



MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

Monterey County Workforce Investment Board (WIB) EXECUTIVE COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA

Wednesday, March 26, 2014, 8:00 am

**Executive Committee
Members:**

Erik Cushman, Chair

Anthony Aniello

Diana Carrillo

Cesar Lara

Mary Ann Leffel

Dr. Willard Lewallen

Dave Potter

AGENDA

CALL TO ORDER/INTRODUCTIONS:		Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:		
PUBLIC COMMENT:		
SUBCOMMITTEE CHAIR REPORTS:		Erik Cushman
<ul style="list-style-type: none"> ▪ OVERSIGHT: Mary Ann Leffel ▪ YOUTH COUNCIL: Diana Carrillo ▪ BUSINESS SERVICES: Tony Aniello 		
CONSENT CALENDAR:		Erik Cushman
1. ACTION: Approve minutes from January 15, 2014.		
2. ACTION: Concur with the March 13, 2014 Oversight Committee action to consider and approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2010-11.		Joyce Aldrich
3. ACTION: Concur with the March 13, 2014 Oversight Committee action to consider and approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14.		Joyce Aldrich
APPOINTMENTS:		Erik Cushman
1. ACTION: Consider and approve the resignation of David Dwyer, representing Department of Rehabilitation from the Workforce Investment Board.		
2. ACTION: Consider and approve the WIB re-appointments of: <ul style="list-style-type: none"> ▪ Neal Heckman, representing Business ▪ Andrea Zeller-Nield, representing Economic Development 		
3. ACTION: Consider and approve the Youth Council re-appointments of: <ul style="list-style-type: none"> ▪ Sharon Albert, representing Education ▪ Mark Gonzalez, representing Apprenticeship Training Programs 		
4. ACTION: Consider and approve the appointment of Kevin McClelland, representing Education, to the Workforce Investment Board (WIB) Youth Council for a two year term.		
DISCUSSION/REVIEW OF BUSINESS CALENDAR ACTION ITEMS:		
1. WIB Retreat Debrief (handout)		Erik Cushman
2. Update on the WIB budget for PY 2013-14. (handout)		Joyce Aldrich
3. Director's Report: (verbal) <ul style="list-style-type: none"> ▪ Day at the Capitol March 19, 2014 ▪ CWA Board Meeting March 20-21, 2014 ▪ NAWB Conference March 29, 2014 		
4. Review and discuss the DRAFT WIB Agenda in preparation for the meeting. (handout)		

**Monterey County
Workforce Investment
Board (WIB)**

Joyce Aldrich,
WIB Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644

www.montereycountywib.org



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Dave Potter

MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

ANNOUNCEMENTS OF EVENTS:

SUBCOMMITTEE MEETINGS:

Business Services: 04/08/14, Marina Library

Executive: 04/16/14, Shoreline, Marina

Oversight: 05/08/14, Shoreline, Marina

Youth: 05/13/14, Shoreline, Marina

WIB MEETING:

April 2, 2014 Marina Library

To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org.

**Monterey County
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UNADOPTED

Monterey County Workforce Investment Board
Executive Committee
Shoreline Workforce Development
Wednesday, January 15, 2014

Members Present: Diana Carrillo, Erik Cushman (Chair), Cesar Lara and Mary Ann Leffel and Dr. Willard Lewallen

Members Absent: Anthony Aniello and Dave Potter

Staff Present: Joyce Aldrich, Marleen Esquerra and Flor Galvan

Others Present: Rebecca Cenicerros and Rosie Chavez

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:06 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: Ms. Aldrich reported that she would be providing handouts for business items #4 and #7. Aldrich requested that a business membership item be added to the agenda. According to the Brown Act, we can add an item to the Agenda if the local WIB was notified of the Agenda exception after the agenda had already been posted and that it constitutes immediate action. WIB staff received a membership application after the Agenda was released and the urgency to make an exception to the Agenda is to meet the local board composition requirements in accordance with the WIA and Local Plan.

Motion: Ms. Leffel motioned to add Paula Calvetti's membership application as action item #3 to the agenda, under appointments.

Second: Mr. Lara

Motion Passed Unanimously

Public Comment: None

Subcommittee Chair Reports:

Oversight: Ms. Leffel reported on the Oversight Committee meeting held on January 9th. She stated the members are pleased with the reporting of the mid-year budget and she thanked the new fiscal manger Ms. Kristen Aldrich for her efforts. The members also discussed ways to support the upcoming Summer Youth Employment Program and funding opportunities concerning the Employment Training Panel.

Youth Council: Ms. Carrillo reported on the Youth Council meeting held on January 14th, where they welcomed a new member representing in-school youth. She highlighted a presentation given by the Director of Mission Trails Regional Occupation Program. She was pleased to report that all youth providers are meeting their performance goals and requirements. She stated a discussion was held concerning the Youth Request for Proposals, which is scheduled for release in February 2014.

Consent Calendar:

1. Approve minutes from November 20, 2013.

Motion: Mr. Lara motioned to approve the action as stated.

Second: Ms. Carrillo

Abstention: Ms. Leffel

Motion Passed Unanimously

Appointments:

1. Action: consider and approve the appointment of Kathleen "Kathy" Eckerson representing Business, to the WIB for a three year term.

Ms. Leffel recommended that the committee take an in-depth look at business applicants that are seeking appointment on the WIB. She stated the applicants should represent employers with employees and not sole proprietors. Ms. Leffel stated that if the WIB is going to be active in the community it needs to have HR Directors, and business owners who can utilize our services, understand what we do and provide employment opportunities and referrals to our participants. Mr.

