



MONTEREY COUNTY ECONOMIC DEVELOPMENT

ERIK CUSHMAN, WIB CHAIR
JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

Monterey County Workforce Investment Board (WIB) OVERSIGHT COMMITTEE

Shoreline Workforce Development, 249 10th Street, Marina, CA
Thursday, June 14, 2012
8:30am

Oversight Committee Members:

Mary Ann Leffel, Chair

Al Davis

Dr. Phoebe Helm

Cesar Lara

Judith Profeta

Larry Silva

Teresa Sullivan

Brian Turlington

AGENDA

CALL TO ORDER / INTRODUCTIONS:	Mary Ann Leffel, Chair
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	Mary Ann Leffel
C-1. Action: Approve the minutes of the May 10, 2012 Oversight Committee meeting. (<i>Attachment</i>)	
C-2. Action: Approve the monitoring schedule for Program Year 2012-13. (<i>Attachment</i>)	
C-3. Action: Approve the final monitoring reports of Shoreline and Turning Point's Workforce Investment Act (WIA) Adult Programs for PY 2011-12. (<i>Attachment</i>)	
BUSINESS MEETING CALENDAR:	
1. Action: Approve the revised WIB Policy #2011-05 – On-the-Job Training. (<i>Attachment</i>)	Joyce Aldrich
2. Information: Update on current and pending, local, State and Federal monitoring of Monterey County's local workforce investment system. (<i>Attachment</i>)	Joyce Aldrich
3. Information: Receive a report on WIA Title I Adult and Dislocated Worker program providers for PY 2011-12. (<i>Attachment</i>)	Marleen Esquerra
4. Information: Update on grants. (<i>Attachment</i>)	Joyce Aldrich
5. Information: Discuss Monterey County's Dislocated Worker strategy including: (A) National Emergency Grant Opportunity (B) Dislocated Worker Additional Assistance Funding (C) Rollover of Current Year Rapid Response Funding (D) Rapid Response Team Training (E) Jobs Analysis	Joyce Aldrich
6. Information: Update on Monterey County's Local Workforce Investment Area (LWIA) budget. (<i>Attachment</i>)	Joyce Aldrich
ANNOUNCEMENTS OF EVENTS:	Mary Ann Leffel
Subcommittee Meetings: Youth: 7/10/2012 – Shoreline, Marina Oversight: 7/12/2012 – Shoreline, Marina Executive: 6/20/2012 – Shoreline, Marina	WIB Meetings: 8/1/2012 – Marina Library
ADJOURN:	Mary Ann Leffel

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

Monterey County
Workforce Investment
Board (WIB)

Joyce Aldrich,
WIB Consultant

168 West Alisal Street
3rd Floor
Salinas, CA 93901
(831) 759-6644

www.montereycountywib.org

UNADOPTED
MONTEREY COUNTY Workforce Investment Board
OVERSIGHT COMMITTEE

May 10, 2012, 8:30AM

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

Members Present: Mary Ann Leffel, Judith Profeta, Larry Silva, Teresa Sullivan, Brian Turlington, and Dr. Phoebe Helm (via teleconference)

Members Absent: Al Davis and Cesar Lara (excused)

Staff Present: Joyce Aldrich, Jim Cook, Marleen Esquerra, and Flor Galvan

Others Present: Rosie Chavez, Rob Gamble, Wil Moore, Rod Powell and Andrea Zeller-Nield.

Call to Order/Introductions: Ms. Leffel called the meeting to order at 8:41am. She welcomed those in attendance and called for introductions. A quorum was established.

Changes to Agenda: At the request of the Office for Employment Training (OET), Ms. Esquerra provided the committee with two revised handouts for information item #4 that reflects OET's dislocated worker and adult enrollments and expenditures.

Public Comment: Ms. Leffel asked that Mr. Cook provide an update on the Capital One layoff. Mr. Cook advised the committee that the City of Salinas is leading an effort to coordinate a response effort to address the Capital One layoff. Ms. Aldrich will be leading the Rapid Response Team along with Marleen Esquerra, and two individuals from OET. We will also bring in Rob Gamble to provide assistance. This is a significant downsizing of over 850 jobs that will severely impact our local economy and the families of those impacted. We have applied for a \$1 million dollar grant that is currently seeking approval from EDD. The WIB is working with the City and is in the process of putting together a plan of action to be brought back before the Executive Committee.

Consent Calendar:

C-1: Approve the minutes of the April 12, 2012 Oversight Committee meeting. Mr. Turlington requested a change to the minutes to correct the spelling of the company name "Bechtal" to "Bechtel".

Motion: Ms. Profeta

Second: Mr. Turlington

Motion passed unanimously

Business Meeting Calendar:

1. **Information: Update on current and pending, local, State and Federal monitoring of Monterey County's local workforce investment system.** Ms. Aldrich stated that WIB staff has completed all local monitoring of youth, adult and dislocated worker program service providers. Draft monitoring letters were distributed to the subcontractors. The subcontractors are doing very well and the service provided to participants is excellent. The State conducted a WIA fiscal and procurement review and found concerns regarding the recruitment of the Economic Director. Ms. Aldrich has all the pertinent information available to respond to the State's concerns. To date, the WIB has not received any letters from the State concerning their 85% program monitoring review. The State auditors are continuing to present questions to the operators on the CalGRIP grant; therefore no response on that particular audit is available at this time. The DOL audit of the National Emergency Grant for On-the-Job Training (OJT) appears to have gone well however DOL suggested that changes be made to the WIB's OJT policy that includes general language for the purpose of National Emergency OJT Grants.
2. **Information: Receive a draft monitoring report on Shoreline's Adult Program for PY 2011-12.** Ms. Esquerra reported on the monitoring of Shoreline's adult program for the period of October through December 2011. Three observations were found during the monitoring that included recommendations to increase staff efforts to complete WorkKeys Readiness tests after a potential candidate is considered eligible for an OJT prior to engagement with an employer; to submit claims

for reimbursement in a timely fashion and to increase its outreach efforts to recruit and meet its target population goals. Overall, Shoreline is satisfactorily meeting their PY 2011-12 adult subcontract provisions. A draft monitoring letter was sent to Shoreline with a deadline to respond by May 21, 2012.

3. **Information: Receive a draft monitoring report on Turning Point's Adult program for PY 2011-12.** Ms. Esquerro reported on the monitoring of Turning Point's adult program for the period of October through December 2011. Three observations were found during the monitoring that included recommendations to develop a feedback form for participants to complete after successfully completing their 5-day employment workshop, to submit claims for reimbursement in a timely fashion and for Turning Point to increase its recruitment efforts to meet their planned target population goal. Overall, Turning Point is satisfactorily meeting their PY 2011-12 adult subcontract provisions considering that they serve the hardest-to-serve population. Ms. Esquerro also recognized Turning Point for making their services available to employers and participants after business hours. Ms. Leffel stated that she spoke with Worldwide Interactive Network (WIN) representatives who plan to create a national video and identified Turning Point as one of their featured success stories. The video will be played at the White House by the Secretary of Education.

4. **Information: Receive a report on WIA Title 1 Adult and Dislocated Worker program providers for PY 2011-12.**

Shoreline: Ms. Esquerro stated as of April 2012 Shoreline is at 84% of meeting their total enrollment goal and exceeded their OJT enrollment goal at 105%. Shoreline is slightly over their planned expenditure goals due to exceeding their planned OJT goal. Their geographic enrollments have improved since the WIB local monitoring. Shoreline has achieved a 96% unsubsidized employment rate and the average hourly rate for participants is \$10.96.

