



# **EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, May 24, 2018

8:30 a.m. – 10:30 a.m.

MBEST

3180 Imjin Road, Conference Room B, Marina, CA

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. **ALTERNATE AGENDA FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

## NOTICE TO THE PUBLIC

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

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

The procedure for this meeting is as follows:

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



1441 Schilling Place, North  
Salinas, CA 93901

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**Executive Committee  
Members:**

*Erik Cushman,  
WDB & Executive Chair*

Paula Calvetti  
Cesar Lara  
Mary Ann Leffel  
Dr. Willard Clark Lewallen

# Monterey County Workforce Development Board Executive Committee

MBEST, 3180 Imjin Road, Suite B, Marina, CA 93933

**Thursday, May 24, 2018; 8:30 a.m.**

## AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b>	
<b>CHANGES TO AGENDA:</b>	Erik Cushman, <i>Chair</i>
<b>PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:</b> <i>(Limited to 2 minutes per person)</i>	
<b>DIRECTOR'S REPORT:</b>	
<ul style="list-style-type: none"> <li>• Update on Fiscal and Procurement Monitoring initial report</li> <li>• Update on Proposition 39 (Pre-Apprenticeship) Grant Monitoring initial report.</li> <li>• Notification of Partnerships to Unlock Social Mobility 2.0</li> </ul>	Chris Donnelly
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Approve minutes from Executive Committee meeting of April 26, 2018.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. Discussion on proposed WDB Budget for Fiscal Year 2018-19.	Ruben Trujillo Chris Donnelly
2. <b>ACTION:</b> Consider making a recommendation to the full Workforce Development Board to adopt the following New and Revised WDB Policies: <ul style="list-style-type: none"> <li>• #2018-07: Cost Allocation Plan &amp; Methodology for WIOA Grant Recipients Policy and Guidance</li> <li>• #2018-08: WIOA Youth Program Requirements Policy and guidance</li> <li>• #2018-09: Audit Resolution Policy</li> <li>• #2018-10: Incumbent Worker Training Policy</li> </ul>	Chris Donnelly
3. <b>ACTION:</b> Consider making a recommendation to the full Workforce Development Board that it approve the re-appointments to the WDB of: <ul style="list-style-type: none"> <li>• Willard Lewallen, representing Education;</li> <li>• Walter Tribley, representing Education; and</li> <li>• Jay Donato, representing Labor</li> </ul> Each for a three-year term to be forwarded to the Board of Supervisors for final approval.	Erik Cushman
4. <b>ACTION:</b> Consider making a recommendation to the full Workforce Development Board to approve the AJCC Hallmarks of Excellence and Continuous Improvement Plan.	Javier Vanga
5. Monthly and quarterly update on WIOA Adult, Dislocated Worker and Youth Program performance through April 30, 2018.	Chris Donnelly
6. Overview of Adult and Dislocated Worker Training Performance Report, through May 17, 2018.	Chris Donnelly
<b>ANNOUNCEMENTS</b>	Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Executive: 6/20/2018, MBEST Business: 7/10/2018, MBEST Oversight: 8/09/2018, MBEST	<b>WDB MEETING:</b> 6/6/2018, SpringHill Suites Hotel, Marina
<b>ADJOURNMENT:</b>	Erik Cushman



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**Executive Committee**

**Members:**

*Erik Cushman,  
WDB & Executive Chair*

Paula Calvetti  
Cesar Lara  
Mary Ann Leffel  
Dr. Willard Clark Lewallen

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**UNADOPTED**

**Monterey County Workforce Development Board  
Executive Committee  
Marina Library, 190 Seaside Circle, Marina, CA 93933  
Thursday, April 26, 2018**

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

**Members Absent:** Paula Calvetti

**Staff Present:** Chris Donnelly and Flor Galvan

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 10:09 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment/Testimonial:** Edward King

**Director's Report:** The committee received the Director's Report regarding the updates on Workforce Development Board Youth Job Fair, State Monitoring, and Department of Labor Youth Ambassador's for Peace Monitoring.

**Consent Calendar:**

1. Action: Approve the minutes from April 26, 2018 meeting.  
**A motion was made by Mary Ann Leffel to approve the minutes from April 26, 2018, seconded by Cesar Lara. ALL AYES**

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

1. Action: Consider whether to approve the Request for Quote Selection Committee's choice of a contractor to perform WIOA Compliance Monitoring services for PY 2017-18; consider whether to recommend approval of its choice to the Workforce Development Board.  
**A motion was made by Willard Lewallen to consider whether to approve the Request for Quote Selection Committee's choice of a contractor to perform WIOA Compliance Monitoring services for PY 2017-18; consider whether to recommend approval of its choice to the Workforce Development Board, seconded by Mary Ann Leffel. ALL AYES**
2. Action: Consider whether to approve extending the contract for Council for Adult and Experiential Learning to provide a Coastal Region healthcare project management plan and analysis from May 30, 2018 to October 31, 2018, and to approve increasing the contract from \$75,000 to \$95,000; consider whether to recommend approval of these actions to the Workforce Development Board.  
**A motion was made by Mary Ann Leffel to consider whether to approve extending the contract for Council for Adult and Experiential Learning to provide a Coastal Region healthcare project management plan and analysis from May 30, 2018 to October 31, 2018, and to approve increasing the contract from \$75,000 to \$95,000; consider whether to recommend approval of these actions to the Workforce Development Board, seconded by Cesar Lara.**
3. Report out on the results of monitoring the Eligible Training Provider List and Equal Opportunity compliance.  
**The Board received a report on the results of monitoring the Eligible Training Provider List and Equal Opportunity compliance.**

**Adjournment:** Mr. Cushman adjourned the meeting at 11:09 a.m.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** DISCUSSION ON PROPOSED WDB BUDGET FOR FISCAL YEAR 2018-19  
**DATE:** MAY 24, 2018

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**INFORMATION:**

WDB staff will provide information on the proposed WDB budget for fiscal year 2018-19.

**HANDOUT:**

Formula Allocation budget spreadsheet

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER MAKING A RECOMMENDATION TO THE FULL WORKFORCE DEVELOPMENT BOARD THAT IT ADOPT THE FOLLOWING NEW AND REVISED WDB POLICIES

**DATE:** MAY 24, 2018

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## RECOMMENDATION:

It is requested that the Executive Committee recommends approval of new and revised local policies that provide local WIOA Title I program operational guidance.

## New Policies

- 1. DRAFT #2018-07: Cost Allocation Plan & Methodology for WIOA Grant Receipts**  
**Applicable to:** Monterey County WIOA Title I Service Providers and WDB staff  
**Purpose:** This operational policy provides guidance and establishes principles and standards to provide a uniform approach for determining cost and promoting effective program delivery.
- 2. DRAFT #2018-10: Incumbent Worker Training Policy**  
**Applicable to:** Monterey County WIOA Title I Service Providers and WDB staff  
**Purpose:** This policy provides guidance and WIOA requirements for provision of Incumbent Worker Training.

## Revised Policies

- 1. DRAFT #2018-08: WIOA Youth Program Requirements**  
**Applicable to:** Monterey County WIOA Title I Service Providers and WDB staff  
**Purpose:** This policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) youth program, including out-of-school youth and 20 percent work experience minimum expenditure requirements.  
**Revision:** Policy revised to 1) remove references to In-School Youth and the 5% exception to Low Income requirement; 2) detail the specific services to be provided to Youth participants, from Outreach and Recruitment through Follow Up; and 3) make changes to Youth Incentives.
- 2. DRAFT #2018-09: Audit Resolution Policy**  
**Applicable to:** Monterey County WIOA Title I Service Providers and WDB staff  
**Purpose:** This purpose of this policy is to set forth written procedures, as indicated in the WIOA regulations, for the Monterey County Workforce Development Board (MCWDB) staff and its subrecipients to follow regarding the requirements for audit resolution. This policy requires that all subrecipients expending WIOA funds shall comply with federal and state audit resolution requirements.  
**Revision:** Policy revised to delete WIA references and regulations and replace with WIOA references and regulations.