Lara agreed and recommended that all applicants come before the committee before their appointment is considered. Ms. Carrillo stated that Ms. Eckerson has extensive background serving on WIB's and feels that she might have new suggestions and best practice ideas to share.

Motion: Ms. Leffel motioned to postpone the action indefinitely.

Second: Mr. Lara

Motion Passed Unanimously

2. Action: consider and approve the appointment of Daniel McCormick, representing Business, to the WIB for a three year term.

The members discussed the appointment of Mr. McCormick and decided that it was best to postpone the action indefinitely to give the member's time to review and discuss his application.

Motion: Ms. Leffel motioned to postpone the action indefinitely.

Second: Mr. Lara

Motion Passed Unanimously

3. Action: consider and approve the appointment of Paula Calvetti, representing Business, to the WIB for a three year term. Mr. Cushman reported that Ms. Calvetti is the HR Director for one of the largest hospitality employers in Monterey County, which represents one of our key industry sectors.

She is connected in the community and has vast knowledge of employee retention and promotions.

Motion: Ms. Leffel motioned to approve the action as stated.

Second: Mr. Lara

Motion Passed Unanimously

Discussion/Review of Business Calendar Action Items:

1. **Review the WIB membership composition.** Ms. Aldrich reported that as of January 15, 2014, there are three vacancies on the full WIB, with two representing business and one labor. She reported that she expects the labor vacancy to be filled shortly and also anticipates that with Ms. Calvetti's membership, the vacancy in business will be down to two. She thanked the members for their hard work in providing potential membership candidates for the WIB to consider.
2. **Receive a report on the Request for Proposals for WIA Title I Adult and Youth Programs subcontracts to begin in PY 2014-15.** Ms. Aldrich reported that she continues to work on the Adult and Youth RFP's. She will forward the information to the Monterey County Contracts and Purchasing Department by January 15, 2014 to begin the process. The new RFP's will place a priority on academic and vocational skills development for promotion of career pathways in hi-demand and high wage occupations and also support more of a collaborative and regional effort.
3. **Report on the State's new Performance goals for Local Workforce Investment Area (LWIA).** Ms. Aldrich reported that the WIB recently negotiated the new performance goals with the State. She stated that although the goals were increased in the Dislocated Worker average earnings and Youth literacy and numeracy gains; the service providers have been able to adjust accordingly. She anticipates that Monterey County will exceed the performance goals set for this year.
4. **Update on the WIB budget for PY 2013-14.** Ms. Aldrich reported that the handout provides a clear picture of the budget as of November 30, 2013. She reported that the participant training allocation for the adult program was minimally spent because the contracts were not awarded until October 2013. She reported the Dislocated Worker funding allocation has been expended by \$319,000. As for the Youth allocation, the funds are primarily used for the Summer Youth Employment Program and she expects this funding stream will be fully expended by the end of the year. The Business Services staff has been actively providing outreach to employers and so she expects the expenditures for the Rapid Response allocation to significantly increase. Ms. Aldrich reported that she is currently working with the State on the request for funding for Dislocated Worker Additional Assistance.
5. **Update on the WIB's Strategic Local Plan goals.** Ms. Aldrich reported on the latest Local Plan strategies and actions. Ms. Aldrich reported that many of the action items are either on target based on the dates or in progress. WIB staff continues to work on the use of WorkKeys as career readiness assessments. She anticipates that the WIB training policy will be revised to provide a more robust

and region-wide emphasis on the WorkKeys certification. To fulfill the WIB's membership composition requirements representing our major industries, Ms. Aldrich stated that members are actively providing potential membership applications for consideration to the WIB. She added that the Department of Rehabilitation would like to work closely with the staff in the America's Job Centers of California to provide services to diverse populations.

6. **Director's Report.** Ms. Aldrich reported that the National Association of Workforce Boards conference is being held on March 29 – April 1, 2014 in Washington, DC. She reported that she and Ms. Leffel will be attending. She asked if any additional members would like to attend. She also reported that she continues to work with the State on the 2nd round of Dislocated Worker Additional Assistance request for funding. She reported that the Monterey County Board of Supervisors approved the California Department of Corrections and Rehabilitation (CDCR) grant, which should commence soon.
7. **Review and Discuss the DRAFT WIB Agenda in preparation for the meeting scheduled for February 5, 2014.** Ms. Aldrich reported on the draft WIB agenda for the meeting scheduled on February 5, 2014. The agenda will contain four action items. The intent is for the business meeting will adjourn at 8:30 am, with the WIB retreat scheduled to immediately follow. She has been working with the facilitator on the WIB retreat agenda and anticipates the meeting will end at approximately 12:30pm.

Announcements of Events: Ms. Leffel announced the Regional Economic Forum will take place on March 6, 2014 at Embassy Suites. The forum will feature success stories in agriculture, technology and green sustainability and higher education industry sectors. She also announced that the "Ideas of March" will be held on March 15, 2014. The ribbon-cutting event for the airport will be held on January 24th at 3:00 pm. Mr. Cushman announced the Startup Weekend at CSUMB will be held on January 24-26, 2014. Dr. Lewallen announced the ribbon cutting and grand opening of Hartnell's Technical Training Building on January 30, 2014. He also announced a concert on January 24, 2014 will be held at Hartnell at 6:00 pm.

Adjournment: Mr. Cushman adjourned the meeting at 9:52 am.

Motion: Ms. Carrillo motioned to accept the adjournment

Second: Ms. Leffel

Motion Passed Unanimously

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE MARCH 13, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE THE WIB'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM REVIEW FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW OFFICE FOR PROGRAM YEAR 2010-11

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee concur with the March 13, 2014 Oversight Committee action to approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State of California Employment Development Department's Compliance Review Office for Program Year 2010-11.