Turning Point: Ms. Esquerro reported as of April 2012, Turning Point has exceeded both its total enrollment goal at 110% and OJT enrollment goal at 102%. Turning Point is slightly over their planned expenditure goals due to exceeding their planned enrollment and OJT goals. They have met all their geographic enrollment goals. Turning Point's unsubsidized employment rate is at 76%, above the federal standard. The average hourly rate for participant employment is \$11.12.

OET: Ms. Esquerro stated as of March 2012, OET is at 91% of meeting their planned number of new adult enrollments. OET's total enrollments including new and carry-in participants are at 68%. Twenty-nine of these participants are currently participating in training related services. OET has over exceeded its current adult expenditure allocation at 162% of planned goals. OET is at 57% of meeting its total number of new dislocated worker enrollments and at 51% of meeting its total number of new and carry-in enrollments. Of those enrollments, fourteen are participating in training related services. OET's dislocated worker expenditures is at 94% of goal.

Mr. Silva questioned the percentage of OET's over expenditures. Mr. Powell responded that many factors came into place concerning the budget. He explained the budget was completed prior to the change in staff that impacted OET's fiscal and programs unit. The cost of staff salaries was also predicated on a plan that anticipates the receipt of additional grant dollars that did not occur this year. The actual operation of a large grant to serve displaced workers did not pan out which is now causing a significant budget shortfall. OET's fiscal office has also relied on transferring funds between the dislocated worker and adult funding streams which unfortunately the State is not allowing at this time. Mr. Powell stated that several County administrators are working internally to look at how staff time is appropriately charged to different funding streams. The timesheets at OET are very complicated and most often the staff naturally charge their time against the adult funding stream when filling out their timesheet. WIB staff is working with the finance officer and Elliott Robinson on ways to obtain funds to balance the budget and make any necessary changes.

5. **Action: Approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.** Ms. Aldrich explained that SB 734 requires that 25% of our dislocated worker and adult WIA funding must be allocated towards participant training. She

stated the recommendation is to reduce the total allocation of adult subcontract funds by 10% with a balanced change in the number of participants served. Over the last several years, our local area has experienced continual reductions in funding allocations. However, previous ARRA funds and the allowance of carry-in funds have helped to offset the decrease in WIA funding. The WIB is now trying to balance the budget and that is why the WIB is asking that the committee approve extending the subcontracts because they have been doing an amazing job but also recognizing that we need to balance the overall system local WIA budget. Ms. Aldrich stated that she has spoken with both adult subcontractors prior to the meeting about the recommendation. Mr. Silva asked if the reduction would cause the subcontractors to have to layoff staff. Mr. Moore from Shoreline stated due to the reduction, Shoreline may have to eliminate one position. Ms. Chavez from Turning Point stated that her agency may have to eliminate a part-time position. Ms. Profeta stated that she does not feel that funds should be taken away from the subcontractors because they have done an amazing job. Ms. Aldrich stated that all subcontractors are performing well, however OET, who is the primary provider has a far greater responsibility to serve participants through the comprehensive One-Stop delivery system. Ms. Profeta asked that the board be apprised of the funding coming in and how it will be allocated as it is hard to cut funding to subcontractors that are doing well.

Motion: Mr. Turlington

Second: Ms. Profeta

Motion Passed Unanimously

6. Information: Update on Monterey County's Local workforce Investment Area (LWIA) budget.

Ms. Aldrich stated that she was hoping to have more information on the LWIA budget to provide to the Oversight Committee; however the employee that handles the finance for OET has been out of the office due to an unforeseen circumstance. The chief finance officer is fairly new to WIA and OET's fiscal system, but is working diligently to get the fiscal information the WIB needs. Additional staff who handle the finances have also been out of the office. As of March 31, 2012, the WIA adult program funding stream is over expended by 120% as of the 3rd quarter period and the dislocated worker funding stream is at 77% of budget. For the non-participant program grants (Rapid Response, National Emergency Grant, OJT) we are at 72% of budget. This is an area that finance is looking at to help alleviate the budget shortfall for this current year.

ADJOURN: Ms. Leffel motioned to adjourn the meeting at 10:09am.

Motion: Mr. Silva motioned to accept the motion as stated.

Second: Mr. Turlington

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: APPROVE THE MONITORING SCHEDULE FOR PROGRAM YEAR 2012-13
DATE: JUNE 14, 2012

RECOMMENDATION: It is recommended that the Oversight Committee consider and approve the following monitoring schedule for program year 2012-13 for WIA Title I Adult, Youth, Dislocated Worker, and Rapid Response programs and service providers as well as any Special Projects and Discretionary Grants.

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

Shoreline Adult Program:

- ❑ February 4-5, 2013
- ❑ Report: March 2013

Turning Point Adult Program:

- ❑ February 11-12, 2013
- ❑ Report: March 2013

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

- ❑ April 1-5, 2013
- ❑ Reports: May 2013

Special Project and Discretionary Grants:

- ❑ To be determined based on grant start and end periods

Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:

Turning Point Youth Program:

- ❑ February 11-12, 2013
- ❑ Report: March 2013

Santa Cruz County Office of Education Youth Program:

- ❑ February 25-26, 2013
- ❑ Report: March 2013

Office for Employment Training Youth Programs

- ❑ April 8-9, 2013
- ❑ Reports: May 2013

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: APPROVE THE FINAL MONITORING REPORTS OF SHORELINE AND TURNING POINT'S WORKFORCE INVESTMENT ACT (WIA) ADULT PROGRAMS FOR PY 2011-12
DATE: JUNE 14, 2012

RECOMMENDATION:

It's recommended that the Oversight Committee approve the final monitoring reports of Shoreline and Turning Point's Workforce Investment Act (WIA) Adult Programs for PY 2011-12.

BACKGROUND:

In February 2012, WIB staff monitored Shoreline and Turning Point's WIA Adult program to evaluate their compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. The following summarizes the status of the reviews:

Shoreline: A draft monitoring report was sent to Shoreline on May 1, 2012, addressing three observations found during the monitoring review that included recommendations for Shoreline to: 1) increase staff efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT prior to engagement with an employer; 2) submit claims for reimbursement in a more timely fashion; and 3) increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

During the exit interview, Shoreline indicated that they would make the necessary corrections as recommended. On May 15, 2012, WIB staff received a response from Shoreline to the WIB draft monitoring report. WIB staff has accepted Shoreline's response to the draft monitoring report and no further action will be necessary.

Turning Point: A draft monitoring report was sent to Turning Point on May 1, 2012, addressing three observations found during the monitoring review that included recommendations for Turning Point to: 1) provide workshop attendees with an evaluation feedback form to rate their overall experience and satisfaction of the training received; 2) submit claims for reimbursement in a more timely fashion; and 3) increase outreach efforts to recruit eligible adults in the designated geographic and target population areas to meet the contract minimum goals.

During the exit interview, Turning Point indicated that they would make the necessary corrections as recommended. On May 3, 2012, WIB staff received a response from Turning Point to the WIB draft monitoring report. WIB staff has accepted Turning Point's response to the draft monitoring report and no further action will be necessary.

ATTACHMENT: Shoreline and Turning Points – FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Reports, Program Year 2011-12



WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY ECONOMIC DEVELOPMENT

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JIM COOK, ECONOMIC DEVELOPMENT DIRECTOR

168 W. Alisal St., 3rd Floor
Salinas, CA 93901
Phone (831) 759-6644
Fax (831) 755-5398

June 12, 2012

Mr. Wil Moore, Employment Services Manager, Monterey County
Shoreline Workforce Development Services
1252 North Main Street
Salinas, CA 93906

RE: FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report,
Program Year 2011-12

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Shoreline Workforce Development Services for program year 2011-12. The monitoring review covered the period of October 1 – December 31, 2011. WIB staff Marleen Esquerria conducted the monitoring review.

