



Monterey County Economic Development Department Workforce Development Board (WDB)

Erik Cushman, WDB Chair

Executive Committee Members:

Erik Cushman, Chair

- Cesar Lara
- Diana Carrillo
- Mary Ann Leffel
- Dr. Willard Lewallen
- Dave Potter

EXECUTIVE COMMITTEE

MBEST, 3180 Imjin Road, Suite 102, Marina, CA
Wednesday, March 16, 2016, 8:00 am

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT/TESTIMONIAL:	
SUBCOMMITTEE CHAIR REPORTS: Youth Summit Activities	Diana Carrillo
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from December 16, 2015.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Consider and approve the appointment of Sandy Chamberlain, HR Manager, Central Coast Visiting Nurse Association and Hospice, representing Business, to the WDB for a three-year term to be forwarded to the Workforce Development Board for approval.	Erik Cushman
2. ACTION: Consider and approve the appointment of Cresencio Diaz, President of Teamsters Union, Local 890, representing Labor, to the WDB for a three-year term to be forwarded to the Workforce Development Board for approval.	Erik Cushman
3. ACTION: Consider and approve submission of a request to transfer \$550,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs for fiscal year 2015-16 to the State Employment Development Department for approval.	Joyce Aldrich
4. ACTION: Consider and approve the Local Workforce Development Board Recertification Request to the California Workforce Development Board and forward to the County Board of Supervisors for final approval.	Joyce Aldrich
5. Update on Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. <i>(handout)</i>	Ruben Trujillo
6. DIRECTORS REPORT: <i>(verbal) Items to discuss: Day at the Capitol-Sacramento and National Association of Workforce Boards Forum</i>	Joyce Aldrich
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Youth: 3/28/16, Marina Library Business Services: 4/12/16, MBEST Oversight: 5/12/2016, MBEST Executive: 5/18/2016, MBEST	WDB MEETING: 4/6/16, Marina Library
ADJOURNMENT:	Erik Cushman
To request information, please contact the Monterey County Workforce Development Board (WDB) staff at (831) 796-6434 or visit our website at www.montereycountywdb.org .	

**Monterey County
Workforce Development
Board (WDB)**

Joyce Aldrich,
WDB Executive Director

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Salinas, CA 93905
(831) 759-6644
www.montereycountywdb.org

UNADOPTED

Monterey County Workforce Development Board
Executive Committee
Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, December 16, 2015

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

Members Absent: Anthony Aniello

Staff Present: Joyce Aldrich and Flor Galvan

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:07 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Subcommittee Chair Reports: Ms. Carrillo reported that it was decided that the majority of the Youth Committee would take the reins and put together the Youth Summit. It will be held on February 24, 2016. The location is yet to be determined. The Summit will contain booths, presenters, food and music. She reported that she hopes to have private donations for the food to attract the youth attendees.

Consent Calendar:

1. **Action: Approve minutes from September 16, 2015.**
2. **Action: Concur with the November 12, 2015 Oversight Committee to accept Program Year (PY) 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.**
3. **Action: Concur with the November 12, 2015 Oversight Committee to approve the monitoring schedule for PY 2015-16.**

Motion: Ms. Leffel motioned to pull Consent Items 4 and 5 for further discussion.

Second: Mr. Lara

Approved unanimously by those in attendance

Motion: Ms. Leffel motioned to approve the consent Calendar with the exception of Consent Items 4 & 5.

Second: Mr. Lara

Approved unanimously by those in attendance

4. **Action: Concur with the November 30, 2015 Youth Committee to approve the FINAL Workforce Investment Act (WIA) Title I Youth Program Monitoring Report for Program Year 2014-15 for the Office for Employment Training.** Mr. Cushman questioned the low enrollment numbers for OET. Mrs. Aldrich reported that she asked that the Program Manager work with the Supervisor to develop a plan of action on a monthly basis of their enrollments. She stated that historically the Summer Youth Program served 75% in school youth; however with the transition into WIOA, it requires that 75% out of school youth be served. She hopes that the Youth Summit will make young people aware of the services for out-of-school youth as well as in-school youth.

5. **Action: Concur with the November 30, 2015 Youth Committee to receive and accept Program Year 2015-16 report updates on the Workforce Innovation and Opportunity Act (WIOA) Youth, Youth Employment Program, Silver Star, Workforce Innovation Fund and Workforce Accelerator Fund (WAF) 2.0 Programs and grants.**

Motion: Mr. Potter motioned to approve Consent Items 4 and 5 as stated.

Second: Mr. Lara

Approved unanimously by those in attendance

Discussion or Review of Business Calendar Action Items:

1. **Action: Consider and approve the December 8, 2015 Business Services Committee recommendation for submission of the California State Workforce Development Board Proposition 39 Pre-**

Apprenticeship Training and Placement Grant 2.0. Mrs. Aldrich reported that Monterey County is collaborating with San Benito and Santa Cruz Counties on the Prop 39 2.0 grant. Last year, Santa Cruz County took the lead on the Prop 39 1.0 grant to develop an Advisory Panel of organizations and businesses along with Labor organizations to design a pre-apprenticeship model to serve at-risk youth, veterans and women. However, Santa Cruz County has requested that Monterey County be the lead applicant and fiscal agent for the full implementation of the Prop 39 2.0 grant as they are unable to handle all of the financial components.

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

Second: Mr. Lara

Approved unanimously by those in attendance

2. **Update on Local Workforce Development Area budget for Fiscal Year (FY) 2015-16.** Mrs. Aldrich reported that the information provided is for year to date expenses as of November 30, 2015. She reported that the Adult allocation is at 40% expended; 22% in Dislocated Worker; 38% in Youth; 32% in Rapid Response; 36% in Rapid Response Layoff Aversion; 100% in Additional Assistance Dislocated Worker; 0% in the Workforce Accelerator Fund 2.0 which will be beginning in March 2016; and 22% in the Workforce Innovation Fund where enrollment outreach began in late October 2015. She reported that Monterey County recently received a WARN letter for Brinderson out of San Ardo that impacted over 102 employees and a Rapid Response presentation will be made on December 17, 2015. She also reported that Monterey County had a Solar Project Job Fair in King City that had a great turnout.
3. **Update on Strategic Initiatives and local plan goal accomplishments to date.** Mrs. Aldrich reported that the spreadsheet contains updates for the PY 2014-15 third and fourth quarter initiatives as well as the new goals for PY 2015-16. She reported that she met with the Small Business Development Center's Director on several occasions, however the Director has been busy with configuring the relationship between SBDC and CSUMB. Mrs. Aldrich also reported that Monterey County received the State EDD's approval to partner with the City of San Jose's purchase of Econovue, however she recently learned that the City of San Jose's attorney has determined that they cannot sub-contract with all parties. Therefore, Monterey County needs to return to the State to receive approval to directly contract with Econovue. Mrs. Aldrich reported that she needs to work with Monterey County Business Council concerning sharing EMSI's database. She also reported that we need members that represent industries in healthcare and agriculture. She reported that Monterey County continues to serve diverse populations by opening a satellite office in Greenfield and moving its satellite operations from Seaside to MBEST in Marina.
4. **Director's Report.** Mrs. Aldrich invited the committee to attend the "Day at the Capitol" on March 2, 2016 where they will meet and speak with legislators. Mrs. Aldrich stated that she is extremely proud of the committee members for speaking out about their concerns at the State's draft plan meeting. Mrs. Aldrich reported that she forwarded the Environmental Workforce Development and Job Training Grant information to Dave Spaur for his approval, however after a more thorough review; Monterey County would not apply for the grant.