INFORMATION:

The annual monitoring review of the WIB's program operations for activities funded by the WIA for Program Year 2010-11 was conducted on January 31 - February 4, 2011.

The review focused on the areas of WIA youth programs to include program administration, participant eligibility, WIA/ARRA activities, local level monitoring, grievance and complaint systems, and management information system and reporting.

The attached final monitoring report was issued to the WIB as a final report on February 20, 2014.

There were four findings cited by the State. The State indicated that the WIB response sent on November 22, 2011, adequately addressed all the findings, and no further action is required. The State considers these issues resolved.

ATTACHMENT:

WIA Program Review Final Monitoring Report PY 2010-11



Edmund G. Brown Jr.
Governor

Mr. David Spaur, Economic Development Director
Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905

Dear Mr. Spaur:

WORKFORCE INVESTMENT ACT
PROGRAM REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2013-14

This is to inform you of the results of our review for Program Year (PY) 2013-14 of the Monterey County Workforce Investment Board's (MCWIB) Workforce Investment Act (WIA) 85-Percent grant program operations. For this review, we focused on WIA activities for the adult and dislocated worker programs including the following areas: Workforce Investment Board and Youth Council composition, local program oversight and monitoring of subrecipients, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance and complaint system, participant eligibility, intensive services, training services, supportive services, youth services, and rapid response activities.

This review was conducted by Mr. David Jansson from September 16, 2013, through September 20, 2013.

Our review was conducted under the authority of Sections 667.400(a) and (c) and 667.410 of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant.

We collected the information for this report through interviews with MCWIB representatives and service provider staff. In addition, this report includes the results of our review of sampled case files, MCWIB's response to Sections I, II, and Attachment I of the WIA Program On-Site Monitoring Guide, and a review of applicable policies and procedures for PY 2013-14.

We received your response to our draft report on January 15, 2014, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed findings 1 and 2 cited in the draft report, no further action is required and we consider these issues resolved. Additionally, your response adequately addressed findings 3 and 4 cited in the draft report, and no further action is

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required at this time. However, these issues will remain open until we verify your implementation of your stated corrective action plan during a future onsite review. Until then, these findings are assigned Corrective Action Tracking System (CATS) numbers 14021 and 14022.

BACKGROUND

The MCWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of Californiasm delivery system. For PY 2013-14, the MCWIB was allocated: \$1,479,571 to serve 630 adult participants; \$1,532,119 to serve 317 youth participants; and \$2,014,142 to serve 683 dislocated worker participants.

At the time of the review, PY 2013-14 first quarter expenditure reports were not yet available. However, for the quarter ending June 30, 2013, MCWIB reported the following PY 2012-13 WIA expenditures: \$1,593,737 for adult participants; \$1,394,870 for youth participants; and \$1,882,198 for dislocated worker participants. In addition, MCWIB reported the following WIA enrollments: 404 adult participants; 389 youth participants; and 446 dislocated worker participants.

We reviewed case files for 21 of the 850 Adult and Dislocated Worker participants enrolled in the WIA program as of August 28, 2013.

PROGRAM REVIEW RESULTS

While we conclude that, overall, MCWIB is meeting applicable WIA requirements concerning grant program administration, we noted instances of noncompliance in the following areas: management information system/reporting, case management, and follow-up services. The findings that we identified in these areas, our recommendations, and MCWIB's proposed resolution of the findings are specified below.

FINDING ONE

Requirement: WIA Section 185(c)(2) states, in part, that each local board and each recipient receiving funds shall maintain comparable management information systems designed to facilitate the uniform compilation and analysis of participant data necessary for monitoring and evaluation purposes. In addition, WIA Section 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and

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activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

Workforce Services Directive (WSD) 09-8 states, in part, that all recipients of WIA funds will submit client data via the Job Training Automation (JTA) system complying with the specifications for each data field.

Observation:

We observed JTA reporting issues in 15 out of the 21 case files reviewed. Specifically, the types of errors we observed included:

- Multiple WIA activities held on the same date with the same JTA activity code, but only one activity was reported to JTA. (The WIA activities were assigned unique activity codes in the Virtual One-Stop (VOS), which then translate to the same JTA activity code.)
- Exit date not reported.
- Exit date in VOS differed from the exit date reported to JTA.
- Employment data not reported to JTA.
- Supportive services not reported to JTA.

A list of case files and errors were provided to MCWIB staff at the exit conference.

Recommendation:

We recommended that MCWIB review and reconcile all identified participant reporting inaccuracies identified above, and provide the Compliance Review Office documentation of its results. Additionally, we recommended that MCWIB audit all active participant case files for JTA reporting inconsistencies. Finally, we recommended MCWIB provide the Compliance Review Office with a corrective action plan (CAP) explaining how, in the future, it will ensure that data reported to the State is accurate regarding the activities in which participants are enrolled.

**MCWIB's
Response:**

The MCWIB stated that it audited participant case files for reporting inconsistencies and worked with its WIA service providers and subcontractors to verify that necessary documentation was obtained and filed in each of the participant case files. The MCWIB staff also ensured any necessary changes were sufficiently documented in the VOS and the State

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JTA systems. The MCWIB provided a summary outlining its actions and outcomes for each of the identified participants. Additionally, MCWIB's Oversight Committee continued reviews participant activities and services to ensure accuracy. Furthermore, on a monthly basis, WIB staff complete a reconciliation of active enrollments to ensure accuracy of reported participant activities and services.

State Conclusion: We consider this finding resolved.