The purpose of this review was to evaluate Shoreline's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Shoreline staff, WIA participants and employers as well as the results of a participant case file review.

Monitoring Dates: Mon-Wed, February 27–29, 2012 at 1252 North Main Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Shoreline in the amount of \$327,600, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy-seven (77) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. Forty (40) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and thirty-seven (37) participants will receive direct placement services.

I. **DESK REVIEW:**

Table 1: Shoreline's performance was reviewed for compliance with the contract plan for the 2nd quarter period ending December 31, 2011. Shoreline's total actual expenditures are \$162,826 (99.41%) of their 2nd quarter budget with a training set aside expenditure total of \$33,326 (98.02%) of plan. Staff salaries and benefits expenditures are slightly over budget at \$110,503 (104.97%) of \$105,274, due to higher than anticipated staff costs to accommodate additional training enrollments. Supportive Service expenditures are over budget at \$9,283 (119.78%) of \$7,750 due to higher than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

i. Expenditures – Table 1:

Program Year 2011-12 (2 nd Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$163,800	\$105,274	\$15,401	\$7,750	\$34,000
Dec 2011 Actual	\$162,826	\$110,503	\$9,714	\$9,283	\$33,326
Percent of (2nd Quarter) Plan	99.41%	104.97%	63.07%	119.78%	98.02%

Table 2: Shoreline's total enrollments are 41 (84%) of 49 with OJT enrollments at 29 (121%) over their total planned goal of 24. Shoreline staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the 29 OJT placements, 69% have been placed in the WIB approved industry clusters. Shoreline's geographic enrollments continue to be much higher than planned for the Central area at 60.98% and South area at 27%, while the West is at 2.44% and North is at 9.76%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, ex offenders, and homeless are well above plan, while the veterans/eligible spouses and disabled population are below the WIB established goals at 2.44% of 19% and 12.20% of 16%, respectively. Thirty-two (32) exits have occurred to date and 31 (96.88%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance standard of 67% for PY 2011-12.

ii. Enrollments – Table 2:

Program Year 2011-12 (2 nd Qtr)	New Enrollments	ITA/OJTs	Unsub Employment	Geographic Areas Served Min Goal = 10%				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	49	24	17	35%	20%	20%	25%	50%
Dec 2011 Actual	41	29	20	25	4	11	1	20 of 29
% of 2nd Qtr Plan	84%	121%	118%	60.98%	9.76%	27%	2.44%	69%

iii. Enrollments – Table 3:

Program Year 2011-12 (2 nd Qtr)	Target Populations Served				
	Veterans & Eligible Spouses 10%	Disabled 16%	Homeless 5%	Offenders 20%	HS Dropouts 20%
Dec 2011 Plan	19%	19%	19%	13%	39%
Dec 2011 Actual	1	5	20	12	10
% of 2nd Qtr Plan	2.44%	12.20%	48.78%	29.27%	24.39%

II. FIELD REVIEW:

A file sampling review of 30% adult (16 of 54) participant case files were conducted. The files were organized with checklists and all the necessary information for eligibility and Right to Work documentation was included. The case-notes were documented and descriptive. WIB staff was impressed with the forms Shoreline uses to certify qualified OJT employers, to verify unsubsidized employment and wages, and to summarize the proposed participant work plan.

i. Participant, Employer and Staff Interviews

WIB Staff conducted interviews with three adult OJT employers and three OJT participants on February 28 & 29, 2012. All participants and employers interviewed were pleased with their experience in Shoreline's adult OJT program.

WIB staff met with and interviewed Shoreline staff Ms. Lorena Garcia and Ms. Vanessa Estrada. Staff are very knowledgeable with the recruitment strategy for identifying potential OJT trainees, the referral process between WIA service “anchor” partners, the selection and screening process for identifying OJT candidates, and the required/optional assessment tools used to develop the individual employment plan.

ii. **Financial Accounting Internal Controls**

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. **CONCLUSION:**

The results of the performance reviews, and interviews with Shoreline staff, participants, and employers indicate that Shoreline is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on March 2, 2012 with Mr. Wil Moore, Employment Services Manager and Shoreline staff Ms. Bernardine Johnson, Ms. Daniela AuClair-Valdez, Ms. Yasmin Guevara, Mr. Bill O'Brien, and Ms. Luz Barboza. Program staff was advised of the observations and given an opportunity to respond. A draft monitoring report was sent to Shoreline on May 1, 2012, addressing the observations with the WIB recommendations stated below. WIB staff received a response from Shoreline to the WIB draft monitoring report on May 15, 2012. WIB staff has accepted Shoreline's response to the draft monitoring report and no further action will be necessary.

i. **Observations:**

1. **WorkKeys Readiness Indicator:** Of the 16 files reviewed 7 (43.75%) participants completed the WorkKeys Readiness Indicator test. These tests were completed during the periods of July, Aug, Oct, Nov & Dec 2011. Staff indicated that sometime during this time period the system was down due to a delay in the renewal of the system subscription which prevented staff from accessing the tool online. Also, in Feb 2012, a notice was sent out to participants with information on how to complete the WorkKeys assessments. Of the 9 cases that did not complete the tests, case files indicate the applications were completed during the time periods of July, Aug, Sep, Oct 2011 and Jan 2012. WIB Policy 2011-05 (dated Dec 7, 2011) states prior to engaging an employer in an OJT, local service providers must ensure that applicants have been assessed using the WorkKeys Readiness Indicator tool to determine an individual's readiness for WorkKeys testing.

Recommendation: It's recommended that Shoreline staff increase efforts to complete the WorkKeys Readiness Indicator tests after a potential candidate is considered eligible for an OJT, prior to engagement with the employer.

Shoreline Response/Corrective Action Plan: As discussed during the exit staff meeting with the WIB analyst, a number of files did not contain the Readiness Indicator test results due to a delay from the date the test license was renewed with ACT and the actual release of the online test numbers from ACT. In the future, Shoreline will administratively order the test prior to the yearly expiration date.

Conclusion: WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate Shoreline's completion of the WorkKeys Readiness Indicator tests at a future monitoring review and as needed. No further action will be necessary.

2. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

Recommendation: It's recommended that Shoreline follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Shoreline's contractual agreement states financial reports and invoices are due to the fiscal department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

Shoreline Response/Corrective Action Plan: Shoreline realizes the importance and need for timely and accurate invoicing. An internal plan has been formulated over the course of the last month, and it is hopeful that this plan will result in both correct and time sensitive submission of invoices.

Conclusion: WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate the timely submission of Shoreline's claims for reimbursement on a quarterly basis. No further action will be necessary.

3. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Shoreline fell short of meeting the geographic and demographic goals as stated earlier during the desk review.

Recommendation: Shoreline needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

Shoreline Response/Corrective Action Plan: For the second year in a row, Shoreline has increased service percentages in the South and Central areas of the county (which share the highest unemployment rates) and, at the time of the report, was close to meeting the goal in the North. Acknowledging the need for increased efforts in the West, Shoreline will look at our current network of employers in the area, as well as our marketing efforts, and revise accordingly to meet the minimum goal in the West.

Conclusion: WIB staff has accepted Shoreline's response as stated. WIB staff plan to validate Shoreline's recruitment efforts to meet their geographic and demographic goals at a future monitoring review and as needed. No further action will be necessary.

