Action:</b> Consider and approve the final WIB On-The-Job training policy.	Loyanne Flinn
8. <b>Action:</b> Review and consider the WIB Annual Plan	Loyanne Flinn
9. <b>Information:</b> Discussion and update on the disposition of the Healing Pole	Diane Carrillo
<b>ANNOUNCEMENTS OF EVENTS OR SERVICES</b>	Erik Cushman
<b>Upcoming Subcommittee Meetings:</b>	<b>Upcoming WIB Meetings:</b>
<ul style="list-style-type: none"> <li>▪ Executive: 12/21/11</li> <li>▪ Planning: 12/01/11</li> <li>▪ Oversight: 12/08/11</li> <li>▪ Youth Council: 01/09/12</li> </ul>	<ul style="list-style-type: none"> <li>▪ February 7, 2012-TBD</li> </ul>
<b>ADJOURN</b>	Erik Cushman
<p>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. For information, please call (831) 796-6434 or visit our website at <a href="http://www.montereycountywib.org">www.montereycountywib.org</a>.</p>	

Draft

Monterey County  
Workforce Investment  
Board (WIB)

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