FINDING TWO

Requirement: WIA 185(c)(2) states, in part, that each Local Board and each recipient receiving funds shall maintain comparable management information systems, designed to facilitate the uniform compilation and analysis of programmatic and financial data necessary for monitoring and evaluating purposes.

In addition, WIA 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

The Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 states, in part, that the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

Additionally, TEGL 17-05 states, in part, that once a participant has not received any WIA funded or partner services for 90 days (except follow-up services, and there is no planned gap in service or the planned gap in service is for reasons other than those related to health/medical condition and delay in training) that participants must be exited from WIA. The exit date is the last date of WIA funded or partner received services.

Observation: We observed in three participant case files gaps in services over 90 days, ranging from 110 days to 245 days.

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Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation demonstrating that either services are being provided during the days identified for the three participants noted above, or, where applicable, that the participants are exited from the WIA program as of the last date of service. Additionally, we recommended MCWIB send the Compliance Review Office documentation of its actions. Finally, we recommended MCWIB provide the Compliance Review Office a CAP outlining how it will, in the future, ensure that no 90 day gaps in services will occur.

**MCWIB's
Response:**

The MCWIB stated in its response that two of the participants were soft exited after repeated attempts at contact. The third participant continued to receive WIA services. The JTA printouts for each of the three participants were provided to document MCWIB's actions. Finally, MCWIB restated its policy to soft exit participants after 90 days of inactivity via the VOS system.

State Conclusion: We consider this finding resolved.

FINDING THREE

Requirement: 20 CFR Section 663.105 states, in part, that registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

WIA Eligibility Technical Assistance Guide states, in part, that One-Stop Operators and applicants must make reasonable efforts to document eligibility for WIA funded programs. However, applicant statements may be used when an item is unverifiable or it is unreasonably difficult for the applicant to obtain.

Observation: We observed in 13 out of the 21 case files that MCWIB used applicant statements for income verification. In 9 of the 13 income verification applicant statements, no documentation in the case files confirmed that case managers followed federal requirements to obtain and document any reasonable efforts to verify the applicant statements. Therefore, we were unable to determine if MCWIB performed due diligence in collecting and

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confirming income eligibility for WIA services for these nine participants.

Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation, other than applicant statements, to verify the income status of the nine participants identified above. We also recommended that MCWIB provide the Compliance Review Office with a CAP stating how it would ensure that, in the future, all attempts to verify income eligibility will be documented by MCWIB in the case file before using applicant statements.

**MCWIB's
 Response:**

The MCWIB provided verification of income status for the identified participants. Additionally, MCWIB provided narrative explaining its outcomes for each participant situation. Finally, MCWIB stated ongoing reviews occur, as well as annual monitoring, to ensure eligibility documentation and verification procedures were followed by its service providers and subcontractors.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14021.

FINDING FOUR

Requirement: 20 CFR Section 667.300(a) states, in part, that all states and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by the Department of Labor.

WSD09-8 states, in part, that all Local Workforce Investment Areas and subrecipients of WIA funds will submit WIA client data via the JTA system following instructions provided in the WIA JTA System Client Forms Handbook.

WIA JTA System Client Forms Handbook, Chapter 10 states, in part, that follow-up contact must be made available after entry into unsubsidized employment. Individuals may be re-evaluated at 30

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2nd, 3rd, or 4th quarter contacts are required after the client leaves the program. A follow-up contact is a check to determine a client's employment and educational status after exiting the WIA program.

Observation: We observed in 7 out of the 21 case files reviewed that MCWIB did not perform follow-up services. In two instances, attempts were made to contact the participants and were documented in the case notes, but no direct contact occurred and no services were provided.

Recommendation: We recommended MCWIB provide the Compliance Review Office a CAP, with a timeline, outlining how it will ensure in the future that follow-up services are provided to all exited Adult and Dislocated Worker participants. Additionally, we recommended that MCWIB provide follow-up services for each exited participant observed, and provide the Compliance Review Office documentation of its actions.

MCWIB's Response: The MCWIB stated that all subrecipients of MCWIB's Title I programs are required to provide follow-up services to participants following their exit from the program. Further, MCWIB stated that it worked with its service providers and subcontractors in auditing participant case files. The MCWIB found that follow-up services in the first quarter for the identified participants were either provided or not scheduled until after the State monitoring review. Additionally, MCWIB will complete a monthly reconciliation of active enrollments to ensure that exit data includes all necessary and accurate information for the participant's programs and activities. Finally, follow-up activities are subject to review by the MCWIB monitor.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14022.

We provide you up to 20 working days after receipt of this report to submit your response to the Compliance Review Office. Because we faxed a copy of this report to

dej:4016

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your office on the date indicated above, we request your response no later March 10, 2014. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22
P.O. Box 826880
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. David Jansson at (916) 654-7690 or Mr. D. Vance Cannedy at (916) 654-7005.

Sincerely,



JOHN GRIFFIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Daniel Patterson, MIC 45
Georganne Pintar, MIC 50
Eileen Rohfing, MIC 50

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONCUR WITH THE MARCH 13, 2014 OVERSIGHT COMMITTEE ACTION TO APPROVE THE WIB'S WORKFORCE INVESTMENT ACT (WIA) PROGRAM REVIEW FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW OFFICE FOR PROGRAM YEAR 2013-14

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee concur with the March 13, 2014 Oversight Committee action to approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State of California Employment Development Department's Compliance Review Office for Program Year 2013-14.

INFORMATION:

The annual monitoring review of the WIB's program operations for activities funded by the WIA for Program Year 2013-14 was conducted on September 16 - 20, 2013.