Announcements: A new language company that specializes in localization and globalization will be moving its offices to downtown Monterey on the 22nd.

Adjournment: Mr. Cushman adjourned the meeting at 9:33 a.m.

Motion: Mr. Lara motioned to adjourn the meeting as requested.

Second: Ms. Carrillo

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE THE APPOINTMENT OF SANDY CHAMBERLAIN, HR MANAGER, CENTRAL COAST VISITING NURSE ASSOCIATION AND HOSPICE, REPRESENTING BUSINESS, TO THE WDB FOR A THREE YEAR TERM TO BE FORWARDED TO THE WORKFORCE DEVELOPMENT BOARD FOR APPROVAL

DATE: MARCH 16, 2016

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the appointment of Sandy Chamberlain, representing Business, to the Workforce Development Board (WDB) for a three year term to be forwarded to the Workforce Development Board for approval.

BACKGROUND:

Ms. Chamberlain, HR Manager, Central Coast Visiting Nurse Association and Hospice, has submitted an application for membership to the full WDB.

As the nominating body, the Executive Committee is asked to consider Ms. Chamberlain's application and recommend it for full WDB approval at its meeting on April 6, 2016.

The WDB bylaws state that members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. Since Ms. Chamberlain is filling a vacant seat of a previous business representative on the WDB, her term is set to expire April 26, 2017. A member can continue to serve until reappointment or replacement by the Board of Supervisors.

ATTACHMENT:

Ms. Chamberlain's application

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Development Board

ERIK CUSHMAN, CHAIR
JOYCE ALDRICH, WDB EXECUTIVE DIRECTOR



730 La Guardia Street
Salinas, CA 93905
Phone (831) 796-6434
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www.montereycountywdb.org

Monterey County Workforce Development Board (WDB)
Membership Application

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

Name: Sandy Chamberlain Date Submitted: 2/23/2014
Title: Human Resources Manager
Business/Organization Name: CCVNA + Hospice

Representation

Please select from one of the following categories that you represent: (Federal Register Section 679.320)

- Business
- Labor Organization
- Economic Development
- Rehabilitation
- Local Educational Entity
- Community Based Organization
- Wagner-Peyser

Contact Information

Business/Organization Address: [Redacted]
City: [Redacted] State: [Redacted] Zipcode: [Redacted]
Phone: [Redacted] Fax: [Redacted]
Mobile: [Redacted]
Email address: [Redacted]
Website address: [Redacted]
Business license number: [Redacted]
City of residence: [Redacted]

Business Related Questions

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

1. Number of current employees: 220
2. Number of years with current business/organization: one
3. Number of years in business in Monterey County: 17+ w/ Household - ASBC
4. Please describe the nature of your business and your position:
Non Profit Home Health and Hospice

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

Cal Chamber - 6 years, SHRM - 5 years, NCHRA - 5 years

6. Please list any professional award(s) or recognition you have received within the last 5 years:

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

I am responsible for all employee relations, agency policies including development training + enforcement.

Letter of Recommendations

- If you are a business member, please include a letter of recommendation from your Chamber of Commerce.
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the Monterey County Workforce Investment Board.

References

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

Business Reference:

Name: _____

Title: _____

Company: _____

Phone: _____

Personal Reference:

Name: _____

Phone: _____

Relationship: _____

Other Reference:

Name: _____

Phone: _____

Relationship: _____

Monterey County WDB Related Questions

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

1. What do you hope to contribute from your participation on the Monterey County WDB?

The needs and perspective of the Health Care community

2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?

previous treasurer for youth group in Watsonville, taught Kid Power to 3-5 year olds
20+ years of HR + Finance work experience

3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes No

4. Membership on the Monterey County WDB requires that each member serve on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes No

5. Why do you wish to serve on the Monterey County WDB? (Describe in 100 words or less)

To contribute to developing local workforce, to fill community needs.

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: *Sandy Chamberlain* Date: *2/24/2016*

To be completed by County official only

Date received by Monterey County: _____ Received by: _____

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE THE APPOINTMENT OF CRESCENCIO DIAZ, PRESIDENT OF TEAMSTERS UNION LOCAL 890, REPRESENTING LABOR, TO THE WDB FOR A THREE YEAR TERM TO BE FORWARDED TO THE WORKFORCE DEVELOPMENT BOARD FOR APPROVAL

DATE: MARCH 16, 2016

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the appointment of Crescencio Diaz, representing Labor, to the Workforce Development Board (WDB) for a three year term to be forwarded to the Workforce Development Board for approval.

BACKGROUND:

Mr. Diaz, President, Teamsters Union Local 890, has submitted an application for membership to the full WDB.

As the nominating body, the Executive Committee is asked to consider Mr. Diaz's application and recommend it for full WDB approval at its meeting on April 6, 2016. Upon approval from the full WDB, Mr. Diaz's application will be forwarded to the Board of Supervisor's for appointment.

The WDB bylaws state that members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. Since Mr. Diaz is filling a vacant seat of a previous labor representative on the WDB, his term is set to expire June 24, 2017. Mr. Diaz appointment will term 6/24/2017. A member can continue to serve until reappointment or replacement by the Board of Supervisors.

ATTACHMENT:

Mr. Diaz's application

MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT

Monterey County Workforce Development Board

ERIK CUSHMAN, CHAIR

JOYCE ALDRICH, WDB EXECUTIVE DIRECTOR



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Monterey County Workforce Development Board (WDB)

Membership Application

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

Name: Crescencio Diaz Date Submitted: Feb. 26, 2016

Title: President

Business/Organization Name: Teamsters Union Local 890

Representation

Please select from one of the following categories that you represent: (Federal Register Section 679.320)

- Business
Labor Organization
Economic Development
Rehabilitation
Local Educational Entity
Community Based Organization
Wagner-Peyser

Contact Information

Business/Organization Address:
City: State: Zipcode:
Phone: Fax:
Mobile:
Email address:
Website address:
Business license number:
City of residence:

Business Related Questions

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

- 1. Number of current employees: 11
2. Number of years with current business/organization: 30
3. Number of years in business in Monterey County: 50
4. Please describe the nature of your business and your position: Labor Organization

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

6. Please list any professional award(s) or recognition you have received within the last 5 years:

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

Administer the local, Negotiate contracts for over 7000 members

Letter of Recommendations

- If you are a business member, please include a letter of recommendation from your Chamber of Commerce.
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the Monterey County Workforce Investment Board.