**ATTACHMENTS:**

- a) DRAFT #2018-07: Cost Allocation Plan & Methodology for WIOA Grant Receipts
- b) DRAFT #2018-08: WIOA Youth Program Requirements
- c) DRAFT #2018-09: Audit Resolution Policy
- d) DRAFT #2018-10: Incumbent Worker Training Policy



## COST ALLOCATION PLAN & METHODOLOGY FOR WIOA GRANT RECIPIENTS POLICY AND GUIDANCE

### EXECUTIVE SUMMARY

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This operational policy provides guidance and establishes principles and standards to provide a uniform approach for determining cost and to promote effective program delivery.

### REFERENCES

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- Office of Management and Budget CFR Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Guidance and Final Rule. Final Guidance published at 78 FR 78589 (December 26, 2013) and Final Rule published at 79 FR 75867 (Dec 19, 2014); and
  - Department of Labor CFR Chapter II, Part 2900 et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Dec 19, 2014).

### PROCEDURAL GUIDANCE

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The Monterey County Workforce Development Board's (MCWDB) cost allocation plan and methodology ensure that costs are properly and equitably distributed to the benefiting cost objective. Where an accumulation of indirect costs will ultimately result in charges to a Federal award, a cost allocation plan will be required. MCWDB's formal accounting records substantiate the propriety of the eventual charges that support all costs included in the plan. To determine the allocation process, we first must understand the nature of the cost and how the benefits will be received.

The basic guidelines are that costs shall:

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
2. Be allocable to Federal awards under the provision of 2 CFR part 225.
3. Be authorized or not prohibited under state or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal law, terms and conditions of the federal award or other governing regulations as to types or amounts of cost items.

5. Be consistent with policies, regulation and procedures that apply uniformly to both the federal awards and other activities of the government unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Be allocated using generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.
11. Be reasonable, ordinary, necessary, and comparable to similar goods or services.
12. Be allocable: a cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received. Any cost allocable to a particular federal award or cost objective under the principles provided for in 2CFR part 225 may not be charged to other federal awards to overcome fund deficiencies.
13. Be reduced by applicable credits: such credits should be credited to the appropriate federal award to reduce costs.

The MCWDB identifies cost classifications for the process of labeling indirect, joint, and direct costs relative to the cost allocation process. Indirect cost pools should be distributed to benefiting cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. These indirect cost allocations identify, accumulate, and distribute allowable direct and indirect costs under grants and contracts, and identify the allocation methods used for distributing costs.

MCWDB's cost allocation plan allocates joint costs to support the distribution of those costs to the grant program. Those direct costs charged directly to final cost objectives that do not require any further allocation or breakdowns are assignable direct costs. Examples of assignable direct costs that are charged to the program include:

- Compensation paid to employees whose time is devoted specifically to the fulfillment of a particular program objective;
- Costs of pre-approved items such as equipment, consultants, and subcontractors for performance of services specifically for the program; and
- Costs of any materials purchased specifically for a particular program.

Cost allocation methods and cost types vary. The objective is to ensure reasonableness and equity. MCWDB uses several different bases for allocating different types of cost; for example, costs are used in proportion to staff allocated to each grant. This system works well with the budget because it creates a cost per position relation for expenditures, is reliable, has good budget control, is a well-accepted cost allocation standard and provides abundant management information.

## INQUIRIES

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If you have questions please contact staff at (831) 796-6434. This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board

## WIOA YOUTH PROGRAM REQUIREMENTS POLICY AND GUIDANCE

### EXECUTIVE SUMMARY

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This policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) youth program, including out-of-school youth and 20 percent work experience minimum expenditure requirements.

### REFERENCES

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- WIOA (Public Law 113-128)
  - Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
  - Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
  - Title 20 CFR Part 681: “Youth Activities under Title I of the WIOA”
  - Title 20 United States Code (U.S.C.) Section 1401: “Definitions”

### BACKGROUND

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The Monterey County Workforce Development Board (MCWDB) is charged with overseeing the allocation of WIOA funds and the WIOA funded program operations of the America’s Job Center of California (AJCC) / One-Stop delivery system in Monterey County to provide services for youth needing eligibility, assessment, employment training resources, supportive services, case management, and follow-up services and to maintain appropriate documentation of the eligible populations served with WIOA funds

### PROCEDURAL GUIDANCE

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#### **Out-of-School Youth Eligibility Criteria:**

To receive services as an out-of-school youth, an individual must meet the following eligibility criteria:

*The Monterey County Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- Not attending any secondary or post-secondary school (not including Title II Adult Education, Youth Build, Job Corps, or charter schools with federal and state workforce partnerships);
- Age 16-24 years old; and
- Meets one or more of the following barriers:
  - A school dropout;
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (Note that, “school year quarter” is defined by the local school district calendar);
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
  - An individual who is subject to the juvenile or adult justice system;
  - A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
  - An individual who is pregnant or parenting;
  - An individual with a disability; or
  - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### **Serious Barriers to Employment:**

For purposes of program eligibility, MCWDB’s definition of “youth who face serious barriers to employment” – is defined as an individual who requires additional assistance or has serious barriers to employment to complete an educational program or secure and hold employment or is one who in addition to meeting the income and age eligibility criteria, also meets one or more of the following barriers listed below:

- Has repeated at least one secondary grade level or are one year over age for grade;
- Are emancipated youth;
- Has aged out of foster care;
- Resides in a non-traditional family setting (i.e., single parent, lives with guardian, latchkey, domestic partners, etc.);
- Has been referred to or are being treated by an agency for a substance abuse related problem;
- Has experienced recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional;
- Has serious emotional, medical or psychological problems as documented by a qualified professional;
- Parents have a history of chronic unemployment, including living in a family on long-term public assistance;
- Member of a seasonal farm worker family;
- Resides in a High Intensity Gang Activity Area (HIGAA), according to the Department of Justice (DOJ) and designated by the State of California;
- Child of incarcerated parents;
- Court involved youth or at-risk of involvement;
- Has never held a job;
- Has been fired from a job within the 12 months prior to program application; or

- Has never held a full-time job (30+ hours per week) for more than 3 consecutive months

**NOTE:** A youth participant's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is an out-of-school youth at time of enrollment and is subsequently placed in a GED program at an adult school, or any school, is still considered an out-of-school youth. Additionally, an individual who is an out-of-school youth and between the ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an out-of-school youth until exited.

#### **Fourteen (14) Youth Program Elements:**

The service provider staff will determine which of the following services a youth participant receives based on the participant's objective assessment and Individual Service Strategy (ISS) described below.

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities;
  - e. Placement in WDB Sectors
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors as identified by the Monterey County Workforce Development Board (MCWDB)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services
8. Adult mentoring for duration of at least 12 months that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education such as budgeting;
12. Entrepreneurial skills training to expose students to the skills and knowledge necessary to support self-employment, small business ownership, and entrepreneurship;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

## **WIOA Youth Program Design:**

### **Outreach, Recruitment, Orientation, Intake and Enrollment:**

- Sufficient outreach will be conducted to target and recruit youth within the service delivery area(s) that meet the eligibility requirements for WIOA out-of-school youth.
- Conduct an intake process with youth that will involve prescreening for eligibility determination and providing an orientation of youth program services.
- Should staff be contacted by in-school youth who cannot be served under this agreement, they will be expected to make appropriate referrals to other community partners who provide services to in-school youth, or refer youth to self-help basic career services at the AJCC.
- Follow and comply with the out-of-school youth Eligibility Criteria to enroll participants in the program.