The review focused on the areas of the WIB and Youth Council membership composition, local program oversight and monitoring of subrecipients, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance and complaint systems, participant eligibility, intensive services, training services, supportive services, youth services, and rapid response activities.

The attached final monitoring report was issued to the WIB as a final report on February 7, 2014. There were four findings cited by the State. The following summarizes the status of the findings and conclusion of each:

- **Finding 1 – JTA Reporting Issues:** The State indicated that the WIB response adequately addressed this finding, and no further action is required. The State considers these issues resolved.
- **Finding 2 – 90-Day Gap in Service:** The State indicated that the WIB response adequately addressed this finding, and no further action is required. The State considers this issue resolved.
- **Finding 3 – Applicant Statement for Income:** The State indicated that the WIB's response and corrective action should be sufficient to resolve this issue and no further corrective action is required. However, the State cannot close this issue until they verify, during a future onsite visit, the WIB's successful implementation of its stated corrective action. Until then, this issue remains open. *The WIB plans to review this during its annual monitoring review of OET, Shoreline, and Turning Point's WIA Adult and/or DW programs to be scheduled in March/April 2014.*
- **Finding 4 – No Follow-up:** The State indicated that the WIB's response and corrective action should be sufficient to resolve this issue and no further corrective action is required. However, the State cannot close this issue until they verify, during a future onsite visit, the WIB's successful implementation of its stated corrective action. Until then, this issue remains open. *The WIB plans to review this during its annual monitoring review of OET, Shoreline, and Turning Point's WIA Adult and/or DW programs to be scheduled in March/April 2014.*

ATTACHMENT:

WIA Program Review Final Monitoring Report PY 2013-14



Edmund G. Brown Jr.
Governor

Mr. David Spaur, Economic Development Director
Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905

Dear Mr. Spaur:

WORKFORCE INVESTMENT ACT
PROGRAM REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2013-14

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This review was conducted by Mr. David Jansson from September 16, 2013, through September 20, 2013.

Our review was conducted under the authority of Sections 667.400(a) and (c) and 667.410 of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant.

We collected the information for this report through interviews with MCWIB representatives and service provider staff. In addition, this report includes the results of our review of sampled case files, MCWIB's response to Sections I, II, and Attachment I of the WIA Program On-Site Monitoring Guide, and a review of applicable policies and procedures for PY 2013-14.

We received your response to our draft report on January 15, 2014, and reviewed your comments and documentation before finalizing this report. Because your response adequately addressed findings 1 and 2 cited in the draft report, no further action is required and we consider these issues resolved. Additionally, your response adequately addressed findings 3 and 4 cited in the draft report, and no further action is

Mr. David Spaur
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required at this time. However, these issues will remain open until we verify your implementation of your stated corrective action plan during a future onsite review. Until then, these findings are assigned Corrective Action Tracking System (CATS) numbers 14021 and 14022.

BACKGROUND

The MCWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of Californiasm delivery system. For PY 2013-14, the MCWIB was allocated: \$1,479,571 to serve 630 adult participants; \$1,532,119 to serve 317 youth participants; and \$2,014,142 to serve 683 dislocated worker participants.

At the time of the review, PY 2013-14 first quarter expenditure reports were not yet available. However, for the quarter ending June 30, 2013, MCWIB reported the following PY 2012-13 WIA expenditures: \$1,593,737 for adult participants; \$1,394,870 for youth participants; and \$1,882,198 for dislocated worker participants. In addition, MCWIB reported the following WIA enrollments: 404 adult participants; 389 youth participants; and 446 dislocated worker participants.

We reviewed case files for 21 of the 850 Adult and Dislocated Worker participants enrolled in the WIA program as of August 28, 2013.

PROGRAM REVIEW RESULTS

While we conclude that, overall, MCWIB is meeting applicable WIA requirements concerning grant program administration, we noted instances of noncompliance in the following areas: management information system/reporting, case management, and follow-up services. The findings that we identified in these areas, our recommendations, and MCWIB's proposed resolution of the findings are specified below.

FINDING ONE

Requirement: WIA Section 185(c)(2) states, in part, that each local board and each recipient receiving funds shall maintain comparable management information systems designed to facilitate the uniform compilation and analysis of participant data necessary for monitoring and evaluation purposes. In addition, WIA Section 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and

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activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

Workforce Services Directive (WSD) 09-8 states, in part, that all recipients of WIA funds will submit client data via the Job Training Automation (JTA) system complying with the specifications for each data field.

Observation:

We observed JTA reporting issues in 15 out of the 21 case files reviewed. Specifically, the types of errors we observed included:

- Multiple WIA activities held on the same date with the same JTA activity code, but only one activity was reported to JTA. (The WIA activities were assigned unique activity codes in the Virtual One-Stop (VOS), which then translate to the same JTA activity code.)
- Exit date not reported.
- Exit date in VOS differed from the exit date reported to JTA.
- Employment data not reported to JTA.
- Supportive services not reported to JTA.

A list of case files and errors were provided to MCWIB staff at the exit conference.

Recommendation:

We recommended that MCWIB review and reconcile all identified participant reporting inaccuracies identified above, and provide the Compliance Review Office documentation of its results. Additionally, we recommended that MCWIB audit all active participant case files for JTA reporting inconsistencies. Finally, we recommended MCWIB provide the Compliance Review Office with a corrective action plan (CAP) explaining how, in the future, it will ensure that data reported to the State is accurate regarding the activities in which participants are enrolled.