Because the methodology for the WIB staff monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included as part of Shoreline's contract, program and fiscal operations. It is Shoreline's responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable State directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Shoreline's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,

Joyce Aldrich
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

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168 W. Alisal St., 3rd Floor
Salinas, CA 93901
Phone (831) 759-6644
Fax (831) 755-5398

June 8, 2012

Deborah Carrillo, Executive Director
Turning Point of Central California
116 East San Luis Street
Salinas, CA 93901

RE: FINAL Workforce Investment Act (WIA) Title I Adult Program Monitoring Report, Program Year 2011-12

This is to report the results of our subcontract compliance monitoring for the Workforce Investment Act (WIA) Adult Title I activities performed by Turning Point for program year 2011-12. The monitoring review covered the period of October 1 – December 31, 2011. WIB staff Marleen Esquerro conducted the monitoring review.

The purpose of this review was to evaluate Turning Point's compliance with the provisions of WIA, associated regulations and directives, local policies, and the provisions of their contract with the Monterey County Workforce Investment Board. Information collected for this report was provided through interviews with Turning Point staff, WIA participants and employers as well as the results of a participant case file review.

Monitoring Dates: Tues & Wed, February 21 & 22, 2012 at 111 East San Luis Street, Salinas, CA.

Background: The Monterey County Board of Supervisors approved the WIA adult subcontract with Turning Point in the amount of \$302,400, for Program Year (PY) July 1, 2011 to June 30, 2012 to provide core, intensive, training and supportive services to seventy (70) WIA eligible adults who are 18 years of age and older who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. Forty (42) will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA) and twenty-eight (28) participants will receive direct placement services.

I. **DESK REVIEW:**

Table 1: Turning Point's performance was reviewed for compliance with the contract plan for the 2nd quarter period ending December 31, 2011. Turning Point's total actual expenditures are \$144,743 (95.73%) of their 2nd quarter budget with a training set aside expenditure over budget at \$28,602 (123.82%) of \$23,100, due to higher than anticipated training costs to accommodate additional training enrollments. Staff salaries and benefits expenditures are slightly over budget at \$84,661 (104.15%) of \$81,287, due to higher than anticipated staff costs to accommodate the increase in training enrollments. Supportive Service expenditures are at \$6,043 (44.85%) of \$13,473 due to lower than anticipated participant workforce needs such as work clothing, uniforms, mileage/gas, tools and day care.

i. Expenditures – Table 1:

Program Year 2011-12 (2 nd Quarter)	Total Contract	Staff Salaries & Benefits	Services & Supplies	Supportive Services	Training
Dec 2011 Plan	\$151,200	\$81,287	\$22,052	\$13,473	\$23,100
Dec 2011 Actual	\$144,743	\$84,661	\$25,436	\$6,043	\$28,602
Percent of (2nd Quarter) Plan	95.73%	104.15%	115.35%	44.85%	123.82%

Table 2: Turning Point’s total enrollments are 35 (92%) of 38 with OJT and training enrollments at 35 (152%) over their total planned goal of 23. Turning Point staff should be commended for exceeding their OJT enrollment goals during tough economic times and within the scheduled timeframe. Of the training placements, 100% have been placed in the WIB approved industry clusters. Turning Point’s geographic enrollments continue to be much higher than planned for the Central area at 66% and West area at 20%, while the North is at 6% and South is at 9%, slightly below the 10% minimum WIB established service area goal. Table 3: Service to high school dropouts, disabled, ex offenders, and homeless are well above plan, while the veterans/eligible spouses are below the WIB established goals at 3% of 5%. Twenty-seven (27) exits have occurred to date and 21 (78%) were placed in unsubsidized employment following their training, exceeding the Department of Labor’s (DOL) performance standard of 67% for PY 2011-12.

ii. Enrollments – Table 2:

Program Year 2011-12 (2 nd Qtr)	New Enrollments	OJTs ITAs	Unsub Employment	Geographic Areas Served				Industry Clusters
				Central	North	South	West	
Dec 2011 Plan	38	23	65	10%	10%	10%	10%	50%
Dec 2011 Actual	35	35	24	23	2	3	7	35 of 35
% of 2nd Qtr Plan	92%	152%	37%	66%	6%	9%	20%	100%

iii. Enrollments – Table 3:

Program Year 2011-12 (2 nd Qtr)	Target Populations Served				
	Veterans & Eligible Spouses	HS Dropout	Disabled	Ex Offender	Homeless
Dec 2011 Plan	5%	15%	15%	50%	15%
Dec 2011 Actual	1	24	23	35	11
% of 2nd Qtr Plan	3%	69%	66%	100%	31%

II. FIELD REVIEW:

A file sampling review of 30% adult (11 of 35) participant case files were conducted. The adult case files were reviewed to ensure compliance with OJT contract requirements and WIA regulations. The file review conducted by WIB staff included eligibility, assessment, OJT contract compliance, supportive services, timesheets and evaluations. The files were well

organized with checklists and all necessary information for eligibility and Right to Work documentation was included. The case-notes were well documented and descriptive.

i. Participant, Employer and Staff Interviews

WIB Staff conducted interviews with three adult OJT employers and two OJT participants on February 22 & 23, 2012. All participants and employers interviewed were pleased with their experience in the adult OJT programs.

WIB staff met with Turning Point staff Ms. Rosie Chavez. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA contract staff.

ii. Financial Accounting Internal Controls

A sample of the fiscal data in the participant case files were reviewed to ensure compliance with OJT and ITA contract requirements and WIA regulations. The monitoring included the review of adequate documentation of supportive services, timesheets and timely posting and adherence to established fiscal procedures and WIB policies.

III. CONCLUSION:

The results of the performance reviews, and interviews with Turning Point staff, participants, and employers indicate that Turning Point is satisfactorily meeting their PY 2011-12 adult subcontract provisions. An exit interview was conducted on Friday, February 24, 2012 with Turning Point Staff Ms. Deborah Carrillo, Ms. Rosie Chavez and Ms. Pearl Sanchez. Program staff was advised of the observations and given an opportunity to respond. A draft monitoring report was sent to Turning Point on May 1, 2012, addressing the observations with the WIB recommendations stated below. WIB staff received a response from Turning Point to the WIB draft monitoring report on May 3, 2012. WIB staff has accepted Turning Point's response to the draft monitoring report and no further action will be necessary.

i. Observations:

- a. **Computer Capacity:** WIB staff toured Turning Point's facility on Tuesday, February 21. Turning Point increased its computer system capacity from 3 to 11 stations to allow clients use of the PC systems to access the Internet, develop resumes, job search and complete the WorkKeys assessments. WIB staff also observed a staff assisted employment workshop held by a Turning Point staff member. The workshop duration is 5-days and it offers work readiness skills such as tips on how to fill out job applications, develop a resume and cover letter, how to prepare for an interview, job search success tips and how to overcome workplace barriers to employment.

Recommendation: At the end of each workshop session, WIB staff recommends that attendees complete an evaluation feedback form to rate their overall experience and satisfaction of the training received.

Turning Point Response: Turning Point concurs with this recommendation and plans to implement a Client Evaluation procedure in Fiscal Year 2012-13.

WIB Response: WIB staff has accepted Turning Point's response as stated. No further action will be necessary.

- b. **Timeliness of Claims for Reimbursement:** Claims and reimbursements submitted to the Office for Employment Training (OET) fiscal office appear to be slow and not in compliance with the contract parameters.

Recommendation: It's recommended that Turning Point follow the contract parameters regarding the timely submission of monthly invoices to OET's fiscal department. Turning Point's contractual agreement states financial reports and invoices are due to the fiscal

department by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the WIB. OET shall pay the invoices within 30 days of receiving the certified invoice.

Turning Point Response: Turning Point regrets that some fiscal department personnel and procedure changes have negatively impacted the timely submittal of invoices. Corrective action is being taken to remedy this.

WIB Response: WIB staff has accepted Turning Point's response as stated. WIB staff plan to validate the timely submission of claims for reimbursement on a quarterly basis as necessary. No further action will be necessary.