References

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

Business Reference:

Name: _____ Title: _____
 Company: _____ Phone: _____

Personal Reference:

Name: _____ Phone: _____
 Relationship: _____

Other Reference:

Name: _____ Phone: _____
 Relationship: _____

Monterey County WDB Related Questions

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

1. What do you hope to contribute from your participation on the Monterey County WDB?

My experience representing working people

2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?

3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes No

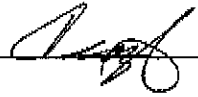
4. Membership on the Monterey County WDB requires that each member serve on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes No

5. Why do you wish to serve on the Monterey County WDB? (Describe in 100 words or less)

I believe I can bring experience to the WDB

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: 2/26/16

To be completed by County official only

Date received by Monterey County: _____ Received by: _____

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE SUBMISSION OF A REQUEST TO TRANSFER \$550,000 IN WIOA TITLE I FORMULA FUNDS FROM DISLOCATED WORKER TO ADULT PROGRAMS FOR FISCAL YEAR 2015-16 TO THE STATE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR APPROVAL

DATE: MARCH 16, 2016

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve submission of a request to transfer \$550,000 in Workforce Innovation and Opportunity Act (WIOA) Title I formula funds from Dislocated Worker to Adult Programs for fiscal year 2015-16 to the State Employment Development Department (EDD) for approval.

INFORMATION:

In order to maximize customer service and provide local Workforce Development Boards (LWDB) with greater flexibility to respond to changes in the local labor markets, the WIOA allows the transfer of funds between Adult and Dislocated Worker Programs. The Dislocated Worker allocation continues to be underutilized and the Adult program continues to see more customers coming in daily that are seeking services for both Individual Training Accounts and On-the-Job Training opportunities. In order to ensure that our local area has the 20% remaining for carry-over (in case our 2016-17 first quarter allocation is low) we are requesting a transfer of funds from the Dislocated Worker to Adult program, round two formula funding.

	2015-16		2015-16-Proposed	
	Adult	DW	Adult	DW
Table 1 Participants planned vs. actual				
1. Registered participants carried in	133	50	112	50
2. New registered participants	408	300	424	240
3. Total registered participants (Line 1 plus 2)	541	350	536	290
4. Exiters	189	135	141	135
5. Registered participants carried out (Line 3 minus 4)	352	215	395	155
Table 2 Funding				
Formula Allocation	1,545,835	1,545,835	1,356,930	1,629,539
Amount to be Transferred	389,003	389,003	550,000	(550,000)
Total Funds Available	1,7,05,199	1,7,05,199	1,906,930	1,079,539
	Formula Allocation 2015-16		\$1,906,930	\$1,079,539

Requirements:

- Up to 50% of the Adult funds and up to 50% in Dislocated Worker funds for PY 2015-16 may be transferred between these funding streams.
- LWDBs must submit transfer requests in writing to the appropriate State of CA EDD Regional Advisor. All requests must contain the reason(s) for the transfer, including effects on local services and proposed changes to the local plan, if any.
- To complete the transfer request, three documents must be submitted to the State of CA EDD to include the transfer request form, and participant and budget summary plan based on the new transfer amounts.

ATTACHMENTS:

Reference \$550,000 Transfer Request Documents handout at meeting

Transfer of Funds Request

1. Local Area Name Monterey County Workforce Development Board

2. Subgrant Number K698373 3. Request Date 3-17-2016

4. Program Year 2015-16 5. Transfer Request No 1

6. Direction of Transfer (check one)

Adult to Dislocated Worker

201 → 299

202 → 200

Dislocated Worker to Adult

401 → 499

501 → 500

7. Amount of Transfer \$550,000

8. Contact Person Joyce Aldrich

9. Contact Person's Telephone Number 831-759-6644

10. All transfer requests must be approved and signed off by the Local Workforce Development Board (Local Board).

Date of Local Board meeting to discuss transfer 3-16-2016

Date of Local Board meeting to approve transfer 3-16-2016 Executive Committee acting on behalf of WDB Board

11. By signing below, the Local Workforce Development Area (Local Area) Administrator/Designee requests a transfer of funds and certifies that this transfer of funds request was approved at the Local Board meeting on the date indicated above.

Signature _____

Name Joyce Aldrich

Title WDB Executive Director

Date 3-17-2016

12. Taking into account the factors described under the Transfer of Funds Procedures section, on page 5 of the directive, describe the Local Board's reasoning for requesting a transfer of funds.

The request to transfer Dislocated Worker Formula Allocation in the amount of \$550,000 to the Adult Formula Allocation is due to the continued excessive amount of long term unemployed job seekers seeking services in our jurisdiction. There are individuals that are either at or near the end of their unemployment stipends.

With the limited amount of Adult formula allocation we are unable to serve those reaching out to our comprehensive and satellite one stop career centers as we could be if there were adequate funding allocations in our Adult formula programs. There has been a significant increase in the number of individuals requesting ITA's and OJT's therefore depleting our Adult formula allocation at a rapid pace.

Changes to the Participant Plan are reflected in attachment 2. Changes in Budget Plan are reflected in attachment 3.

Instructions for Completing the Transfer of Funds Request Form

TRANSFER OF FUNDS REQUEST FORM

- Line 1. Enter the Local Area name.

- Line 2. Enter the sub grant number.

- Line 3. Enter the date of the request

- Line 4. Enter the program year.

- Line 5. Enter the transfer request number for reference purposes. If this is your Local Area's first transfer of funds request enter 01; subsequent requests are 02, 03, etc.

- Line 6. Check the appropriate block regarding the direction of transfer. Only one type of transfer can be entered on each form.

- Line 7. Provide the amount of the transfer. Do not include any amount previously transferred.

- Line 8. Enter the contact person's name.

- Line 9. Enter the contact person's telephone number.

- Line 10. Enter the date of the Local Board meeting during which the transfer request was a specific agenda item with public comment time made available. This is needed to fulfill the "Sunshine Provision" requirement. Also enter the date that the Local Board approved the transfer.

- Line 11. Have the Local Area Administrator/Designee sign the form. Also enter the name of the Local Area Administrator/Designee, title, and the date the Local Area Administrator/Designee signed the Transfer of Funds Request forms.

- Line 12. Provide the reason(s) for the transfer of funds along with any other pertinent data.

Transfer of Funds Request Participant Plan

Local Area: Monterey County Workforce Development Board
Prepared Date:
3/16/2016

Enter the number of individuals in each category.