### **Initial Assessment:**

- Assess each applicant's initial skill level using the Comprehensive Adult Student Assessment System (CASAS) appraisal test to determine "basic skills deficiency" or grade-equivalent skill levels in language and mathematics to place youth at appropriate levels of instruction.
- Ensure all testing is proctored and all testing instruments are used. All tests will be discussed with the youth by Service provider staff qualified to interpret the results. Discussion will include the scores and the impact of test results.
- Following initial assessment, staff will select and certify participants for WIOA eligibility and enrollment to receive services at the AJCC or other designated service delivery area.
- Collect all documentation, and enter all enrolled participants into the State CalJOBS system, and place a hard copy of the CalJOBS system documentation in the participant file or upload the documentation into the youth's virtual case file in the State CalJOBS system.

### **Basic Skills Remediation:**

- Provide literacy and numeracy remediation to basic skills deficient participants, based on the initial CASAS test and ISS assessment results, with the objective for the youth to gain at least one education functioning level (equivalent to Adult Basic Education "ABE" level) as measured by the CASAS.

### **WorkKeys Assessment:**

- Participants interested in pursuing occupational skills training are required to complete WorkKeys® assessments (Locating Information, Reading for Information and Applied Mathematics).
- If participant scores less than a level 3 on any of the WorkKeys tests, staff will give the participant access to the ACT Career Ready 101 online remediation training tool to upgrade their skills to qualify for a NCRC and referral to training.
  - Those who master these assessments by scoring a level 3 or higher on all three tests will be eligible to receive a National Career Readiness Certificate (NCRC) provided through the Monterey County Business Council (MCBC). Service provider will work with MCBC to receive and distribute all certificates to eligible participants

### **Individual Service Strategy (ISS):**

- Provide a comprehensive assessment for all participants interested in pursuing education, training and employment.
- Using the information gathered during the comprehensive assessment phase, staff will develop a mutually agreeable Individual Service Strategy (ISS) with youth participants.
- Ensure that youth participants are screened for basic skills, complete a pre-application and/or equivalent, and ensure that adequate information about the need for training, as specified in the ISS, is on record.
- The ISS will be discussed with the youth by Service provider staff qualified to interpret the ISS strategy and goals. Service provider will enter the youth participant's ISS into the State CalJOBS system.

**The ISS and assessment documents on record may include the following information:**

- Address needs identified in the assessments;
- Sets clear, measurable, achievable goals based upon the educational and job/career attainment goals of the youth;
- Specifies services that will be provided to the youth;
- Describes a plan for intervention services that is mutually supported and agreed upon in writing, bearing the signature of both the youth and the Service provider case manager; and
- Specifies obligations of the youth in terms of program participation, behavior, etc. Work Readiness Training

**WorkKeys Training:**

- Provide or coordinate with other agencies to conduct short-term work-readiness training to youth participants, if deemed appropriate for the participant.
- Short-term workshops may include, but are not limited to: soft skills, such as resume writing and interview techniques; computer literacy; financial literacy; National Retail Federation and ServSafe Certifications.

**Work Experience:**

The WIOA places a priority on providing youth with occupational learning opportunities through work experience. Work experience provides in-school and out-of-school youth an invaluable opportunity to develop work place skills. Work experience activities will be a priority service, including but not limited to summer jobs, year-round employment, pre-apprenticeships, on-the-job training, internships, and job shadowing, in order to help youth participants' obtain gainful work experience.

- **Work Experience 20 Percent Expenditure Requirement:**

Local area youth service providers must spend at least 20 percent of their WIOA youth formula funds on work experience. The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for in-school youth and out-of-school youth.

- **Work Experience Activities:**

Paid and unpaid work experiences must include academic and occupational education and may include the following types of work experiences:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities
- The required academic and occupational education (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway.

Youth formula funds may be used to pay wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate. Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience.

- **Allowable expenditures beyond wages may include the following:**

- Staff time spent identifying potential work experience opportunities.
- Staff time working with employers to develop the work experience.



- Staff time spent working with employers to ensure a successful work experience.
- Staff time spent evaluating the work experience.
- Classroom training or the required academic education component directly related to the work experience.
  - Orientation sessions for participants and employers
- **Work Experience Local Policy:**
  - The maximum duration of a work experience assignment per participant will be 8 weeks; and
  - The maximum number of work experience hours per participant will be 320.
  - Appropriate incentives/stipends and limitations on the dollar amounts, are as follows:
    - Completion of the following workshops:
      - Independent Individual Career Exploration - \$25
      - Leadership - \$25
      - Guides to Independence (or Online Curriculum) - \$25
      - Life Skills - \$50
    - Achieved the following performance:
      - Re-enrolled in Secondary Education or GED Course (out-of-school HS diploma only) - \$100
      - Achieved GPA of 2.5 or higher (quarter or semester) - \$50
    - Placement in Employment/Education/Training:
      - Obtained Unsubsidized Employment (employed 2nd quarter after exit) - \$100
      - Retained Unsubsidized Employment w/same employer (employed 4th quarter after exit) - \$100
      - Enrolled in Post-Secondary Education or Training (enrolled 2nd quarter after exit) - \$100
      - Enrolled in Advanced/Occupational Training (enrolled 2nd quarter after exit) - \$100
      - Enlisted in Military (enlisted 2nd quarter after exit) - \$100
    - Attainment of Degree/Certificate:
      - Attained Degree or Certificate (by 3rd quarter after exit) - \$100
      - Completion of Secondary Education - \$150
      - In Program Skills Gain - \$150

**Documentation of Service Delivery and Case Management:**

- Ensure timely entry in the State CalJOBS system to provide case management services while participants remain active in a WIOA funded program and during the post placement follow-up period.
- Ensure that 100% of all participant's enrollments are entered in the State CalJOBS system within three (3) days of enrollment, showing, at a minimum, the results of all assessments, and all goals and activities planned and agreed upon at the time of intake.
- Case notes will include details of services delivered during interaction with participant.
- WDB Management Information Systems (MIS) staff will provide user ID's with log-in access and training, as needed, to staff that require access to the State CalJOBS system to conduct case management.

### **Referrals to WIOA Partners:**

Service provider is a mandated partner in the America's Job Center of California (AJCC) / One-Stop delivery system. As such, Service provider is part of a continuum of services and must work in collaboration with WIOA required partners, as required under the Memorandum of Understanding (MOU) between the WDB and the partners of the AJCC / One-Stop delivery system. Service provider will be expected to develop or maintain appropriate mechanisms of referrals to ensure that participants can access the services that they require to support their success, and identify areas of participant need apart from WIOA services and refer participant to appropriate agencies to mitigate the needs.

Reference Partners & Community Links online at: [www.montereycountywdb.org/partners/](http://www.montereycountywdb.org/partners/).

### **Follow-up Services:**

Follow-up must be made available, as appropriate—including counseling regarding the workplace—for participants in youth program activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment. Follow-up Services includes the following:

- Referral to community services
- Referral to medical services
- Tracking progress on the job
- Work related peer support group
- Assistance securing a better paying job
- Career development and further education planning
- Assistance with Job/Work related problems
- Adult mentoring
- Tutoring
- Leadership development
- Supportive services, as approved by the WDB supportive services policy, located online at: [www.montereycountywdb.org/policies/policies/](http://www.montereycountywdb.org/policies/policies/)
- Other follow-up services, as approved by WDB

## **INQUIRIES**

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If you have questions please contact staff at (831) 796-6434. This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board

## AUDIT RESOLUTION POLICY

### EXECUTIVE SUMMARY

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This purpose of this policy is to set forth written procedures, as indicated in the WIOA regulations, for the Monterey County Workforce Development Board (MCWDB) staff and its subrecipients to follow regarding the requirements for audit resolution. This policy requires that all subrecipients expending WIOA funds shall comply with federal and state audit resolution requirements.