- c. **Geographic Areas & Target Populations Served:** Data provided for December 2011 indicates Turning Point fell short of meeting the geographic and demographic goals as stated earlier during the desk review.

Recommendation: Turning Point needs to increase outreach efforts to recruit eligible adult in the designated geographic and target population areas to meet the contract minimum goals.

Turning Point Response: Prior to December, Turning Point increased client recruitment efforts in the above mentioned geographic areas. While increased enrollment in these areas has been slow, we are currently at 9.5% in both North and South County. We remain confident that the minimum 10% geographic goal will be met by the end of FY 2011-12. Historically, the demographic goal of Veterans and eligible spouses enrollment has been challenging for us, this client recruitment was enhanced at the onset of the fiscal year. Partnerships with the Veterans Transition Center in Marina, Veterans Service Officer in Monterey and the Veterans Clinic at CSUMB have been instrumental in recruitment efforts and remain so. Increased recruitment efforts of Veterans and eligible spouse's remains a focus activity and staff is committed to meeting the 5% goal.

WIB Response: WIB staff has accepted Turning Point's response as stated. WIB staff plan to validate Turning Point's recruitment efforts to meet the geographic and demographic goals at a future monitoring review. No further action will be necessary.

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

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,

Joyce Aldrich
WIB Consultant

cc: Marleen Esquerra, WIB Analyst

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: APPROVE THE REVISED WIB POLICY #2011-05 – ON-THE-JOB TRAINING
DATE: JUNE 14, 2012

RECOMMENDATION:

It's recommended that the Oversight Committee consider and approve the revised WIB Policy #2011-05 – On-the-Job Training.

BACKGROUND:

WIB Policy #2011-05 – On-the-Job Training provides all Monterey County system providers with guidance and criteria used in the development of and the administration of On-the-Job Training contracts.

The proposed revisions align the Monterey County WIB's On-the-Job Training policy with the State Plan and a Department of Labor (DOL) waiver granted to California under WIA Section 101(31)(B) that permits an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business. This increases local flexibility to WIBs based on additional funding allocations and grants awarded through the State and Department of Labor.



Monterey County Workforce Investment Board (WIB)

<< DRAFT >>

LOCAL POLICY BULLETIN #2011-05

Effective Date: December 7, 2011

Proposed Revision Date: August 1, 2012 WIB Meeting

TO: All Monterey County System Providers

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

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

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

POLICY:

I. Overview of OJT

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

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

II. Length of Training

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

III. Training Reimbursement

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

Under certain funding circumstances, employers providing an OJT may receive reimbursement for a portion of the hourly pay rate at a greater percentage based on the specific funding allocation. This is in alignment with the State Plan and Department of Labor (DOL) waivers which allow increased flexibility based on additional funding allocations and grants awarded through the State and DOL. The DOL waiver granted to California under WIA Section 101(31)(B) permits an increase in employer reimbursement for on-the-job training through a sliding scale (between 50% and up to 90%) based on the size of the business. Under this waiver, the following reimbursement amounts are permitted: (1) up to 90 percent for employers with 50 or fewer employees, (2) up to 75 percent for employers with 51 – 250 employees, and (3) up to 50 percent reimbursement for employers with more than 250 employees.

IV. Outreach Strategies

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

V. Employer Pre-Screening for OJT

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, a pre-screening should be

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168 West Alisal Street,
3RD Floor
Salinas, CA 93901
(831) 796-6434
www.montereycountywib.org



conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee. Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under title I of WIA, the OJT would be inconsistent with a collective bargaining agreement, the program obtains written concurrence from the appropriate labor organization and employer before the OJT activity begins;
- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
 - ✓ \$10.50 per hour
 - ✓ Other employees in the same occupation with similar experience;
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees; and
- The employer will comply with the non-discrimination and equal opportunity provisions of WIA and its regulations.
- Applicants have been assessed using the WorkKeys® Readiness Indicator tool to determine an individual's readiness for WorkKeys® testing. Based upon the testing results, participants are either referred to the Worldwide Interactive Network (WIN) for remediation training or referred to an Authorized WorkKeys® location to complete an assessment. Authorized WorkKeys® assessments and WIN remedial training may be provided by appointment through partners of the Central Coast Career Readiness Consortium by contacting the Monterey County Business Council at (831) 883-9443 or Salinas One Stop Career Center at (831) 796-3600.

VI. OJT Trainee Requirements

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

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

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

VII. Required Documents

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



A. OJT Contract Minimum Requirements

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

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

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

B. Training Plans

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

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

C. Invoicing

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

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

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

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



E. Monitoring

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

VIII. Additional Resources

The **OJT Toolkit** (available at www.ojttoolkit.workforce3one.org) has a variety of OJT resources, documents and samples to aid OJT providers in implementing their OJT policy and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

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

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

This policy will be posted to the MCWIB website located at: www.montereycountywib.org/policies/

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Salinas, CA 93901
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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE

FROM: JOYCE ALDRICH, WIB CONSULTANT

SUBJECT: UPDATE ON CURRENT AND PENDING LOCAL, STATE AND FEDERAL MONITORING OF MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT SYSTEM

DATE: JUNE 14, 2012

INFORMATION/SUMMARY: Local, state and federal monitoring reviews occur at least once a year or as needed to ensure sub recipients are in compliance with the provisions of WIA, associated state and federal regulations and directives, local policies, and contract requirements.

During program year 2011-12, Monterey County has been involved in a series of nine monitoring reviews on a local, state and federal level. As a result of these reviews, the monitors recommended that WIB staff revise three of its local policies that concern on-the-job training, complaint & grievance and adult programs. Before you today, there was an action to review the revised on-the-job training policy and WIB staff is in the process of updating the remaining policies for review and approval at a subsequent Oversight Committee meeting.

The following is a list of all current and pending local, state and federal monitoring activities of Monterey County's local workforce investment system:

Local Monterey County Workforce Investment Board – Annual Monitoring:

Program	Dates of Monitoring	Status	Draft/Final Reports
1. Turning Point – WIA Adult	2/21–22, 2012	No findings.	Draft - 5/1/2012 Final - 6/8/2012
2. Shoreline – WIA Adult	2/27–28, 2012	No findings.	Draft - 5/1/2012 Final - 6/8/2012
3. Shoreline – National Emergency Grant (NEG) – On-the-Job Training (OJT)	3/22–23, 2012	No findings.	Draft - 5/18/2012 Final – 6/8/2012
4. Office for Employment Training (OET)– National Emergency Grant (NEG) – On-the-Job Training (OJT)	3/22–23, 2012	No findings.	Draft - 5/18/2012 Final – 6/8/2012
5. OET - WIA Adult, Dislocated Worker and Rapid Response	4/9–13, 2012	Pending	Pending
6. OET – NEG Multi-Sector	To be determined.		

State of CA Employment Dev. Dept. Compliance Review Division (CRD) – Annual Monitoring:

Program	Dates of Monitoring	Status	Draft/Final Reports
1. WIA 85% Fiscal & Procurement (All Programs)	March 5–9, 2012	Two findings related to the recruitment of the Economic/WIB Executive Dir. and the dollars that were allocated out of WIA.	Draft report received 4/11/2012. WIB responded 5/14/2012.
2. WIA 85% Program (Adult and Dislocated Worker Programs)	Sep–Oct, 2012	TBD	TBD

State of CA Employment Dev. Dept. Audit & Evaluation Division (A&ED) – Special Grants:

Program	Dates of Monitoring	Status	Draft/Final Reports
1. Governor's Gang Reduction, Intervention and Prevention (CalGRIP), Layoff Aversion and Conflict of Interest	March 26–30, 2012	Audit was done due to two incident reports involving participant WIA eligibility, contract procurement, and possible conflicts of interest involving a MCWIB member.	Pending draft report due in June 2012.