TOTALS FOR PY 2015-16	ADULT	2015-16	Data Justification	DW	2015-16	Data Justification
1. Registered Participants Carried in from PY 2014-15	112	112	PY 2015-16 Actual	50	50	PY 2015-16 Actual
2. New Registered Participants for PY 2015-16	333	424	Adult Allocation (Grant 202) = \$1,356,930 + 550,000 (transfer) = \$1,906,930. Total is based on median cost of \$4,500/person = 424	300	240	DW Allocation (Grant 502) = \$1,629,539 - 550,000 (transfer) = \$1,079,539 Total is based on median cost of \$4,500/person = 240
3. Total Registered Participants for PY 2015-16 (Line 1 plus 2)	445	536	Line 1 plus 2	350	290	Line 1 plus 2
4. Exiters for PY 2015-16	141	141	Exiters, based on 2014-15 final performance # exits.	135	135	Exiters, based on 2014-15 final performance # exits.
5. Registered Participants Carried Out to PY 2016-17 (Line 3 minus 4)	304	395	Line 3 minus 4	215	155	Line 3 minus 4

PROGRAM SERVICES	ADULT	2015-16	Data Justification	DW	2015-16	Data Justification
6. Career Services	5,653	5,744	Line 6a plus 6b	3,822	3,762	Line 6a plus 6b
a. Basic Career Services (WIA Core Services)	5,208	5,208	Same as PY 2014-15	3,472	3,472	Same as PY 2014-15
b. Individualized Career Services (WIA Intensive Services)	445	536	Same as Total Registered	350	290	Same as Total Registered
7. Training Services	124	95	Estimate, 25% of Adult (202) Allocation \$476,733 @ \$5,000/person.	46	54	Estimate, 25% of DW (502) Allocation \$269,885 @ \$5,000/person.

EXIT STATUS						
8. Entered Employment	92	92	Based on 65% Adult Entered Employment Goal for PY 2015-16 multiplied by the total exits.	84	84	Based on 62% DW Entered Employment Goal for PY 2015-16 multiplied by the total exits.
9. Training-Related	20	20	Same as PY 2014-15	24	24	Same as PY 2014-15
10. Entered Military Service						
11. Entered Apprenticeship Program						
12. Exited for Exclusionary Reasons						

Joyce Aldrich, WDB Executive Director

(831) 759-6644

Contact Person, Title

Telephone Number

Comments:

Transfer of Funds Request Budget Plan

Local Area: Monterey County Workforce Development Board
Date Prepared: 2/24/2016
Subgrant Number: K698373
Year of Appropriation: 2015

Grant Code	Adult to DW	DW to Adult
	<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499
<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500	

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	1,356,930	1,629,539
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	550,000	(550,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,906,930	1,079,539

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	857,964	971,585
a. Career Services (WIA Core Services / Intensive Services)	357,500	698,700
b. Training Services	476,733	269,885
c. Other	23,731	3,000
7. Administration	190,693	107,954
8. TOTAL (Lines 6 plus 7)	1,048,657	1,079,539

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2015__	0	0
10. December 2015__	350,034	0
11. March 2016__	930,690	350,810
12. June 2016__	1,580,290	870,260
13. September 2016	1,906,930	1,079,539
14. December 20__		
15. March 20__		
16. June 20__		
17. September 20__		
18. December 20__		
19. March 20__		
20. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

Contact Person, Title

Telephone Number
Comments:

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TRANSFER OF FUNDS – WIOA ADULT/DISLOCATED WORKER PROGRAMS

SUBJECT MATTER HIGHLIGHTS

This provides guidance on the transfer of *Workforce Innovation and Opportunity Act* (WIOA) adult and dislocated worker funds.

COMMENTS DUE

March 4, 2016

Comments can be submitted through one of the following ways:

Fax	WSD, Attention: Melissa Williams at 916-654-9753
E-Mail	MelissaM.Williams@edd.ca.gov (Include “draft comments” in the subject line)
Mail	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact Melissa Williams 916-654-0205.

WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-136

Date: February 12, 2016
69:01:17605

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TRANSFER OF FUNDS – WIOA ADULT/DISLOCATED WORKER PROGRAMS

EXECUTIVE SUMMARY

Purpose

This provides guidance on the transfer of *Workforce Innovation and Opportunity Act* (WIOA) adult and dislocated worker funds.

Scope

This directive applies to all Local Workforce Development Areas (Local Areas).

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 133(b)(4) and 134(c)(3)(E)
- Training and Employment Guidance Letter (TEGL) 3-15, *Guidance on Services Provided through the Adult and Dislocated Worker Program under WIOA and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services (July 1, 2015)*
- TEGL 29-14, *WIOA Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2015; Final PY 2015 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2015 (April 27, 2015)*
- TEGL 18-13, *Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Activities Program Allotments for PY 2014; Final PY 2014 Allotments for the Wagner-Peyser Act ES Program Allotments; and Workforce Information Grants to States Allotments for PY 2014 (April 3, 2014)*
- Workforce Service Directive (WSD) 13-02, *Dislocated Worker Additional Assistance Projects (August 14, 2013)*

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive replaces WSD13-5, dated August 21, 2013. Retain this directive until further notice.

BACKGROUND

The WIOA allows the transfer of funds between the adult and dislocated worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Boards) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I adult and dislocated worker programs may be transferred between these two funding streams.

POLICY AND PROCEDURES

In accordance with WIOA Section 133(b)(4), the EDD has been given the authority to approve transfer requests on behalf of the Governor.

Each program year the Department of Labor (DOL) provides funds to the state in two separate allotments. The first allotment begins July 1 and the second allotment begins October 1. The state uses the following grant codes when it allocates the funds to Local Areas:

	<u>Adult</u>	<u>Dislocated Worker</u>
First Allocation (July 1)	201	501
Second Allocation (October 1)	202	502

Transfer requests can be submitted anytime during the two-year life of the funds. Funds transferred must stay within the original year of allocation. They must also stay within their respective allocation time period (i.e., July 1, first allocation funds, or October 1, second allocation funds). Accordingly, Local Areas cannot transfer funds between program years or between first and second allocations. In addition, Local Areas must ensure that its funds are not overdrawn during the time a transfer takes place. If this condition occurs, the transfer will not be approved. In order to accommodate DOL reporting requirements, formula funds may not be transferred directly from the dislocated worker grant codes to the adult grant codes (501 to 201 and 502 to 202) or vice versa (201 to 501 and 202 to 502). Instead, the funds are transferred to distinct grant codes that remain attached to their original funding stream. These grant codes are designated as follows:

	<u>Adult</u>	<u>Dislocated Worker</u>
First Allocation (July 1)	299	499
Second Allocation (October 1)	200	500

Grant Code 299 = First allocation, adult funds that are now to be used as first allocation, dislocated worker funds.

Grant Code 499 = First allocation, dislocated worker funds that are now to be used as first allocation, adult funds.

Grant Code 200 = Second allocation, adult funds that are now to be used as second allocation, dislocated worker funds.

Grant Code 500 = Second allocation, dislocated worker funds that are now to be used as second allocation, adult funds.

Adult participants served with funds in grant codes 499 or 500 (transferred dislocated worker funds) are to be entered into the CalJOBSSM system under grant code 201. Dislocated worker participants served with funds in grant codes 299 or 200 (transferred adult funds) are to be entered into the CalJOBSSM system under grant code 501.

Transfers Allowed

Local Boards may transfer up to and including 100 percent of their adult and dislocated worker funds between the two funding streams. Local Boards may **not** transfer funds to or from the youth program.