Entities receiving awards of WIOA funds must meet the audit requirements of Office of Management and Budget (OMB) Circular A-133. The revised circular has increased the expenditure level for the single audit requirement to \$500,000 or more in total federal funding. Those entities who expend \$500,000 or more in federal funds may have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program-specific financial and compliance audit in accordance with Generally Accepted Government Auditing Standards. This latter requirement applies to commercial organizations as described in 20 CFR 683.200.

The regulations also require the establishment of procedures for audit resolution. The procedures apply to MCWDB resolution of subrecipient audits and to subrecipient resolution of lower-tier subrecipient audits. In addition, MCWDB may use these procedures in resolving the findings from other reviews, such as monitoring, incident and investigation reports.

### REFERENCES

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2 CFR part 200  
20 CFR 683.200  
20 CFR 683.420  
29 CFR 95.26; 96.53; 97.26; 99.105  
OMB Circular A-133 (2003): Audits of States, Local Governments, and Non-Profit Organizations

## PROCEDURAL GUIDANCE

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The MCWDB and subrecipients shall follow this policy on the effective date described above. This policy will remain in effect from the date of issuance until such time that a revision is required.

### 1. **Audit Resolution Process:**

MCWDB and its subrecipients that award WIOA funds to lower-tier subrecipients must have written audit resolution policies and procedures that, at a minimum, follow the guidelines described in this policy.

The MCWDB and subrecipients must:

1. Review the audit report of their subrecipients to ensure compliance with the requirements of the OMB Circular A-133.
2. Establish an audit resolution file to document the disposition of reported questioned costs and corrective actions taken for all findings in an audit report.
3. The audit resolution process must be completed within six months after receipt of the subrecipients audit report and must ensure that the subrecipient takes appropriate and timely corrective action.

### 2. **Related Definitions:**

1. **Auditee:** as defined in OMB Circular A-133, is a non-federal entity that expends federal awards that must be audited under the circular.
2. **Awarding agency:** with respect to a grant, the awarding agency is the Department of Labor. With respect to a subgrant or contract, the awarding agency is the entity that awarded the subgrant or contract.
3. **Federal award:** federal financial assistance and federal cost-reimbursement contracts. It includes federal awards made directly by federal awarding agencies or indirectly by recipients of federal awards or subrecipients. It does not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Federal financial assistance means assistance received or administered to carry out a program.
4. **Initial Determination:** a preliminary decision on whether to allow or disallow questioned costs and resolve any non-monetary findings.
5. **Final Determination:** the awarding agency's final decision to disallow the cost and the status of non-monetary finding.
6. **Non-monetary finding:** an administrative finding.
7. **Subrecipient:** a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program but does not include an individual who is a beneficiary of such a program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in 29 CFR 99.210.
8. **Vendor:** a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program.

**3. Initial Determination:**

Issuance of a letter of Initial Determination is based on the audit review, which includes:

- a. A list of all questioned costs.
- b. Whether the costs are allowed or disallowed, with the reasons and appropriate citations included for such actions.
- c. Acceptance or rejection of any corrective action taken to date, including corrective action on administrative findings.
- d. List possible sanctions for failure to correct.
- e. The opportunity for informal resolution of no more than 60 days from the date of Initial Determination.

**4. Informal Resolution:**

During informal resolution, the subrecipient may provide documentation to support allowability of costs and proposed corrective action of administrative findings. Informal resolution discussions may be held by telephone, if necessary, but in person is preferable. When a meeting is held, provide a sign-in sheet that must be retained as documentation of its occurrence. Negotiations of repayments can be initiated at this time.

**5. Final Determination:**

Upon conclusion of the initial review and/or informal resolution meeting, the MCWDB Staff will submit a written Final Determination of actions required by the subrecipient. The Final Determination letter shall include:

- a. Reference of the Initial Determination letter.
- b. Summation of the informal resolution meeting, if held.
- c. List of decisions regarding the disallowed costs, listing each disallowed cost and noting the reasons for each disallowance.
- d. List of questioned costs that have been allowed by the awarding agency and the basis for the allowance.
- e. List the establishment of a debt, if appropriate;
- f. List the deadline by which the debt must be repaid, and date when debts become delinquent;
- g. List whether interest will be charged, and the interest rate;
- h. List description of the debt collection process and other sanctions that may be imposed if payment is not received.
- i. List the status of each administrative finding.
- j. List any other required corrective actions and timeframes by which they will be accomplished;
- k. List statement of possible sanctions;
- l. List procedures by which the subrecipient may appeal to the State a decision of the entity making the determination.

The MCWDB and its subrecipients shall ensure corrective action of any unresolved administrative findings identified in audit reports. The MCWDB and its subrecipients shall validate corrective action through a monitoring process to determine that appropriate action has been taken. A copy of the monitoring report substantiating the implementation of the appropriate corrective action must be filed with the audit report

**6. Hearing Procedures for Resolution of Appeals:**

Regional subgrant recipients must establish local level hearing procedures for resolution of appeals related to audit and monitoring finds.

The local level hearing procedures for resolution include:

- a. The auditee has 30 calendar days after receipt of the final determination to submit a written request for a hearing. At least 10 calendar days before the hearing, a written notice of the date and site of the hearing must be provided. A withdrawal must be done in writing.
- b. A hearing shall be recorded mechanically or by court reporter.
- c. The hearing officer must issue a decision within 60 days of the filing date. The subcontractor has 10 days from receipt of an adverse decision to file an appeal with the State Review Panel.
- d. If a local hearing is not held or the decision is not rendered timely, the subrecipients has 15 days from the date on which the date should be held or the decision should have been issued to file an appeal with the State Review Panel.
- e. The appeal to the State must be submitted to the Grievance Officer.
- f. If the subrecipient appeals the decision of the MCWDB's hearing officer to the state, the MCWDB will send EDD's Compliance Review Division (CRD) the complete audit for the State Review Panel. Within thirty (30) days of receipt by the CRD of the subrecipients written appeal the State Review Panel will convene to review all evidence and issue a decision without consideration of any imposed sanctions. There is no administrative appeal beyond this level.

## INQUIRIES

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If you have questions please contact staff at (831) 796-6434. This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board

## INCUMBENT WORKER TRAINING POLICY

### EXECUTIVE SUMMARY

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The purpose of this policy is to provide guidance regarding Incumbent Worker Training (IWT). IWT is designed to meet the specific requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees, and is conducted with a commitment by the employer to retain (or avert the layoff of) the incumbent worker(s) trained. Incumbent worker training must increase the competitiveness of the employer or employee.

To qualify as an incumbent worker, the worker must be at least 18 years of age and employed full time, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more, unless the incumbent worker is part of a training cohort in which a majority of those being trained meet the employment history requirement. An incumbent worker does not have to meet the eligibility requirements for career and training services under WIOA unless the worker is enrolled as a WIOA participant.

Local Workforce Development Areas (LWDAs) may reserve and use no more than 20 percent of WIOA Adult and Dislocated Worker funds allocated to the local area to pay for the Federal share of the cost of providing incumbent worker training. Employers participating in incumbent worker training are required to pay the non-Federal share of the cost of providing training to their incumbent workers, which may range from 10% to 50% depending on employer size.

To determine the eligibility of an employer to receive funding, the MCWDB shall take into account various factors to evaluate whether training would increase the competitiveness of the employees or both the employees and the employer, which may include: the characteristics of the individuals in the program, such as basic skills deficiencies; the number of employees participating in the training; the pre- and post-training wage and benefit levels of those employees; utilization as part of a larger sector and/or career pathway strategy; and employer size.