**MCWIB's
Response:**

The MCWIB stated that it audited participant case files for reporting inconsistencies and worked with its WIA service providers and subcontractors to verify that necessary documentation was obtained and filed in each of the participant case files. The MCWIB staff also ensured any necessary changes were sufficiently documented in the VOS and the State

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JTA systems. The MCWIB provided a summary outlining its actions and outcomes for each of the identified participants. Additionally, MCWIB's Oversight Committee continued reviews participant activities and services to ensure accuracy. Furthermore, on a monthly basis, WIB staff complete a reconciliation of active enrollments to ensure accuracy of reported participant activities and services.

State Conclusion: We consider this finding resolved.

FINDING TWO

Requirement: WIA 185(c)(2) states, in part, that each Local Board and each recipient receiving funds shall maintain comparable management information systems, designed to facilitate the uniform compilation and analysis of programmatic and financial data necessary for monitoring and evaluating purposes.

In addition, WIA 185(d)(1)(B) states, in part, that information to be included in reports shall include information regarding the programs and activities in which participants are enrolled, and the length of time that participants are engaged in such programs and activities.

The Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 states, in part, that the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

Additionally, TEGL 17-05 states, in part, that once a participant has not received any WIA funded or partner services for 90 days (except follow-up services, and there is no planned gap in service or the planned gap in service is for reasons other than those related to health/medical condition and delay in training) that participants must be exited from WIA. The exit date is the last date of WIA funded or partner received services.

Observation: We observed in three participant case files gaps in services over 90 days, ranging from 110 days to 245 days.

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Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation demonstrating that either services are being provided during the days identified for the three participants noted above, or, where applicable, that the participants are exited from the WIA program as of the last date of service. Additionally, we recommended MCWIB send the Compliance Review Office documentation of its actions. Finally, we recommended MCWIB provide the Compliance Review Office a CAP outlining how it will, in the future, ensure that no 90 day gaps in services will occur.

**MCWIB's
Response:**

The MCWIB stated in its response that two of the participants were soft exited after repeated attempts at contact. The third participant continued to receive WIA services. The JTA printouts for each of the three participants were provided to document MCWIB's actions. Finally, MCWIB restated its policy to soft exit participants after 90 days of inactivity via the VOS system.

State Conclusion: We consider this finding resolved.

FINDING THREE

Requirement: 20 CFR Section 663.105 states, in part, that registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

WIA Eligibility Technical Assistance Guide states, in part, that One-Stop Operators and applicants must make reasonable efforts to document eligibility for WIA funded programs. However, applicant statements may be used when an item is unverifiable or it is unreasonably difficult for the applicant to obtain.

Observation: We observed in 13 out of the 21 case files that MCWIB used applicant statements for income verification. In 9 of the 13 income verification applicant statements, no documentation in the case files confirmed that case managers followed federal requirements to obtain and document any reasonable efforts to verify the applicant statements. Therefore, we were unable to determine if MCWIB performed due diligence in collecting and

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confirming income eligibility for WIA services for these nine participants.

Recommendation: We recommended that MCWIB provide the Compliance Review Office with documentation, other than applicant statements, to verify the income status of the nine participants identified above. We also recommended that MCWIB provide the Compliance Review Office with a CAP stating how it would ensure that, in the future, all attempts to verify income eligibility will be documented by MCWIB in the case file before using applicant statements.

**MCWIB's
 Response:**

The MCWIB provided verification of income status for the identified participants. Additionally, MCWIB provided narrative explaining its outcomes for each participant situation. Finally, MCWIB stated ongoing reviews occur, as well as annual monitoring, to ensure eligibility documentation and verification procedures were followed by its service providers and subcontractors.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14021.

FINDING FOUR

Requirement: 20 CFR Section 667.300(a) states, in part, that all states and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by the Department of Labor.

WSD09-8 states, in part, that all Local Workforce Investment Areas and subrecipients of WIA funds will submit WIA client data via the JTA system following instructions provided in the WIA JTA System Client Forms Handbook.

WIA JTA System Client Forms Handbook, Chapter 10 states, in part, that follow-up contact must be made available after entry into unsubsidized employment. Individuals may be re-evaluated at 30

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2nd, 3rd, or 4th quarter contacts are required after the client leaves the program. A follow-up contact is a check to determine a client's employment and educational status after exiting the WIA program.

Observation: We observed in 7 out of the 21 case files reviewed that MCWIB did not perform follow-up services. In two instances, attempts were made to contact the participants and were documented in the case notes, but no direct contact occurred and no services were provided.

Recommendation: We recommended MCWIB provide the Compliance Review Office a CAP, with a timeline, outlining how it will ensure in the future that follow-up services are provided to all exited Adult and Dislocated Worker participants. Additionally, we recommended that MCWIB provide follow-up services for each exited participant observed, and provide the Compliance Review Office documentation of its actions.

MCWIB's Response: The MCWIB stated that all subrecipients of MCWIB's Title I programs are required to provide follow-up services to participants following their exit from the program. Further, MCWIB stated that it worked with its service providers and subcontractors in auditing participant case files. The MCWIB found that follow-up services in the first quarter for the identified participants were either provided or not scheduled until after the State monitoring review. Additionally, MCWIB will complete a monthly reconciliation of active enrollments to ensure that exit data includes all necessary and accurate information for the participant's programs and activities. Finally, follow-up activities are subject to review by the MCWIB monitor.

State Conclusion: The MCWIB's stated corrective action should be sufficient to resolve this issue and no further corrective action is required. However, we cannot close this issue until we verify, during a future onsite visit, MCWIB's successful implementation of its stated corrective action. Until then, this issue remains open and has been assigned CATS number 14022.