Implications of transferring 100 percent of funds

To the extent that a Local Area requests to transfer its entire allocation of dislocated worker funds to the adult program, it should be cognizant of the following implications pertaining to that transfer:

- The state will not consider Local Area requests for funding from the WIOA Dislocated Worker 25 Percent Additional Assistance account to mitigate the loss of dislocated worker formula funds resulting from the transfer. WSD13-02, describes the policy guidelines for Additional Assistance funds. Pursuant to these guidelines, a Local Area may not apply for Additional Assistance funds based on the contention of dislocated worker allocation “formula insufficiency” resulting from the transfer. However, if a Local Area transfers 100 percent of its dislocated worker formula funds and a dislocation event occurs in the Local Area, (e.g., specific employer layoff or disaster that changes the local economic conditions), the state will consider a Local Area request for Additional Assistance funds on a case by case basis.
- All transfers of funds are subject to the priority of service requirement. Section 134(c)(3)(E) requires that priority of service be given to recipients of public assistance,

other low income individuals, and individuals who are basic skill deficient. Additionally, TEGL 3-15 further emphasizes that Local Areas must give priority of services regardless of the levels of funds.

Additional Participant Considerations

Participants served with transferred funds will be subject to the performance outcomes of the new funding source. For example, funds transferred from the dislocated worker to the adult program will be attributed to the adult program and subject to adult accountability and performance outcomes. Under this scenario, the Local Area will not have any dislocated worker participants or performance outcomes, even though some clients may have otherwise qualified as dislocated workers.

Transfer of Funds Procedures

The Local Area must submit transfer requests in writing to their Regional Advisor (see address options below). All requests must contain the reason(s)/rationale for the transfer. The EDD will consider the following factors in its review of transfer requests:

- Changes in planned services to eligible participants.
- Unexpected layoffs requiring additional funds.
- Changes in the goals for serving eligible participants.
- Changes in labor market conditions.
- Effect of transfer on jointly funded employment and training programs in America's Job Center of CaliforniaSM (formerly known as One-Stop Career Center).
- Effect on existing agreements for the delivery and/or coordination of employment and training services.
- Effect on current state and Local Area employment and training systems.
- Effect on the employment and training needs of eligible participants in the Local Area.

All transfer requests must be approved and signed off by the Local Board. Additionally, Local Boards must ensure that they are fulfilling the intent of the "Sunshine Provision" in WIOA Section 107(e), which requires Local Boards to make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board.

The following three documents must be submitted in order to request a transfer of funds.

All three documents are needed for each transfer:

- 1. Transfer of Funds Request Form** – This form describes who is making the request, the transfer amount, and why the transfer is being requested. This document requires signature approval of the Local Area administrator/designee.
- 2. Participant Plan Form** – This form describes how the transfer of funds impacts the Local Area's participants.
- 3. Budget Plan Form** – This form describes how the transfer of funds impacts the Local Area's budget using the plus and minus format.

Please note that during WIOA's first transition year, the transfer of funds forms retain many similarities to the previous transfer of funds forms. However, as WIOA implementation continues to unfold, these forms may change to reflect additional guidance in subsequent years.

Mail requests to one of the following addresses:

MAIL

ATTN: (Name of assigned Regional Advisor)

Workforce Service Division, MIC 50

Employment Development Department

P.O. Box 826880

Sacramento, CA 94280-0001

COURIER SERVICE/
OVERNIGHT MAIL

ATTN: (Name of assigned Regional Advisor)

Workforce Services Division, MIC 50

Employment Development Department

722 Capitol Mall, Room 2071

Sacramento, CA 95814

Local Areas will be notified by their assigned Regional Advisor within 15 calendar days regarding the approval or denial of their request. If a transfer request is approved, the Central Office Workforce Services Division (COWSD) Financial Management Unit (FMU) will unilaterally transfer the funds within the Local Area master subgrant. This entire process will be completed as quickly as possible. The COWSD FMU will then forward a completed copy of the subgrant package to the Local Area.

ACTION

Please bring this directive to the attention of appropriate Local Area policy, administrative, fiscal staff, and other relevant parties.

INQUIRIES

Contact your assigned Regional Advisor if you have questions concerning this directive.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Transfer of Funds Request](#)
2. [Transfer of Funds Request: Participant Plan](#)
3. [Transfer of Funds Request: Budget Plan](#)

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE THE APPLICATION OF THE LOCAL WORKFORCE DEVELOPMENT BOARD RECERTIFICATION REQUEST TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD AND FORWARD TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL

DATE: MARCH 16, 2016

RECOMMENDATION:

It is recommended that the Executive Committee consider and approve the application of the Local Area Workforce Development Board Recertification Request to the California Workforce Development Board on behalf of the full board and forward to the Board of Supervisors for final approval prior to submission to the State of California Workforce Development Board on March 31, 2016.

INFORMATION:

The State of California Employment Development Department (EDD) issued a draft Directive (WSDD-111) on January 16, 2015 with policies and procedures regarding the initial designation of local areas and the initial certification of local boards under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

SUMMARY:

The policies and procedures are intended to provide maximum flexibility to local areas during the first year of WIOA implementation to allow sufficient time to prepare for and fully comply with the new WIOA requirements for "subsequent" local area designation and local board recertification.

In addition, Workforce Services Directive WSD14-10 provided guidance for initial Local Board certification under WIOA. Initial Local Board certification is effective July 1, 2015, through June 30, 2016.

The WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. It states that, in order to be recertified, the Local Board must have met WIOA membership requirements, met or exceeded performance accountability measures, and achieved sustained fiscal integrity.

In addition to the requirements under WIOA Section 107(c)(2), Local Boards requesting recertification must provide a status update that outlines progress made towards implementation of several other key WIOA provisions.

The four criteria used to determine Local Board recertification are as follows:

1. The Local Board Met the Membership Provisions in the WIOA Section 107(b)
2. The Local Board Met or Exceeded Performance Accountability Measures
3. The Local Board Achieved Sustained Fiscal Integrity
4. The Local Board Provided Status Updates on Key WIOA Provisions

The Local Board must demonstrate they have taken steps toward implementing key WIOA provisions and are moving towards a unified, customer-focused system. This includes, but is not limited to, strategic planning, developing new services, entering into new collaborative partnerships, and creating innovative workforce development strategies in alignment with the WIOA. In the event that EDD Monitors need to corroborate the Local Board's implementation efforts that are outlined in their status update, Local Boards must retain adequate supporting documentation. Progress must be demonstrated for the following WIOA provisions:

- Meeting new youth service requirements.
- Adhering to the new Uniform Guidance requirements.
- Developing sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.
- Adopting, implementing, and promoting the AJCC brand.
- Completing Phase I of the MOU development process.

Local Boards must meet the membership provisions established in WIOA Section 107(b) and CUIIC Section 14202(c) **by March 31, 2016**. The State Board and the EDD recognize that Workforce Services Directive WSD14-10, *Initial Local Area Designation and Local Board Certification Under WIOA*, did not require existing Local Areas to establish a WIOA compliant board until June 30, 2016. The State Board and the EDD believe this revised timeframe still allows adequate time for Local Areas to transition to the required membership and ensure the Local Board is properly constituted to engage in a meaningful strategic planning process envisioned in the WIOA.