### REFERENCES

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Workforce Innovation and Opportunity Act (WIOA) Section 134 (d) (4)  
20 CFR 680.780 through 680.840  
Training and Employment Guidance Letter: WIOA 19-16

# PROCEDURAL GUIDANCE

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## I. Incumbent Worker Eligibility

20 CFR 680.780 specifies that to qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more, with the following exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement. All employees participating in incumbent worker training must meet the eligibility requirements below:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26;
- Meet the Fair Labor Standards Act requirements for employer-employee relations and have an established employment history with the employer for 6 months or more (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds); and
- Existing workers must be currently employed full-time with the participating employer.

Incumbent Worker participants must meet the eligibility requirements above. An incumbent worker participant does not have to meet the eligibility requirements for career and training services for adults and dislocated workers under WIOA, unless they also are enrolled as a participant in the WIOA Adult or Dislocated Worker program. As such, they are not included in calculations for the State performances measures. LWDA's are, however, required to input data into CalJOBS on individuals who receive incumbent worker training, including characteristics, services and outcomes.

## II. Employer Eligibility

1. For the purpose of determining the eligibility of an employer to receive funding, the MCWDB shall take into account factors that help to evaluate whether training would increase the competitiveness of the employees or both the employees and the employer, consisting of: a) the characteristics of the individuals in the program; b) the relationship of the training to the competitiveness of the employees or both the employees and the employer; and c) such other factors as the MCWDB may determine to be appropriate, which may include:
  - the number of employees participating in the training;
  - the wage and benefit levels of those employees (at present and anticipated upon completion of the training);
  - the existence of other training and advancement opportunities provided by the employer;
  - layoffs averted as a result of the training;
  - utilization as part of a larger sector and/or career pathway strategy
  - employer size
2. IWT should be provided for private sector employers; however, non-profit and local government entities may be recipients of IWT funds.
3. Employers must be in operation at least twelve months and employ at least five full-time employees, be financially viable and current on all state and federal tax obligations.
4. Any employer that has received payments under previous on-the-job training, customized training or IWT and that exhibited a pattern of failure to provide workers continued, long term employment as



regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees is ineligible to enter into further WIOA IWT contracts.

5. In considering an employer's eligibility for an IWT contract, LWDA's should consider the employer's past history with IWT, OJT and customized contracts, financial stability, history of layoffs, relocation and labor disputes as well as occupational and industry outlooks.
6. The MCWDB shall conduct an employer pre-award review checklist containing requirements of WIOA 683.260 and TEGL 19-16.

### **III. Employer Non-Federal Share/Employer Reimbursements**

1. WIOA Section 134 (d) states that employers participating in IWT shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers. The MCWDB shall establish the non-Federal share of such cost (taking into consideration such other factors as the number of employees participating in the training, the wage and benefit levels of the employees (at the beginning and anticipated upon completion of the training), the relationship of the training to the competitiveness of the employer and employees, and the availability of other employer-provided training and advancement opportunities.
2. The employer non-Federal share is dependent on the size of the employer and shall not be less than:
  - a. 10 percent of the cost, for employers with 50 employees or less;
  - b. 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
  - c. 50 percent of the cost, for employers with more than 100 employees.
3. Employer size is based on the number of employees currently employed at the local operation where the incumbent worker training placements will be made. Employer size is determined by the number of employees at the time of the execution of the incumbent worker training contract. This applies to all employers, including employers with seasonal or intermittent employee size fluctuations. Employers must provide documentation that indicates employer size. If multiple employer sites exist within an LWDA, employer agreements may be limited to physical locations within the LWDA area, or the LWDA may develop one agreement with multiple locations, training descriptions and budgets.
4. The non-Federal share provided by an employer may include the amount of the wages paid by the employer while the worker is attending training, equipment purchased for training, curriculum development expenses, travel and lodging costs, etc. The employer may provide the share in cash or in kind, fairly evaluated. The employer non-Federal share must not be calculated using any other Federal funds, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs.
5. The business will be required to calculate its actual non-federal share as a part of the application for training funds and at the conclusion of the training, should the non-federal share not meet the limits, the funds could potentially have to be repaid. Official payroll records, time and attendance records, invoices for equipment purchased, etc. must be utilized to determine the amount of the employer's share of cost.
6. Employer cost share contributions must be tracked and documented in the contract file and recorded on the Financial Status Report. In addition, the methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200. 306 and 2 CFR 2900.8.
7. No WIOA funds shall be used for Incumbent Worker wages per section 181 (b) (1).

#### **IV. Employer Contract Requirements**

1. IWT is provided based on a formal, written contract with the employer or group of employers that is signed prior to the initiation of training with a copy given to the employer(s).
2. Priority will be given to incumbent worker training contracts which: a) Provide training in one of the LWDA's Priority Sectors; b) The individual has the opportunity for upward mobility into a higher-paying job classification; c) The employer indicates an interest or potential to "back-fill" entry level positions with WIOA participants; and d) The individual's hourly wage is no less than \$14.00/hour and the position provides fringe benefits.
3. Incumbent worker training shall be limited to the period of time required for the individual (s) to become proficient in the skills for which the training is being provided. In determining the appropriate length of an IWT contract, consideration should be given to the skill requirements of the occupation and the academic and occupational skill level of the individual. LWDA's shall utilize ONET SVP skills training requirements in addition to an assessment of the individuals past skill and experience to justify the length of training.
4. Incumbent Worker training contracts shall not be written to provide skills for seasonal, temporary or intermittent employment.
5. IWT training may incorporate work-based, classroom and other training activities approved under WIOA to meet employer skill requirements. The employer or an intermediary may provide the training.
6. The IWT contract should address at a minimum: a) Employer documentation of the six month work history requirement b) Maximum allowable costs of training; c) Employer commitment to retain the individual as a full time employee with the same wages, benefits, hours and working conditions; d) Hourly wage of the individual; e) Length of training required; f) Description of occupations involved, skill(s) and competencies to be provided and learned; g) Assessment and identification of the individuals skills gaps; h) Performance measures outcome requirements; i) A provision for termination for lack of funds or recapture of overpayments, lack of individual attendance or failure of employer to comply with initial or upgraded employment requirements; j) A provision for maintaining and providing records for LWDA, state and federal monitoring and review, and k) Employer Assurances, as listed below.

#### **V. Employer Assurances**

The Employer agrees to adhere to the following provisions:

1. 20 CFR 680.790 specifies that the training be conducted with a commitment by the employer to retain or avert the layoffs of the incumbent workers trained.
2. WIOA Section 134 (d) and 20 CRF Section 680.820 specify that employers participating in IWT shall be required to pay the non-Federal share of the cost of providing training to incumbent workers. The amount of non-Federal share depends upon factors such as the number of employees participating in the training, the wage and benefit levels of the employees (at the beginning and anticipated upon completion of training), the relationship of the training to the competitiveness of the employer and employees and the availability of other employer provided training and advancement opportunities.
3. 20 CFR Section 680.830 specifies that funds provided to employers for incumbent worker training must not be used to directly or indirectly assist, promote or deter union organizing.
4. 20 CFR Section 680.840 specifies that WIOA funds may not be used to directly or indirectly aid in filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling is otherwise an issue in a labor dispute involving a work stoppage.