We provide you up to 20 working days after receipt of this report to submit your response to the Compliance Review Office. Because we faxed a copy of this report to

dej:4016

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February 7, 2014
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your office on the date indicated above, we request your response no later March 10, 2014. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22
P.O. Box 826880
Sacramento, CA 94280-0001

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. David Jansson at (916) 654-7690 or Mr. D. Vance Cannedy at (916) 654-7005.

Sincerely,



JOHN GRIFFIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Daniel Patterson, MIC 45
Georganne Pintar, MIC 50
Eileen Rohfing, MIC 50

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE RESIGNATION OF DAVID DWYER, REPRESENTING THE DEPARTMENT OF REHABILITATION FROM THE WORKFORCE INVESTMENT BOARD

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee accept the resignation of David Dwyer, representing the Department of Rehabilitation from the Workforce Investment Board, to be forwarded to the full Board on April 2, 2014 and to the Monterey County Board of Supervisors (BOS) for final approval.

INFORMATION:

On January 30, 2014, WIB staff received a letter from Mr. Dwyer stating his upcoming retirement and desire to be removed from the Board. He is appreciative of his participation and service on the Monterey County Workforce Investment Board.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF NEAL HECKMAN, REPRESENTING BUSINESS AND ANDREA ZELLER-NIELD, REPRESENTING ECONOMIC DEVELOPMENT TO THE WORKFORCE INVESTMENT BOARD FOR A THREE YEAR TERM

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the reappointment of Neal Heckman, representing Business and Andrea Zeller-Nield, representing Economic Development to the Workforce Investment Board for a three year term. Mr. Heckman and Ms. Zeller-Nield's reappointment will be forwarded to the full Board on April 2, 2014 for consideration and to the Monterey County Board of Supervisors (BOS) for final approval.

SUMMARY:

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

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF SHARON ALBERT, REPRESENTING EDUCATION AND MARK GONZALES, REPRESENTING APPRENTICESHIP TRAINING PROGRAMS TO THE WORKFORCE INVESTMENT BOARD'S YOUTH COUNCIL FOR A TWO YEAR TERM

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the reappointment of Sharon Albert, representing Education and Mark Gonzalez, representing Apprenticeship Training Programs to the Workforce Investment Board's Youth Council for a two year term. Ms. Albert and Mr. Gonzalez's reappointment will be forwarded to the full Board on April 2, 2014 for consideration and to the Monterey County Board of Supervisors (BOS) for final approval.

SUMMARY:

The WIB bylaws state that the term of membership for all Youth Council members shall be two years. The two year term limit was enacted with the approval of the original WIB bylaws by the Board of Supervisors on May 29, 2001.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE APPOINTMENT OF KEVIN MCCLELLAND, REPRESENTING EDUCATION, TO THE WORKFORCE INVESTMENT BOARD (WIB) YOUTH COUNCIL FOR A TWO YEAR TERM

DATE: MARCH 26, 2014

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the appointment of Kevin McClelland, representing Education, to the Workforce Investment Board (WIB) Youth Council for a two year term.

BACKGROUND:

Mr. McClelland, Assistant Superintendent, Monterey Peninsula Unified School District, has submitted an application for membership to the full WIB.

As the nominating body, the Executive Committee is asked to consider Mr. McClelland's application and recommend it for full WIB approval at its meeting on April 2, 2014.

The WIB bylaws state that members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the Board of Supervisors.

ATTACHMENT:

Mr. McClelland's application



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Investment Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WIB EXECUTIVE DIRECTOR

730 La Guardia Street
Salinas, CA 93905
Phone (831) 796-6434
Fax (831) 758-3371
www.montereycountywib.org

Monterey County Workforce Investment Board
Youth Council Membership Application

(For your convenience, this application has been formatted in Microsoft Word with fill-in boxes.)

Name: Kevin D. McClelland Date Submitted: 01/30/14

Title: Assistant Superintendent - Ed Options, Adult Education and ROP

Business/Organization Name: Monterey Peninsula Unified School District

Contact Information

Address: [Redacted]

City: [Redacted] State: [Redacted] Zip code: [Redacted]

Phone: [Redacted] Fax: [Redacted]

Mobile: [Redacted]

Email address: [Redacted]

City of residence: [Redacted]

Representation

Please select from one or more of the following categories that you represent: (Federal Register Section 661.335)

- Education categories: Educator (checked), Youth participant, Human services, Juvenile Justice & local law enforcement, Local public housing authority, Special education, Special interest or expertise in youth policy, Parent of eligible youth seeking assistance, Employer or organization with experience in youth activities

Business Related Questions

If applicable, please answer the following questions and attach any additional pages, if necessary:

Business Name: [Redacted]

Business Website Address: [Redacted]

City of Business Location: [Redacted]

Years with Current Company/Organization: [Redacted]

1. Please describe the nature of your business and your position:

2. Please describe your current responsibilities within your organization:
-

Monterey County WIB & Youth Council Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
Monterey Chamber of Commerce Education Committee

2. What do you hope to contribute from participating on the Youth Council of the Monterey County WIB?
LEA support of youth employment opportunities and college and career pathways

3. What experience do you have working with youth or youth programs?
I have been a teacher, coach and administrator for over 20 years experience---I am also a parent.

4. Why do you wish to serve on the Youth Council of the Monterey County WIB? *(Describe in 100 words or less)*
My present position requires that we as a district provide programs that are relevant and provide opportunities for certification and advancement to post secondary institution. The work that we today requires more collaboration with community partners and I fee the WIB provides that opportunity.