DISCUSSION:

In accordance with the WIOA criteria for recertification of local boards, Monterey County Workforce Development Board (WDB) has met the following requirements:

1. The Local Board has met the Membership Provisions in the WIOA Section 107(b) (Local Boards must meet the membership provisions established in WIOA Section 107(b) and CUIIC Section 14202(c) **by March 31, 2016**.) With the approval of the membership application from the private sector in healthcare and membership application with the teamsters union, the MC LWDB is in compliance of WIOA Section 107(b).
2. The Local Board has met or Exceeded Performance Accountability Measures
3. The Local Board has achieved Sustained Fiscal Integrity (In alignment with WIOA Section 106[e][2])
4. The Local Board Provided Status Updates on Key WIOA Provisions in the request for recertification. The timeline to meet the WIOA MOU Phase I requirements is listed in the attached Request for Recertification on page 16 of 19, item #6.

ATTACHMENTS:

EDD DRAFT Directive WSD15-13

Draft Local Workforce Development Board Recertification Request

WORKFORCE SERVICES DIRECTIVE

Number: WSD15-13

Date: January 22, 2016
69:007:rv:17375

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL BOARD RECERTIFICATION

EXECUTIVE SUMMARY

Purpose

This policy provides guidance and establishes the procedures for recertification of Local Workforce Development Boards (Local Boards) under the *Workforce Innovation and Opportunity Act* (WIOA). Local Board recertification is effective July 1, 2016, through June 30, 2018.

Scope

This directive applies to all Local Boards.

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- *Workforce Investment Act* (WIA) (Public Law 105-220) Sections 116 and 117
- Title 20 *Code of Federal Regulations* (CFR) Part 652 et al: WIA; Final Rules
- Title 2 CFR Chapter I, Chapter II, Part 200, et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;" Final Rule (Uniform Guidance)
- Title 2 CFR Part 2900 et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 29 CFR Part 95: "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"
- Title 29 CFR Part 97: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"
- *California Unemployment Insurance Code* (CUIC) Section 14202(c)
- Training and Employment Guidance Letter TEGl 27-14, Subject: *WIOA Transition Authority for Immediate Implementation of Governance Provisions* (April 15, 2015)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Workforce Services Directive WSD14-10, Subject: *Initial Local Workforce Development Area (Local Area) Designation and Local Board Certification Under WIOA* (February 20, 2015)
- Workforce Services Directive WSD12-14, Subject: *Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (May 22, 2013)
- WIA Directive WIAD06-10, Subject: *Local Area Nonperformance Policy* (November 14, 2006)
- Workforce Services Information Notice WSIN12-62, Subject: *Late Monthly, Quarterly, Closeout, Audit and Participant Reports* (May 23, 2013)

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-118, issued for comment on June 29, 2015. The Central Office Workforce Services Division received 8 comments during the draft comment period and these comments resulted in changes to the directive. A summary of comments is provided (Attachment 2).

Retain this directive until further notice.

BACKGROUND

Workforce Services Directive WSD14-10 provided guidance for initial Local Board certification under WIOA. Initial Local Board certification is effective July 1, 2015, through June 30, 2016.

The WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. It states that, in order to be recertified, the Local Board must have met WIOA membership requirements, met or exceeded performance accountability measures, and achieved sustained fiscal integrity.

POLICY AND PROCEDURES

In accordance with WIOA Section 107(c)(2), the State Board will recommend recertification of a Local Board if they have met WIOA membership requirements, met or exceeded performance accountability measures, and achieved sustained fiscal integrity. In addition to the requirements under WIOA Section 107(c)(2), Local Boards requesting recertification must provide a status update that outlines progress made towards implementation of several other key WIOA provisions.

The four criteria used to determine Local Board recertification are as follows:

1. *The Local Board Met the Membership Provisions in the WIOA Section 107(b)*

Local Boards must meet the membership provisions established in WIOA Section 107(b) and CUIC Section 14202(c) **by March 31, 2016**.

Note that, the State Board and the EDD recognize that Workforce Services Directive WSD14-10, *Initial Local Area Designation and Local Board Certification Under WIOA*, did not require existing Local Areas to establish a WIOA compliant board until June 30, 2016. The State Board and the EDD believe this revised timeframe still allows adequate time for Local Areas to transition to the required membership and ensure the Local Board is properly constituted to engage in a meaningful strategic planning process envisioned in the WIOA.

Local Boards must ensure they are fulfilling the intent of the “Sunshine Provisions” in the WIOA. WIOA Section 107(e) requires Local Boards to make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including membership information.

2. *The Local Board Met or Exceeded Performance Accountability Measures*

The Local Board must have achieved 80 percent or higher on at least eight of the nine locally negotiated common performance measures for PYs 2013-14 and 2014-15. (This flexibility is in alignment with WIA Directive WIA06-10 and Workforce Services Directive WSD12-14).

The evaluation of local performance outcomes will consider the extent to which Local Boards have begun to implement the WIOA, and the potential impact on local performance levels.

3. *The Local Board Achieved Sustained Fiscal Integrity*

The Local Board may not have been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- Final determination of significant finding(s) from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- Gross Negligence, which is defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration. Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data.
 - Timely completion and submission of the required annual single audit.

- *Have not been placed on cash hold for longer than 30 days*
(In alignment with WIOA Section 106[e][2]).

4. ***The Local Board Provided Status Updates On Key WIOA Provisions***

The Local Board must demonstrate they have taken steps toward implementing key WIOA provisions and are moving towards a unified, customer-focused system. This includes, but is not limited to, strategic planning, developing new services, entering into new collaborative partnerships, and creating innovative workforce development strategies in alignment with the WIOA. In the event that EDD Monitors need to corroborate the Local Board's implementation efforts that are outlined in their status update, Local Boards must retain adequate supporting documentation. Progress must be demonstrated for the following WIOA provisions:

- ***Meeting new youth service requirements.***
- ***Adhering to the new Uniform Guidance requirements.***
- ***Developing sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.***
- ***Adopting, implementing, and promoting the AJCC brand.***
- ***Completing Phase I of the MOU development process.***

Recertification Request

In order to determine if Local Boards have met the recertification requirements, they must complete the Local Board Recertification Request (Attachment 1). The request must be signed by the Local Board chairperson (or officially designated alternate) and the local Chief Elected Official (CEO).

The completed request must be submitted to the State Board no later than 5:00 p.m., March 30, 2016. The State Board will accept signed or unsigned copies on or before this date. The signed copies must be received no later than June 20, 2016.

Mail	California Workforce Development Board P.O. Box 826880 Sacramento, CA 94280-0001
Courier	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814
Hand Deliver	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814

Assessment of Recertification Request

The State Board, in coordination with the EDD, will verify the information provided in the recertification request. The State Board will consider all information provided, and determine whether to recommend recertification at its spring 2016 meeting.