5. 20 CFR Section 683.260 specifies that WIOA funds must not be used for incumbent worker training for employees of any business or part of a business that has relocated from any location in the US until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing their job at the original location.
6. 20 CFR Section 683.270 specifies that a participant in a WIOA program activity must not displace (including a partial displacement such as a reduction in the hours of non-overtime work, wages of employment benefits) any currently employed employee (as of the date of the participation).
7. 20 CFR Section 683.270 specifies that a WIOA program or activity must not impair existing contracts for services or collective bargaining agreements. When the program or activity would be inconsistent with a collective bargaining agreement, the labor organization and employer must provide written concurrence before the activity begins.
8. 20 CFR Section 683.270 also specifies that a participant may not be employed in or assigned to a job if: (1) any other individual is on layoff from the same of any substantially equivalent job; (2) the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy created with the WIOA participant; (3) the job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers as of the date of the participation.
9. 20 CFR Section 683.275 specifies that individuals employed in activities under WIOA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills.
10. 20 CFR WIOA Section 683.275 specifies that individuals employed in programs and activities under WIOA must be provided benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.
11. 20 CFR Section 683.280 specifies that health and safety standards established under federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in programs and services under WIOA. To the extent that a State workers' compensation law applies, workers' compensation must be provided to participants in program and activities under WIOA on the same basis as the compensation is provided to other individuals in the State in similar employment.
12. WIOA Section 181 (b)(1) specifies that no WIOA funds shall be used to pay the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce development system.
13. WIOA Section 188 specifies that no individual shall be excluded from participation in, denied employment in the administration of or in connection with any such program or activity because of race, color, religion, sex in a WIOA program or activity solely because of the status of the individual as a participant.
14. WIOA Section 188 specifies that no participants shall be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship with the exception of maintenance of facilities that are not primarily use for instruction or worship and are operated by organizations providing services to WIOA participants.
15. The Employer must comply with 29 CFR 38.10 (d) (e) (f). As provided in 20 CFR §38.3(b), 29 CFR part 32, subparts B and C and appendix A, which implement the requirements of Section 504 pertaining to employment practices and employment-related training, program accessibility, and reasonable accommodation, have been incorporated by reference. Employers, employment agencies, or other entities covered by Titles I and II of the ADA should be aware of obligations imposed by those titles. See 29 CFR part 1630 and 28 CFR part 35. Similarly, recipients that are also employers covered by the anti-discrimination provision of the Immigration and Nationality Act should be aware of the obligations imposed by that provision.

See 8 U.S.C. 1324b.

16. 2 CFR 200. The Employer agrees that no individual in a decision-making capacity will engage in any activity, including the administration of the IWT contract supported by WIOA funds, if a conflict of interest, real or apparent, is present. A conflict of interest may arise in the event that an employee under this contract is an immediate family member (or partner) of an individual engaged in a decision-making capacity with the LWDA, the MCWDB, the employer or an organization that has a financial or other interest in the firm or organization selected for the contract. Immediate family is defined as husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparents, grandchild, half-brother, half-sister, first cousin or individual residing in the same household. In the event of a potential conflict of interest, the employer will notify the LWDA in writing.

17. WIOA Section 194 (5) No person or organization may charge an individual a fee for the placement or referral of the individual in or to a workforce investment activity under this title.

18. WIOA Section 194 (13) Services, facilities or equipment funded under WIOA may be used, as appropriate, on a fee-for-service basis, by employers in a local area in order to provide employment and training activities to incumbent workers – (A) when such services, facilities or equipment are not in use for the provision of services for eligible participants under this title; and (B) if such use for incumbent workers would not have an adverse effect on the provision of services to eligible participants under this title; and (C) if the income derived from such fees is used to carry out the programs authorized under this title.

## INQUIRIES

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CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER MAKING A RECOMMENDATION TO THE FULL WORKFORCE DEVELOPMENT BOARD THAT IT APPROVE THE RE-APPOINTMENTS TO THE WDB AND FORWARD TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL

**DATE:** MAY 24, 2018

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**RECOMMENDATION:**

It is recommended that the Executive Committee consider and approve the re-appointments of Willard Lewallen and Walter Tribley, representing Education and Jay Donato, representing Labor, to the WDB for a three-year term to be forwarded to the Board of Supervisors for final approval

**SUMMARY:**

The WDB bylaws state that the term of membership for all WDB members shall be three years. The three year term limit was enacted with the approval of the original WDB bylaws by the Board of Supervisors on June 23, 2015.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** CONSIDER MAKING A RECOMMENDATION TO THE FULL WORKFORCE DEVELOPMENT BOARD TO APPROVE THE AJCC HALLMARKS OF EXCELLENCE AND CONTINUOUS IMPROVEMENT PLAN

**DATE:** MAY 24, 2018

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**RECOMMENDATION:**

It is recommended that the Executive Committee review and consider submittal of the attached Hallmarks of Excellence Certification Matrix for the comprehensive Monterey County AJCC to the California Workforce Development Board (CWDB).

**BACKGROUND/INFORMATION:**

The Workforce Innovation and Opportunity Act (WIOA) establishes a framework to ensure that local Workforce Development Boards (WDB) are responsible for maintaining high-quality and effective America's Job Centers of California (AJCC) within their local areas.

On June 9, 2017, the State of California's Employment Development Department (EDD) Workforce Services Division issued a directive entitled, "Certification Process for Comprehensive AJCCs" (WSD16-20), outlining key requirements for local WDBs to ensure the effectiveness of their AJCC(s). There are two levels of AJCC certification: Baseline and Hallmarks of Excellence.

The Baseline AJCC Certification is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The directive states that WDBs must develop and follow a Baseline Certification process to conduct an independent and objective evaluation of the comprehensive and satellite AJCCs within its local area once every three years, using the criteria and procedures provided in the directive. This certification process includes assurances that local area AJCCs are physically and programmatically accessible for individuals with disabilities, and that opportunities for continuous improvement are developed.

The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed. This certification level was developed in alignment with Department of Labor's Training and Employment and Guidance Letter 4-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup's vision for California's One-Stop delivery system.

The response to each Hallmark of Excellence criterion is ranked on a scale from one to five:

1. No progress on the hallmark at this time.
2. Have started progress on the hallmark but not yet satisfactory.
3. Have a satisfactory amount of the hallmark in place the majority of the time.
4. Significantly meeting the hallmark with room for improvement.
5. Achieving and excelling at the hallmark.

To receive a Hallmarks of Excellence AJCC Certification, an AJCC must first meet Baseline AJCC Certification. The comprehensive One Stop AJCC must then receive a ranking of a least a “three” for all eight Hallmarks of Excellence criteria to achieve the certification.

The MCWDB submitted its proposed Baseline AJCC certification outline and process to the MCWDB’s Regional Advisor on September 28, 2017 for CWDB review and approval, and on November 1, 2017, the CWDB issued a notice of approval. On December 31, 2017, the MCWDB submitted to the CWDB the Baseline Criteria for the comprehensive Monterey County AJCC in Salinas.

#### **UPDATE ON AJCC CERTIFICATION OUTLINE AND PROCESS:**

Between August 2017 and March 2018, the Review Team (composed of Board Members, AJCC Partners, EDD, Department of Rehabilitation, Adult Education, Community Colleges, and One Stop Operator staff) began the desk review process for Hallmarks of Excellence, conducted on-site reviews, interviews, and mystery shopper visits at the AJCC.

In April 2018, the MCWDB and One Stop Operator staff compiled the team’s review of the Hallmarks of Excellence criteria matrix with recommendations and drafted the attached for the Oversight Committee. The MCWDB comprehensive One Stop received a ranking of “three” for each of the Hallmarks of Excellence. Comments on the strengths and continuous improvement opportunities were included as part of the MCWDB’s Continuous Quality Improvement Plan.

On May 10, 2018, the Oversight Committee recommended that the draft Hallmarks of Excellence and the Continuous Quality Improvement Plan be sent to the Executive Committee for approval.

#### **NEXT STEPS:**

On May 18, 2018, Staff and the One-Stop Operator met with the One-Stop partners to provide an update on the Hallmarks of Excellence and how the Hallmarks will become an integral part of our seamless customer focused service delivery as part of the one-stop system. This discussion also includes the development of the Continuous Quality Improvement Team. The CQI team will focus on the continuous improvement plan on an ongoing basis to insure we are achieving and excelling at the hallmarks of excellence. Key Outcomes:

- Building greater capacity through well-informed and cross-trained staff
- Providing integrated, customer-centered services
- Increasing effective partner participation in the One Stop System.