5. Membership on the Youth Council of the Monterey County WIB requires that each member attend a Youth Council meeting every month, attend training sessions for Youth Council members and become an advocate for youth and workforce development. The time commitment for these activities ranges from a minimum of 2 to 5 hours per month. Can you make that time commitment?
 Yes No
6. As part of the Youth Council, are you willing to evaluate proposals and make funding recommendations to the WIB?
 Yes No
7. Are you willing to receive training to learn about workforce development activities and youth services?
 Yes No
8. Are you willing to spend time visiting youth at worksites to evaluate programs for approximately 4 hours each year?
 Yes No
9. Prior to each Youth Council meeting, are you willing to receive and review a packet of information consisting of staff reports and financial data so that you fully understand the effectiveness and activities of the workforce development system?
 Yes No
10. Are you willing to attend events representing the Monterey County Youth Programs, become a spokesperson, and advocate for youth services?
 Yes No

References

Please answer the following questions and attach any additional pages, if necessary:

Business Reference:

Name: Sharon Albert Title: Director
Company: Salinas Union HSD Phone: [REDACTED]

Personal Reference:


Name: Alan Crawford Phone: [REDACTED]
Relationship: Colleague / MPUSD

Other Reference:

Name: _____ Phone: _____
Relationship: _____

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of Monterey County and its citizens.

Signature:  Date: 01/30/14

To be completed by County official only

Date received by Monterey County: _____ Received by: _____

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: WIB RETREAT DEBRIEF
DATE: MARCH 26, 2014

BACKGROUND:

At the Executive Committee meeting on March 26, 2014, committee members will discuss the outcomes of the WIB Annual Retreat held on February 5, 2014.

ATTACHMENT:

Reference handout at the meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2013-14
DATE: MARCH 26, 2014

BACKGROUND:

At the Executive Committee meeting on March 26 2014, WIB staff plan to present an update on the Local Workforce Investment Area's (LWIA) Program Year budget for 2013-14.

ATTACHMENT:

Reference 2013-14 LWIA Budget Report handout at the meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: DIRECTOR'S UPDATE
DATE: MARCH 26, 2014

INFORMATION:

At the Executive Committee meeting, WIB Executive Director, Joyce Aldrich plans to present a verbal update on the following:

- Day at the Capitol, March 19, 2014
- CWA Board Meeting, March 20-21, 2014
- National Associations of Workforce Boards Conference, March 29, 2014



Erik Cushman,
WIB & Executive Chair

Anthony Aniello
WIB 1st Vice Chair

Mary Ann Leffel
WIB 2nd Vice Chair

WIB Members:

Aaron Oskolkoff
Al Davis
Andrea Zeller-Nield
Andy Hartmann
Brian Turlington
Cesar Lara
Dave Potter
David Dwyer
Diana Carrillo
Elliott Robinson
Hunter Harvath
Jay Donato
Kimberly Schnader
Larry Silva
Neal Heckman
Paul Farmer
Rick Deraiche
Salvador Muñoz
Steve MacArthur
Teresa Sullivan
Dr. Walter Tribley
Wendy Brickman
Dr. Willard Clark Lewallen

**Monterey County Workforce
Investment Board (WIB)**

Joyce Aldrich,
WIB Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 796-3324

www.montereycountywib.org

MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

D R A F T

Monterey County Workforce Investment Board (WIB)

Marina Library,
191 Seaside Circle, Marina, CA

Wednesday, April 2, 2014; 7:30 a.m.

AGENDA

Call to Order/Introductions: Changes to Agenda: Public Comment/Testimonials: Subcommittee Chair Reports: <ul style="list-style-type: none"> ■ Oversight Committee – Mary Ann Leffel ■ Youth Council – Diana Carrillo ■ Business Services – Tony Aniello 	Erik Cushman, <i>Chair</i>
Consent Calendar:	Erik Cushman
1. ACTION: Approve minutes from February 5, 2014.	
Discussion or Review of Business Calendar <u>Action</u> Items:	Erik Cushman
1. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2010-11.	
2. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the WIB's Workforce Investment Act (WIA) Program Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14.	
3. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the resignation of David Dwyer, representing Department of Rehabilitation from the Workforce Investment Board to be forwarded to the Board of Supervisors for final approval.	
4. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the WIB re-appointments of: <ul style="list-style-type: none"> ▪ Neal Heckman, representing Business ▪ Andrea Zeller-Nield, representing Economic Development To be forwarded to the Board of Supervisors for final approval.	
5. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the Youth Council re-appointments of: <ul style="list-style-type: none"> ▪ Sharon Albert, representing Education ▪ Mark Gonzalez, representing Apprenticeship Training Programs To be forwarded to the Board of Supervisors for final approval.	
6. ACTION: Concur with the March 26, 2014 Executive Committee action to approve the new Youth Council appointment of Kevin McClelland, representing Education to be forwarded to the Board of Supervisors for final approval.	
Announcement of Events:	



Erik Cushman,
WIB & Executive Chair

Anthony Aniello
WIB 1st Vice Chair

Mary Ann Leffel
WIB 2nd Vice Chair

WIB Members:

Aaron Oskolkoff
Al Davis
Andrea Zeller-Nield
Andy Hartmann
Brian Turlington
Cesar Lara
Dave Potter
David Dwyer
Diana Carrillo
Elliott Robinson
Hunter Harvath
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**Monterey County Workforce
Investment Board (WIB)**

Joyce Aldrich,
WIB Executive Director

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MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR

Subcommittee Meetings:

Business: 04/08/14 – Marina Library
Executive: 04/16/14– Shoreline, Marina
Oversight: 05/08/14– Shoreline, Marina
Youth: 05/13/14– Shoreline, Marina

Erik Cushman

WIB Meeting: 06/04/14- Marina Library

To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434 or visit our website at www.montereycountywib.org.