US Department of Labor (DOL) – Special Grants:

Program	Dates of Monitoring	Status	Draft/Final Reports
1. DOL National Emergency Grant – On-the-Job Training (OJT)	April 20, 2012	No report was received to date, however verbal observation at the exit interview indicated a change was needed to the local WIB OJT Policy that includes general language for the purpose of National Emergency OJT Grants.	60-90 Days
2. DOL National Emergency Grant – Multi-Sector	June 6-7, 2012	No report was received to date, however verbal observation at the exit interview indicated changes needed to be made to the WIB Complaint & Grievance policy and the WIB Adult Program policy. Staff is working on compiling additional fiscal information requested by the monitor for further examination.	60-90 Days
3. NEG-OJT OIG Audit	June 11-12, 2012	TBD	TBD

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: MARLEEN ESQUERRA, WIB ANALYST
SUBJECT: RECEIVE A REPORT ON WIA TITLE I ADULT AND DISLOCATED
WORKER PROGRAM PROVIDERS FOR PY 2011-12
DATE: JUNE 14, 2012

INFORMATION/SUMMARY:

This report provides actual to plan performance and expenditure outcomes for all Monterey County WIA Title I Adult and Dislocated Worker program operators.

Subsequent to this report, a representative from each agency will be given an opportunity to answer questions posed by the Oversight Committee regarding their program and performance.

Shoreline:

As of May 2012, Shoreline's total enrollments is currently at 70 (93%) of 75 with OJT enrollments at 40 (105%) of 38.

Of the 70 on-the-job, individual training and direct placements, 44% have been placed in the WIB approved industry clusters to include 1 (1%) in agriculture, 7 (10%) in building/design, 18 (26%) in healthcare and 5 (7%) in hospitality/tourism occupations. The remaining 39 (56%) were placed in various positions such as medical office clerk or assistants, business manager, CNA, LVN, heating apprentice, foreman, solar installer, cashier, security guard, etc.

Shoreline's total actual expenditures are at \$199,842 (81%) of \$245,700 with an OJT set aside expenditure total of \$49,551 (97%) of \$51,000 as of March 2012.

Sixty-one (61) exits have occurred to date and 51 (83.6%) were placed in unsubsidized employment following their training, exceeding the Department of Labor's (DOL) performance goal of 67%. The average hourly wage is \$10.72.

ATTACHMENT: *Shoreline's monthly report and list of job placements (2 pages).*

Turning Point Adult:

As of April 2012, Turning Point's total enrollments is at 68 (105%) of 65 with OJT enrollments at 42 (100%) of contact plan.

Of the 42 on-the-job training and individual training placements, 55% have been placed in the WIB approved industry clusters to include 5 (12%) in agriculture, 13 (31%) in building/design, 2 (5%) in healthcare, 2 (5%) in hospitality/tourism as well as 1 (2%) in creative technology. The remaining 19 (45%) were placed in various positions such as tire changer, secretary, retail, auto body prep, event services coordinator, and auto technician, etc.

Turning Point's total actual expenditures are at \$243,707 (97%) of \$252,000 with an OJT set aside expenditure total of \$43,284 (94%) of \$46,200 as of April 2012.

Sixty-three (63) exits have occurred to date and 48 (76%) were placed in unsubsidized employment following their training, exceeding the DOL performance goal of 67%. The average hourly wage is \$11.12.

ATTACHMENT: *Turning Point's monthly report and list of job placements (2 pages).*

Office for Employment Training (OET):

As of April 2012, OET's total new Adult enrollments is currently at 302 (98%) of 308. OET's total enrollments including new and carry-ins is 401 (72%) of 558. Of those enrollments, a total of 34 are participating in training related services such as On-the-Job Training and/or Individual Training Accounts.

As of March 31, 2012, OET's total Adult program expenditures are \$1,221,284 (162%) of \$752,038, severely exceeding their WIA Adult allocation as of the 3rd Quarter period ending March 31, 2012.

As of April 2012, OET's total new Dislocated Worker enrollments is currently at 272 (60%) of 450. OET's total enrollments including new and carry-ins is 398 (53%) of 750. Of those enrollments, a total of 18 are participating in training related services such as On-the-Job Training and/or Individual Training Accounts.

As of March 31, 2012, OET's total Dislocated Worker program expenditures are \$1,357,525 (94%) of \$1,445,057 as of the 3rd Quarter period.

Reference information item #6 of this packet, for additional information regarding OET's budget and expenditures.

ATTACHMENT: *OET's narrative and monthly reports (2 pages).*

WIA Adult Participants, by Program Operator - Program Year 2011-12

PCR for	G: 201 A: 001 Geo: A D: 07/01/2011 - 06/30/2012	OET	Shoreline	Turning Point	Entire System
Budget Summary		\$ 1,059,208	\$ 327,600	\$ 302,400	\$ 1,689,208
Average Costs per Participant (Includes Training and Supportive Services)		\$ 2,552	\$ 4,680	\$ 4,447	\$ 3,055
I. Participant Summary		Total	Total	Total	Total
A. Participant Count					
1 Carried In		99	0	0	99
2 New Enrollments During Report Period		316	70	68	454
3 Total Enrollments		415	70	68	553
4 Participant Exits During Report Period		209	61	63	333
		Current	Current	Current	Current
D. Total Participant Exits		226	61	63	350
		55	51	48	154
		Entered Unsubsidized Employment			

II. TOTAL Program Activities/Services Summary (during report period only)	# of Services Received			
A. Core Services	2872	237	610	3719
B. Intensive Services	1178	137	493	1808
C. Supportive Services (incl. Youth Supp. Svcs.)	158	71	61	290
D. Training Services	29	40	42	111

III. AVERAGE Program Activities/Services Summary (during report period only)	Avg # of Services Received			
A. Core Services	6.9	2.9	9.6	6.5
B. Intensive Services	2.8	1.7	7.6	4.0
C. Supportive Services (incl. Youth Supp. Svcs.)	0.4	0.9	0.9	0.7
D. Training Services	0.1	0.5	0.6	0.4

INFORMATION #3



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Shoreline Workforce Development Services

Program Design: to provide core, intensive, training and supportive services to **77** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. **40** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **37** participants will receive direct placement services. Shoreline's service model includes **4** Anchor partnerships to provide collaboration, points of contact and a full range of services. **5** Feeder partnerships will outreach, target and refer participants to the Anchor locations from one of it's neighborhood career centers located in Salinas, Marina, Watsonville, San Luis Obispo & King City.

For the period ending: May, 2012

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$81,900	\$163,800	\$245,700	\$327,600
Actual	\$67,167*	\$105,867*	\$199,841.85	

ENROLLMENT GOALS				
*w/set aside \$300,416				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	77	75	70	93.33
2. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	40	38	40	105.26
3. Total # of Direct Placements	37	n/a	30	n/a
4. Total # of WorkKeys assessments completed			2	
▪ Applied Mathematics			2	
▪ Reading for Information			2	
▪ Locating Information			2	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA /DP Total #	% of Total	
1. Total # and percentage of OJT/ITA /DP placements, based on the following industry clusters:	70	100%	
▪ Agriculture	1	1	
▪ Building/Design	7	10	
▪ Healthcare	18	26	
▪ Education			
▪ Hospitality/Tourism	5	7	
▪ Creative/Technology			
▪ Other (Finance, Retail, Sales, etc.)	39	56	

GEOGRAPHIC AREAS SERVED				
Quarter ending (May) June 2012	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Central (Salinas)	35%	10%	42	60
North	25%	10%	5	7
South	20%	10%	15	21.5
West	20%	10%	8	11.5