On June 30, 2018, MCWDB will submit the Hallmarks of Excellence Certification Matrix and Continuous Quality Improvement Plan to the CWDB.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** MONTHLY AND QUARTERLY UPDATE ON WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM, THROUGH APRIL 30, 2018.

**DATE:** MAY 24, 2018

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**INFORMATION:**

Staff will provide a quarterly update on WIOA Adult, Dislocated Worker, and Youth Programs, through April 30, 2018.

**HANDOUT:**

Monthly and Quarterly WIOA programs Spreadsheets



WIOA Contractor Performance Update

MONTH: April 2018

**Adult Services**

**ACTIVE PARTICIPANTS**

A	146	Number of Carry-in Participants as of July 1, 2017
B	11	Participant Enrollment for <b>April 2018</b>
C	49	Exited for <b>April 2018</b>
D	212	Total Active <b>April 2018</b>

	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	258	219	85%

**TRAINING**

Training Goals (Year-to-Date)	Goal	Actual	% Total
Total Training Enrollments	132	106	80%
Individual Training Account (ITA) (Distinct User)	109	102	94%
On the Job Training (OJT)	10	0	0%
Other: Incumbent workers, etc.	5	0	0%
<b>**SB734 Total Funds</b>	<b>\$604,824</b>	<b>\$403,591</b>	<b>67%</b>

**PERFORMANCE BASED OUTCOMES (Year-to-Date)**

	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	112	88	79%
Completion of Occupational Skills Training in WDB priority industry sectors	102	14	14%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	91	3	3%
Placed in employment in WDB priority industry sectors	80	10	13%

**Adult Services Program Update:**

Out of the 219 actual enrollments, 49 were exited due to lack of services.

Two participants dropped from training.

An Increase in training of \$200,000 is due to the transfer of funds from the Dislocated Worker to the Adult Program. Performance outcome numbers also are increased due to transfer.

WIOA Contractor Performance Update

MONTH: April 2018

**Dislocated Workers**

**ACTIVE PARTICIPANTS**

A	48	Number of Carry-in Participants as of July 1, 2017
B	16	Participant Enrollment for <b>April 2018</b>
C	48	Exited for <b>April 2018</b>
D	109	Total Active <b>April 2018</b>

	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	200	109	55%

**TRAINING**

Training Goals (Year-to-Date)	Goal	Actual	% Total
Total Training Enrollments	80	62	78%
Individual Training Account (ITA) (Distinct User)	68	54	79%
On the Job Training (OJT)	11	0	0%
Other	5	0	0%
SB734 Total Funds	\$342,489	\$242,029	71%

**PERFORMANCE BASED OUTCOMES (Year-to-Date)**

	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	72	59	82%
Completion of occupational Skills Training in WDB priority industry sectors	64	7	11%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	59	0	0%
Placed in employment in WDB priority industry sectors	70	1	1%

**Dislocated Worker Program Update:**

Out of the 109 actual enrollments, 19 were exited due to lack of services.

A decrease in training of \$200,000 is due to the transfer of funds from the Dislocated Worker to the Adult Program. Performance outcome numbers also are decreased due to transfer.

\*The contract stipulates that enrollments must be at 60% by end of January, which equates to 150 of 250.

WIOA Contractor Performance Update

MONTH: April 2018

<b>YOUTH SERVICES (North - Department of Social Services)</b>			
<b>ACTIVE PARTICIPANTS</b>			
	A	105	Number of Carry-in Participants as of July 1, 2017
	B	10	Participant Enrollment for <b>April 2018</b>
	C	2	Exited for <b>April 2018</b>
	D	52	Total Active <b>April 2018</b>
		<b>Goal</b>	<b>Actual</b>
			<b>% Total</b>
<b>Fiscal Year 2017-18</b>		72	29
			40%

<b>Youth Training and Placements (Year-to-Date)</b>			
<b>Training</b>	<b>Goal</b>	<b>Actual</b>	<b>% Total</b>
Training Funds Available	\$64,493	\$10,204	16%
Completed Career Technical Training with Credential (Distinct User)	15	1	7%

<b>Placements</b>	<b>Goal</b>	<b>Actual</b>	<b>% Total</b>
20% Work Experience Expenditures	\$135,350	\$23,355	17%
Work Experience Placements, OJT, Pre Apprenticeships	40	7	18%

<b>PERFORMANCE BASED OUTCOMES (Year-to-Date)</b>			
	<b>Goal</b>	<b>Actual</b>	<b>% Total</b>
Placed in training in WDB priority industry sectors	40	1	3%
Completion of occupational Skills Training in WDB priority industry sectors	15	0	0%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	15	0	0%
Placed in employment in WDB priority industry sectors	50	1	2%

**Youth Program Update:**

Actual Work Experience Expenditures are part of Program Year 2016-17 youth that were carried into 2017-18 Program Year .

\*The contract stipulates that enrollments must be at 60% by end of January, which equates to 43 of 72.

WIOA Contractor Performance Update

MONTH: April 2018

<b>YOUTH SERVICES (South - Turning Point)</b>			
<b>ACTIVE PARTICIPANTS</b>			
A	37	Number of Carry-in Participants as of July 1, 2016	
B	3	Participant Enrollment for <b>April 2018</b>	
C	3	Exited for <b>April 2018</b>	
D	105	Total Active <b>April 2018</b>	
	Goal	Actual	% Total
<b>Fiscal Year 2017-18</b>	108	71	66%

<b>Youth Training and Placements (Year-to-Date)</b>			
<b>Training</b>	Goal	Actual	% Total
Training Funds Available	\$97,000	\$50,000	52%
Completed Career Technical Training with Credential (Distinct User)	20	14	70%

<b>Placements</b>	Goal	Actual	% Total
20% Work Experience Expenditures	\$203,337	\$59,778	29%
Work Experience Placements, OJT, Pre Apprenticeships	74	39	53%

<b>PERFORMANCE BASED OUTCOMES (Year-to-Date)</b>			
	Goal	Actual	% Total
Placed in training in WDB priority industry sectors	74	12	16%
Completion of occupational Skills Training in WDB priority industry sectors	30	0	0%
Completion of Occupational Skills Training and entered employment in WDB priority industry sectors	25	0	0%
Placed in employment in WDB priority industry sectors	15	0	0%

**Youth Program Update:**

\*The contract stipulates that enrollments must be at 60% by end of January, which equates to 65 of 108. (However, due to contract delays, youth enrollment commenced August, 2017.)

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

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	200	78	20	//	78	85	50.4%	48	200	100	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	70	10	0	0	30	15	21%	30	5	22.85	0	0	0
3. Number of Individuals placed in occupational skills training in WDB priority industry sectors	62	0	0	0	37	21	33%	19	61	98	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	62	0	0	0	0	0	0	0	6	10	0	0	62*
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	49	0	0	0	0	0	0	0	1	0	0	0	49*
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments	125	35	0	0	30	0	0	30	0	0	30	0	0

**NOTES:**

Effective April 6, \$200,000 was transferred from Dislocated worker Program to the Adult Program, thereby increasing all Performance Based Outcomes for the Adult Program. The increase in the Program Goal will be reflected in the next reporting period.