The Local Board will be notified in writing by May 20, 2016, regarding its recertification status. If approved, the Local Board recertification will be effective July 1, 2016, through June 30, 2018. If denied, the Local Board may be granted conditional certification and required to submit a corrective action plan to the State Board as outlined in the section below.

Failure to Achieve Recertification

If a Local Board fails to achieve recertification, the State Board and the EDD will work with the Local Board in a good faith effort to improve those areas out of compliance, granting conditional recertification if necessary.

Local Boards that are granted conditional recertification will be required to submit a corrective action plan to the State Board by June 20, 2016. The corrective action plan must address the recertification criteria the Local Board did not meet (i.e., membership, performance, sustained fiscal integrity, or demonstrated progress toward implementing key WIOA provisions). The corrective action plan must be signed by the Local Board chairperson or his/her official designated alternate.

If the Local Board fails to submit a corrective action plan as required, the Local Board's recertification request will be denied and a new Local Board will be appointed and certified in accordance with WIOA Section 107(c)(2)(C).

ACTION

Please bring this directive to the attention of the Local Board, local CEO, and other relevant parties.

INQUIRIES

Contact your assigned [Regional Advisor](#) if you have questions concerning this directive.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachment is available on the Internet:

1. [Local Board Recertification Request](#)
2. [Summary of Comments](#)

Local Workforce Development Board Recertification Request

Program Years 2016-18

**Local Workforce Development Board
Monterey County Workforce Development
Board**

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Monterey County Workforce Development
Board

Name of Local Board

730 La Guardia Street

Mailing Address

Salinas, CA

93906

City, State

Zip

Joyce Aldrich

Contact Person

831-759-6644

Contact Person's Phone Number

March 31, 2016

Date of Submission

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Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

Local Board Membership

Instructions

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
1. Erik Cushman	Chairperson/ Publisher	Monterey County Weekly	12-17-2013	12-11-2016
2. Mary Ann Leffel	Small Business/ Founding Principal	Veritas Associates LLC	07-09-2013	06-15-2016
3. Wendy Brickman	Small Business/ Owner	Brickman Marketing	07-09-2013	05-25-2016
4. Paula Calvetti	Human Resources Director	Hyatt Regency Monterey, Hyatt Carmel Highlands	04-22-2014	06-15-2016
5. Harbhajan Dadwal	President	Five Rivers Hospitality, Inc.	02-25-2014	02-25-2017
6. Paul Farmer	President	Salinas Valley Chamber of Commerce	08-27-2013	08-27-2016
7. Sherry Farson	Vice President	Wells Fargo Commercial Banking Office	02-25-2014	02-25-2017
8. Salvador Munoz	Small Business/ Architect	Munoz and Associates	11-05-2013	07-27-2016
9. Aaron Oskolkoff	Manager	CVS Pharmacy	08-27-2013	05-25-2016
10. Kimberly Schnader	Human Resources Manager	Language Line Services	07-09-2013	05-25-2016
11. Larry Silva	Human Resources Director	Tanimura & Antle Fresh Foods, Inc.	07-09-2013	06-15-2016
12. Brian Turlington	Small Business/ Executive Director	Monterey County Business Council	11-05-2013	11-05-2016
13. Hunter Harvath	Assistant GM, Finance & Admin	Monterey-Salinas Transit	07-09-2013	06-15-2016
14. Sandy Chamberlain	Human Resources Director	Central Coast Visiting Nurse Association & Hospice	04-12-2016	04-26-2017

WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
1. Jay Donato	Labor Organization/ Internal Organizer	SEIU Local 521	10-06-2015	05-14-2018
2. Cesar Lara	Labor Organization/ Executive Director	Monterey Bay Central Labor Council	11-05-2013	07-27-2016
3. Andy Hartmann	Registered Apprenticeship/ Business Manager	International Brotherhood of Electrical Workers Local 234	10-06-2015	09-01-2018
4. Steve MacArthur	Business Manager	Plumbers and Steamfitters Local 62	11-05-2013	10-19-2016
5. Crescencio Diaz	President & Principal Officer	Teamsters Local Union 890	04-12-2016	06-24-2017
6. Diana Carrillo	Director	Center for Employment	07-09-2013	06-15-2016

		Training		
7. Al Davis	Reverend	National Association for the Advancement of Colored People (NAACP)	11-05-2013	06-15-2016

EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
1. Willard Lewallen	Adult Education & Literacy/ Superintendent/President	Hartnell College	10-06-2015	02-14-2018
2. Walter Tribley	Institution Higher Education/ Superintendent/President	Monterey Peninsula College	02-23-2016	02-14-2018

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
1. Hunter Harvath	Economic & Community Dev/ Assistant GM, Finance & Admin	Monterey-Salinas Transit	07-09-2013	06-15-2016
2. Yuko Duckworth	Employment Service / Employment Program Manager	Employment Development Department	06-24-2014	06-24-2017
3. Mimi Laurent	Rehabilitation Act of 1973/ Team Manager	Department of Rehabilitation	01-13-2015	10-29-2016

ADDITIONAL MEMBERS

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date
1. Dave Potter	Monterey County 5th District Supervisor	Monterey County Board of Supervisors, Chief Local Elected Official	06-12-2012	06-12-2016

CORRECTIVE ACTION COMMENTS

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

N/A

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	27
Number of vacancies currently on local board =	0
Total local board membership =	<u>27</u>
Total number of Business Representatives currently sitting on local board =	14
Number of Business Representative vacancies currently on local board =	0
Total local board Business Representatives =	<u>14</u>
Divide total local board Business Representatives by total local board membership =	<u>51.85%</u>
	(Must be greater than 50%)

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions – Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	27
Number of vacancies currently on local board =	0
Total local board membership =	<u>27</u>
Total number of Workforce Representatives currently sitting on local board =	7
Number of Workforce Representatives vacancies currently on local board =	0
Total local board Workforce Representatives =	<u>7</u>
Divide total local board Workforce Representatives by total local board membership =	<u>25.93%</u>
	(Must not be less than 20%)
Total number of Labor Organization Representatives currently sitting on local board =	4
Total number of Apprenticeship Program Representatives currently sitting on local board =	1
Number of Labor Org/Apprenticeship Program Representatives vacancies =	0
Total local board Labor Representatives =	<u>5</u>
Divide total local board Labor Representatives by total local board membership =	<u>18.52%</u>
	(Must be at least 15%)

Local Board Performance Accountability Measures

Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: <u>Monterey County Workforce Development Board</u>				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate	62.1%	74.4%	65.0%	73.5%
Employment Retention Rate	74.0%	75.2%	74.5%	79.2%
Average Earnings	\$10,129	\$10,581	\$10,600	\$11,741
Dislocated Worker				
Entered Employment Rate	61.8%	74.5%	62.0%	68.1%
Employment Retention Rate	75.6%	83.5%	75.5%	88.0%
Average Earnings	\$13,122	\$19,518	\$13,600	\$31,867
Youth (ages 14-21)				
Placement in Employment or Education	70.1%	72.4%	70.0%	61.3%
Attainment of a Degree or Certificate	64.3%	83.1%	64.0%	67.7%
Literacy and Numeracy Gains	61.0%	81.3%	59.0%	48.6%

Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Board WIOA Implementation

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:

a. Developing new services

Monterey County WDB received a Department of Labor award to serve most at-risk youth ages 17-24 that have been incarcerated or at risk of incarceration. Monterey County WDB began a pilot project with the Sheriff's Department to provide 5-day "KickStart" workshops in a local jail facility, which is being offered every 6 weeks for individuals at 120 days or less prior to their release date. The workshops offer basic job readiness skills and information about the AJCC employment and training services so inmates are more prepared to access AJCC services upon release.

b. Entering into collaborative partnerships

Monterey County continues to partner with a 4-county regional collaborative to include the Workforce Development Board's of Santa Cruz, San Luis Obispo and Santa Barbara Counties. The Department of Rehabilitation is now co-locating staff at Monterey County's AJCC comprehensive and satellite locations in Salinas and Marina, California. Job Corps staff are co-located at the comprehensive AJCC site in Salinas to offer education and vocational training to young people ages 16 through 24. Monterey County WDB Business Services representatives continue to strengthen its partnership with the Economic Development Department by teaming up with their staff for the purpose of enhancing employer engagement to better understand the needs of business and bring awareness of services and solutions available to the business community.

c. Creating innovative workforce development strategies in alignment with WIOA

Monterey County continues to partner with a 4-county regional collaborative to include the Workforce Development Board's of Santa Cruz, San Luis Obispo and Santa Barbara Counties. The Department of Rehabilitation is now co-locating staff at Monterey County's AJCC comprehensive and satellite locations in Salinas and Marina, California. Job Corps staff are co-located at the comprehensive AJCC site in Salinas to offer education and vocational training to young people ages 16 through 24. Monterey County WDB Business Services representatives continue to strengthen its partnership with the Economic Development Department by teaming up with their staff for the purpose of enhancing employer engagement to better understand the needs of business and bring awareness of services and solutions available to the business community.

Monterey County Program Services operator is transitioning to year round youth programs incorporating 75% out-of-school youth enrollments. Monterey County Program Services operator is working on a Customer Centered Design model for all Adult programs.

d. Redesigning service delivery

On February 23, 2016, Monterey County attended a “Building the WIOA Partnership and Development the Memorandum of Understanding (MOU)” training session with its core program partners including Wagner-Peyser, Department of Rehabilitation, WIOA Title I, WDB staff and board members who were available to attend. At this meeting, all partners gained insight on how to redesign, align, coordinate, and integrate programs to ensure all required services are provided throughout the AJCC delivery system in a seamless fashion, how best to increase access to services online and in-person, how to refer customers amongst partner programs, and how partners may work together to achieve outcomes. All agreed to reconvene on March 17, 2016 with all required partners to start the MOU development process to discuss the required elements and strategies moving forward.

e. Other WIOA transitional activities to design a better system for customers

The development of partner MOUs will incorporate language that includes WIOA transitional activities that enables upward mobility for all customers, including populations with barriers to employment. This will ensure that customers have access to achieve a marketable set of skills and/or credentials prior to job placement or for career advancement to ensure economic self-sufficiency and security. The Workforce Development Board is researching options available to ‘minimize risk’ of current operations design of WDB staff and primary AJCC and program services staff.

2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?

Starting program year 2015-16, Monterey County revised its youth contract and service provider enrollment plans and budgets to ensure all youth providers increase the percentage of youth formula funds used to serve out-of-school youth to 75 percent from 30 percent. As of February 2016, 70 percent of Monterey County’s enrollments are out-of-school youth. (% to be updated with month-end March data, prior to submission to State on March 31, 2016)

Starting program year 2015-16, Monterey County revised its youth contract and service provider plans and budgets to ensure that all youth providers spend at least 20 percent of youth formula funds on work experience activities such as summer jobs, pre-apprenticeship, on-the-job training, and internships so that youth can be prepared for employment. As of February 2016, Monterey County expended 16% of its youth allocation

on work experience. (% to be updated with month-end March data, prior to submission to State on March 31, 2016)

3. Describe your efforts to comply with the Uniform Guidance requirements.

Monterey County has effectively transitioned its fiscal process and procedures to comply with the Uniform Guidance requirements. The Finance Manager also attends all DOL trainings and brings back policy changes with effective dates to ensure WDB and all operators are in compliance.

4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.

Under the Workforce Innovation Fund (WIF) "Youth Ambassadors for Peace", Monterey County WDB aims to recruit at-risk youth into an intensive youth development program that reestablishes connections with education to develop career pathways in priority industry sectors in coordination with local training providers that are listed on the State's Eligible Training Provider List (ETPL).

Monterey County WDB has applied for pre-apprenticeship funding through the California Workforce Development Board to recruit Veterans, at-risk youth, and women into a regional training project to implement, and take to scale, the regional training program successfully piloted through the Proposition 39 Pre-Apprenticeship Development Grant, targeting clean/green, and energy efficiency construction. With over \$1.2 billion in Monterey Bay construction projects identified by the project's labor partners, the demand for skilled workers in the building trades is eminent.

5. Describe your efforts to adopt, implement, and promote the AJCC brand.

Since July 1, 2013, Monterey County WDB adopted and implemented the "America's Job Center of California" network branding effort. All websites, brochures, outreach materials, letterhead, meeting agendas, etc., states "Proud partner of America's Job Centers of California" and displays the logo.

6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?

As mentioned previously, on February 23, 2016, Monterey County attended a "Building the WIOA Partnership and Development the Memorandum of Understanding (MOU)" training session with its core program partners including Wagner-Peyser, Department of Rehabilitation, WIOA Title I, WDB staff and board members who were available to attend.

All agreed to reconvene on March 17, 2016 with all required partners to start the MOU development process to discuss the required elements and strategies moving forward to ensure Phase I of MOU process is complete and submitted to the Monterey County Board of Supervisors at their June 28, 2016 meeting.

Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

**Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

**Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

Instructions

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Erik Cushman
Name

Jane Parker
Name

Publisher, Monterey County Weekly
Title

Chairperson, Monterey County Board of
Supervisors
Title

Date

Date

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON THE LOCAL WORKFORCE DEVELOPMENT AREA BUDGET FOR FISCAL YEAR (FY) 2015-16
DATE: MARCH 16, 2016

INFORMATION:

Staff plan to present the LWDA budget for Fiscal Year 2015-16 in detail including the plan goals for enrollment for each WIOA formula allocation.

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: DIRECTOR'S REPORT
DATE: MARCH 16, 2016

INFORMATION:

WDB Executive Director, Joyce Aldrich plans to present a verbal update on the following:

- Day at the Capitol Update
- National Association of Workforce Development Boards Forum 2016
- Grant opportunities/collaborations Update:
 - ✓ Prop 39 2.0
 - ✓ DOL High Tech H1B Visa
 - ✓ Environmental Workforce Development & Job Training Grant