TARGET POPULATIONS SERVED				
Quarter ending (May) June 2012	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Veterans & Eligible Spouses	19%	10%	4	5.71
High School Dropout	39%	20%	17	24.28
Disabled	19%	16%	11	15.71
Ex Offender (Contracted target goal)	13%	20%	19	27.14
Homeless	19%	5%	33	47.14

PERFORMANCE GOALS		
Quarter ending (May) June 2012	Plan	Actual
1. Total number of exits	65	61
2. Entered Employment Rate – entry into unsubsidized employment	67.0%	83.6%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,500	
5. Average hourly wage		\$10.72

- ACTIVITIES**
- Moved into New Salinas location!
 - Launched media plan for new location
 - Attended Operation Wounded Warrior Convention
 - Completed P/Y 2012/13 Placement Plan
 - Held Program Planning Meeting to include Logic Mapping current programs

SHORELINE – Placements:**Health**

Medical Office Clerk
Business Manager
CNA
Medical Assistant
LVN
Veterinary Assistant
Activities Assistant

Building /Design

Heating Apprentice
Construction Laborer
Concrete Assistant
Foreman
Solar Installer
Sign Installer

Hospitality/Tourism

Cage Cashier/Waitress
Cashier
Waitress/Food Server
Chip Counter
Restaurant Worker
Security Guard

Other

Carpet Cleaning/Driver
Forklift Driver
Product Tech
Fitness Instructor/Receptionist
Receptionist
Sales
Office Assistant
Customer Service Representative
Housekeeping
Auto body Detailer
Program Coordinator
Insurance Agent
Front Desk Clerk
Office Clerk
Tax Preparer
Book Keeping
Shipping Receiving Clerk
Book Keeping Clerk II
Stock Clerk
Cashier



INFORMATION #3

Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Turning Point of Central California

Program Design: to provide core, intensive, training and supportive services to **65** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs, with a focus on serving those on parole and probation. **42** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **28** participants will receive direct placement services. Turning Point is the lead agency of an integrated service model comprised of ten collaborative partners throughout Monterey County.

For the period ending: May 2012

TOTAL BUDGET (Includes training set-aside expenditures)				
Quarterly Plan	9/31/11	12/31/11	4/31/12	6/30/12
Planned	\$75,600	\$151,200	\$252,000	\$302,400
Estimate	\$111,536	\$144,742	\$243,707	

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of new enrollments (Core & Intensive Services)	70	65	68	105%
2. Total # of On-the-Job Training / Individual Training Accounts (OJT/ITA)	42	42	42	100%
3. Total # of Direct Placement Services	28	N/A	26	N/A
4. Total # of WorkKeys assessments completed	42	42	47	112%
▪ Applied Mathematics	42	42	47	112%
▪ Reading for Information	42	42	47	112%
▪ Locating Information	42	42	47	112%

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA Total #	% of Total	
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	42	100%	
▪ Agriculture: <i>Reference handout at meeting which details actual positions placed in each industry.</i>	5	12%	
▪ Building/Design: construction	13	31%	
▪ Healthcare:	2	5%	
▪ Education:	0	0%	
▪ Hospitality/Tourism:	2	5%	
▪ Creative/Technology:	1	2%	
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	19	45%	

GEOGRAPHIC AREAS SERVED				
Quarter ending: 2 nd Quarter	TARGET GOAL	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Central (Salinas)	55%	10%	26	62%
North	11%	10%	4	9.5%
South	18%	10%	4	9.5%
West	16%	10%	8	19%

TARGET POPULATIONS SERVED				
Quarter ending: 2 nd Quarter	TARGET GOAL*	MINIMUM GOAL	Actual (OJT/ITA)	% of Actual
Veterans & Eligible Spouses	5%	10%	1	2%
High School Dropout	15%	20%	26	62%
Disabled	15%	16%	29	69%
Ex Offender	50%	20%	42	100%
Homeless	15%	5%	14	33%

**Turning Point is contracted to meet the Target Goals.*

PERFORMANCE GOALS		
Quarter ending 1	Plan	Actual
1. Total number of exits	55	63
2. Entered Employment Rate – entry into unsubsidized employment	80%	76%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,500	\$23,130
5. Average hourly wage		\$11.12

- | UPCOMING ACTIVITIES |
|--|
| <ul style="list-style-type: none"> • Attended Monterey Peninsula College Job Fair on May 10. • Timothy Jones was honored at the annual Monterey County Youth Center Appreciation event on April 26. • Conducting program presentations and client recruitment in County Drug Court and Monterey County Jail. • Partnered with City of Salinas in a new Cease Fire Grant. • Receiving referrals from TP new AB109 Housing Incentive Program. • Effective partnership activities continue to increase eligible job seekers and grow the employer data base. • Continued attendance at monthly PACT Meetings. • Continued to work with Monterey County Probation and community partners in a service delivery system for the reentry needs of Post Release Community Supervision probationers. • TP has provided initial inquiry and referral services to over 2,000 people. |

Turning Point – Placements:

Total # and percentage of OJT/ITA placements, based on the following industry clusters:

- Agriculture: **5**
Sanitor, General Maint., Controller, Irrigator, Landscape,
- Building/Design:construction: **13**
Restoration Tech, Pool Maint. Tech (4), Cabinet Maker, Painter, Installer, Millwork, C.O.O., Fabricator, Delivery Driver, Carpenter Apprentice
- Healthcare: **2**
Front Office, Personal Care Attendant
- Education: **0**
- Hospitality/Tourism: **2**
Catering Asst., Ticket Sales
- Creative/Technology: **1**
Route Driver
- Other: **19**
Tire Changer, Secretary, Retail, Flight Line Tech, Auto Body Prep., Event Services Coordinator, Auto Tech., Paint Prep., Laborer, Glazier, Tire Changer, Warehouse, Paint Prep., Sales, Shirt Folder, Clerk, Baker's Helper, Advertiser

HANDOUT INFORMATION #3 - ADULT



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Service Provider Monthly Report

Provider: DSES Employment Services – Office for Employment Training

For the period ending: April 2012

BUDGET				
Quarterly Plan (up to 3 rd Qtr)	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$180,065	\$434,275	\$752,038	\$1,059,208
Actual	\$394,072	\$760,522	\$1,221,284	

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of CARRY-IN enrollments	250	n/a	99	40
2. Total # of NEW enrollments	308	n/a	302	98
3. Total # of ALL enrollments	558	n/a	401	72
4. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	34	n/a
5. Total # of Direct Placements	n/a	n/a	n/a	n/a
6. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA Total #	%	of Total
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	n/a		n/a
▪ Agriculture:	n/a		n/a
▪ Building/Design: construction	n/a		n/a
▪ Healthcare:	n/a		n/a
▪ Education:	n/a		n/a
▪ Hospitality/Tourism: Driver, Host	n/a		n/a
▪ Creative/Technology:	n/a		n/a
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	n/a		n/a

GEOGRAPHIC AREAS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Central (Salinas)	55%	10%	n/a	n/a
North	11%	10%	n/a	n/a
South	18%	10%	n/a	n/a
West	16%	10%	n/a	n/a

TARGET POPULATIONS SERVED				
Period Ending <u>March 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Veterans & Eligible Spouses	19%	10%	13	.03
High School Dropout	39%	20%	90	22
Disabled	19%	16%	37	9
Ex Offender	13%	20%	94	23
Homeless	19%	5%	41	10

PERFORMANCE GOALS		
Period Ending <u>March 2012</u>	Plan	Actual
1. Total number of exits	225	209
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	n/a	n/a
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	n/a	n/a
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	n/a	n/a
5. Average hourly wage		n/a

HANDOUT INFORMATION #3 – DISLOCATED WORKER



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Dislocated Worker Service Provider Monthly Report