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

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

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	258	80	30	//	85	15	18%	85	95	36.8	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	108	0	0	0	54	5	5%	54	0	5	0	0	0
3. Number of Individuals placed in occupational skills training in WDB priority industry sectors	114	10	11	//	57	28	34%	47	35	30.7	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	97	0	0	0	0	0	0	40	22	22.6	57	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	72	0	0	0	0	0	0	0	0	0	0	0	72*
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments	175	35	0	0	30	0	0	30			30		

**NOTES:**

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

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

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	72	24	6	//	24	4	13%	24	13	25	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	50	15	0	0	15	0	0%	0	1	2	5	0	0
3. Number of Individuals placed in work experience	40	5	0	0	15	2	5%	15	2	10	5	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	15	0	0	0	0	0	0	9	0	0	6	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	15	0	0	0	0	0	0	9	0	0	6	0	0
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments													

**NOTES:**

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

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

Program Performance Goals	Program Goal	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
		Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **	Goal	Actual	Total % of Goal **
1. New enrollments	108	36	12	//	72	25	34%	85	31	67.1	0	0	0
2. Number of Individuals placed in employment in WDB priority industry sectors	15	5	0	0	10	0	0%	0	1	2	0	0	0
3. Number of Individuals placed in work experience	74	24	0	0	48	5	7%	74	23	37.83	0	0	0
4. Number of Individuals who have completed occupational skills training with certification in WDB priority industry sectors	30	12	0	0	21	0	0	30	11	36.6	0	0	0
5. Number of Individuals who have completed occupational skills training and entered employment in WDB priority industry sectors	25	9	0	0	9	0	0	7	1	4	0	0	0
<b>C. Other Program Elements</b>													
1. WorkKeys Assessments													

**NOTES:**

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



# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON WIOA ADULT AND DISLOCATED WORKER TRAINING PERFORMANCE REPORT, THROUGH MAY 17, 2018.

**DATE:** MAY 24, 2018

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**INFORMATION:**

Staff will provide an update on WIOA Adult and Dislocated Worker Training Performance Report through May 17, 2018.

**ATTACHMENT:**

Training Provider Performance Report

**Training Provider Performance Report**  
**Training Report for Adult**  
**Enrolled Period: 07/01/2017 - 06/30/2018**

Training Provider	Enrolled to Training	Training Pending/ Still in Training	Training Not Completed or Dropped	Successful Completion	Credential	Cost	Training Related Placement	Wages
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**Alliance Career Training**

Accounting 101 With Quickbooks	9	6	1	2		\$ 29,475.00		
Advanced Microsoft Office	1	1				\$ 1,495.00		
Microsoft Office Basics Training	3	3				\$ 6,485.00		
<b>Totals</b>	13	10	1	2		\$ 37,455.00		

**Center for Employment Training**

Business Office Administration	1	1				\$ 5,000.00		
HVAC Tech & Green Tech	1	1				\$ 5,000.00		
<b>Totals</b>	2	2				\$ 10,000.00		

**Central Coast College**

Computer Office Admin	2	1		1		\$ 6,507.05		
Computer Specialist Accounting	4	4				\$ 16,477.93		
Home Helath Aide	1		1			\$ -		
Medical Administrative Assistant	1	1				\$ 5,000.00		
Medical Assistant	14	13	1			\$ 57,216.35		
Nursing Assistant	14	11		3		\$ 35,078.37		
Veterinary Assistant	1	1				\$ 5,000.00		
<b>Totals</b>	37	31	2	4		\$ 125,279.70		

**Coastal Trucking**

Class A Truck Driver Training	25	20		5		\$ 125,000.00		
<b>Totals</b>	25	20	0	5		\$ 125,000.00		

**Jade Beauty College**

Barber	1	1				\$ 2,533.33		
<b>Totals</b>	1	1				\$ 2,533.33		

**Training Provider Performance Report**  
**Training Report for Adult**  
**Enrolled Period: 07/01/2017 - 06/30/2018**

Training Provider	Enrolled to Training	Training Pending/ Still in Training	Training Not Completed or Dropped	Successful Completion	Credential	Cost	Training Related Placement	Wages
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**Mission Trails ROP**

Certified Nursing Assistant	4	3	1			\$ 4,010.75		
Dental Careers	1	1				\$ 1,133.94		
<b>Totals</b>	5	4	1			\$ 5,144.69		

**Monterey Institute of Touch**

Massage Therapist	1	1				\$ 5,000.00		
<b>Totals</b>	1	1				\$ 5,000.00		

**MTS**

Professional School Bus Training	3	3				\$ 14,865.00		
<b>Totals</b>	3	3				\$ 14,865.00		

**Salinas Beauty**

Cosmotology	3	3				\$ 12,812.50		
<b>Totals</b>	3	3				\$ 12,812.50		

**Truck Driver Institute**

Truck Driver Class A Training	11	4		7		\$ 54,670.00		
<b>Totals</b>	11	4		7		\$ 54,670.00		

**Wayne's College of Beauty**

Barber	2	1		1		\$ 9,225.00		
Cosmotology	4	4				\$ 16,068.75		
Esthetician	5	5				\$ 20,482.44		
<b>Totals</b>	11	10		1		\$ 45,776.19		

<b>Training Totals</b>	111	88	4	19	0	\$ 433,536.41		
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**Training Provider Performance Report**  
**Training Report for Dislocated Worker**  
**Enrolled Period: 07/01/2017 - 06/30/2018**

Training Provider	Enrolled to Training	Training Pending/ Still in Training	Training Not Completed or Dropped	Successful Completion	Credential	Cost	Training Related Placement	Wages
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**Amfasoft**

Project Management	1	1				\$ 4,325.00		
<b>Totals</b>	1	1				\$ 4,325.00		

**Alliance Career Training**

Accounting 101 With Quickbooks	9	2	1	6		\$ 27,970.00		
Advanced Microsoft Office	1			1		\$ 1,495.00		
Computer TIA A+ Training	3	1		2		\$ 9,485.00		
Computer TIA Network Training	2			2		\$ 3,990.00		
Microsoft Office Basics Training	5	2		3		\$ 10,475.00		
<b>Totals</b>	20	5	1	14		\$ 53,415.00		

**Center for Employment Training**

Early Childhood Teacher Assistant	1		1			\$ 1,250.00		
Electrician (Residential & General)	3	1		2		\$ 15,000.00		
Welding Fabrication	1		1			\$ 4,649.83		
<b>Totals</b>	5	1	2	2		\$ 20,899.83		

**Central Coast College**

Accounting Essentials								
Computer Office Admin	1	1				\$ 5,000.00		
Computer Specialist Accounting	1	1				\$ 5,000.00		
Medical Assistant	5	4	1			\$ 19,897.09		
Nursing Assistant	2	1		1		\$ 5,204.16		
<b>Totals</b>	9	7	1	1		\$ 35,101.25		

**Coastal Trucking**

Class A Truck Driver Training	17	8		9		\$ 85,000.00		
<b>Totals</b>	17	8		9		\$ 85,000.00		

**Training Provider Performance Report**  
**Training Report for Dislocated Worker**  
**Enrolled Period: 07/01/2017 - 06/30/2018**

Training Provider	Enrolled to Training	Training Pending/ Still in Training	Training Not Completed or Dropped	Successful Completion	Credential	Cost	Training Related Placement	Wages
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**Monterey Institute of Touch**

Massage Therapist	1	1				\$ 5,000.00		
<b>Totals</b>	1	1				\$ 5,000.00		

**MPL Holding**

Medical Billing/Coding/Admin	1	1				\$ 5,000.00		
<b>Totals</b>	1	1				\$ 5,000.00		

**MTS**

Professional School Bus Training	3	1		2		\$ 14,811.00		
<b>Totals</b>	3	1		2		\$ 14,811.00		

**Salinas Beauty**

Cosmotology	3	3				\$ 15,000.00		
<b>Totals</b>	3	3				\$ 15,000.00		

**Truck Driver Institute**

Truck Driver Class A Training	8	6		2		\$ 37,772.00		
<b>Totals</b>	8	6		2		\$ 37,772.00		

**Wayne's College of Beauty**

Cosmetology	1	1				\$ 5,000.00		
Esthetician	1			1		\$ 5,000.00		
<b>Totals</b>	2	1		1		\$ 10,000.00		

<b>Training Totals</b>	70	35	4	31	0	\$ 286,324.08		
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