Provider: DSES Employment Services – Office for Employment Training

For the period ending: April 2012

BUDGET				
Quarterly Plan (up to 3 rd Qtr)	9/30/11	12/31/11	3/31/12	6/30/12
Planned	\$481,686	\$963,372	\$1,445,057	\$1,926,743
Actual	\$467,674	\$870,663	\$1,357,525	

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total # of CARRY-IN enrollments	300	n/a	126	42
2. Total # of NEW enrollments	450	n/a	272	60
3. Total # of ALL enrollments	750	n/a	398	53
4. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	n/a	n/a	18	n/a
5. Total # of Direct Placements	n/a	n/a	n/a	n/a
6. Total # of WorkKeys assessments completed			n/a	
▪ Applied Mathematics			n/a	
▪ Reading for Information			n/a	
▪ Locating Information			n/a	

INDUSTRY CLUSTERS – PLACEMENTS			
Monthly Placements	OJT/ITA Total #	% of Total	
1. Total # and percentage of OJT/ITA placements, based on the following industry clusters:	n/a	n/a	
▪ Agriculture:	n/a	n/a	
▪ Building/Design: construction	n/a	n/a	
▪ Healthcare:	n/a	n/a	
▪ Education:	n/a	n/a	
▪ Hospitality/Tourism: Driver, Host	n/a	n/a	
▪ Creative/Technology:	n/a	n/a	
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	n/a	n/a	

GEOGRAPHIC AREAS SERVED				
Period Ending <u>April 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Central	55%	10%	n/a	n/a
North	11%	10%	n/a	n/a
South	18%	10%	n/a	n/a
West	16%	10%	n/a	n/a

TARGET POPULATIONS SERVED				
Period Ending <u>April 2012</u>	TARGET GOAL	MINIMUM GOAL	Actual	% of Actual
Veterans & Eligible Spouses	19%	10%	27	7
High School Dropout	39%	20%	45	12
Disabled	19%	16%	25	7
Ex Offender	13%	20%	42	11
Homeless	19%	5%	16	4

PERFORMANCE GOALS		
Period Ending <u>April 2012</u>	Plan	Actual
1. Total number of exits	350	183
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	n/a	n/a
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	n/a	n/a
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	n/a	n/a
5. Average hourly wage		n/a

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: UPDATE ON GRANTS
DATE: JUNE 14, 2012

INFORMATION: Provided below is an update on Monterey County WIB's grant proposals:

PROPOSALS SUBMITTED

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
Governor's 25% Discretionary Additional Assistance Dislocated Worker Funds (submitted 4/17/2012)	\$999,847	Additional Assistance for Manufacturing & Banking Dislocated Workers	12 months: June 2012 to June 2013	Serve 185 displaced workers driven by multiple layoffs of individuals seeking services from the Monterey County One-Stop delivery system.	OET and Shoreline to develop on-the-job training opportunities and individual training accounts, outreach, career path assessments, case management, counseling, and placement services.	WIB received verbal approval of funding.
Governor's 15% Discretionary Funds (submitted 4/17/2012)	\$499,597	Veteran's Employment Related Assistance Program	12 months: May 2012 to May 2013	Prepare 100 returning Veterans to pursue a career in public service, civic engagement, info tech, admin of Justice, & fire protection tech.	DSES to provide outreach through their Disabled Veterans' program. Shoreline to provide intake, eligibility, assessment, case mgmt, ITAs and OJT's. Monterey College of Law and MPC to host certification programs.	Not funded.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: DISCUSS MONTEREY COUNTY'S DISLOCATED WORKER STRATEGY
DATE: JUNE 14, 2012

INFORMATION:

Ms. Joyce Aldrich, WIB Consultant plans to give a verbal presentation at the Oversight Committee on Monterey County's Dislocated Worker strategy including:

- (A) National Emergency Grant Opportunity
- (B) Dislocated Worker Additional Assistance Funding
- (C) Rollover of Current Year Rapid Response Funding
- (D) Rapid Response Team Training
- (E) Jobs Analysis

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, WIB CONSULTANT
SUBJECT: UPDATE ON MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT AREA (LWIA) BUDGET
DATE: JUNE 14, 2012

INFORMATION: Attached is the current LWIA 2011-12 Fiscal Year Budget as of April 30, 2012.

Adult Program: The Adult Program total allocation is \$2,021,123. Of this amount, \$630,000 (31%) is allocated towards WIB subcontracts, \$226,812 (11%) is allocated to WIB Costs and \$1,164,311 (58%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, Participant Costs and Admin Costs. Of this amount, the LWIA exceeded its total year-to-date planned expenditures by 109%. The Program Salaries & Benefits line item exceeded the plan by 214%; Services & Supplies exceeded the plan by 174% and Admin Costs for Operations exceeded the plan by 173%, while participant costs are only at 8% of plan. As of April 30, 2012, the LWIA over expended its total WIA Adult budget by 137%, at \$1,591,581 of its \$1,164,311 budget (does not include WIB costs).

Dislocated Worker Program: The Dislocated Worker Program total allocation is \$2,161,232. Of this amount, there are no dollars allocated towards WIB subcontracts. A total of \$193,426 (9%) is allocated to WIB Costs and \$1,967,806 (91%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, Participant Costs and Admin Costs. Of this amount, the LWIA expended \$1,872,923 (87%) of its total year-to-date planned expenditures. The Services & Supplies line item is over the planned expenditure mark by 156%; WIB Costs charged to Operations is at 97% and Admin Costs for Operations exceeded the plan by 207%, while participant costs are only at 6% of plan. As of April 30, 2012, the LWIA expended 86% of its Dislocated Worker budget, at \$1,697,084 of its \$1,967,806 budget (does not include WIB costs).

Non-Participant Program: The Non-Participant Program includes Rapid Response funds totaling \$408,896, New Start grant funds totaling \$54,476, and National Emergency Grant (NEG) On-the-Job Training (OJT) funds totaling \$240,512 for a combined total allocation of \$703,884. Of this amount, \$154,711 (22%) is allocated towards an NEG-OJT subcontract, \$42,208 (6%) is allocated to WIB Costs and \$506,965 (72%) is available to the LWIA budget for Program Salaries & Benefits, Services & Supplies, and Admin Costs. The WIB Costs charged to Operations is over the planned expenditure mark by 331% and the Admin Costs charged to Operations exceeded the plan by 135%. As of April 30, 2012, the LWIA expended 48% of its Non-Participant Program budget, at \$224,834 of its \$506,965 budget (does not include WIB costs).

OET's fiscal office is responsible for performing oversight of fiscal management and performance accountability of the LWIA budget. It should be noted that Admin Costs are not solely applied to OET. Admin is primarily a function of the local system that includes both WIB and OET. In addition, the Adult and Dislocated Worker line item participant costs are the responsibility of OET.

ATTACHMENTS: Reference attached budget.

MONTEREY COUNTY - LWIA
2011-12 FISCAL YEAR BUDGET

As of April 30, 2012

Updated:

5/30/2012

PLANNED EXPENDITURES	BUDGET	YTD EXP	%	BAL
PROGRAM SALARIES & BENEFITS	466,194	998,840	214%	(532,646)
SERVICES AND SUPPLIES	192,827	335,456	174%	(142,628)
PARTICIPANTS COSTS	303,168	24,897	8%	278,271
WIB COSTS CHARGED TO SALARIES	184,498	126,662	69%	57,836
WIB COSTS CHARGED TO OPS	42,314	31,406	74%	10,908
SUB-CONTRACTED SERVICES (WIB)	630,000	455,988	72%	174,012
ADMIN COSTS SALARIES	148,899	140,142	94%	8,757
ADMIN COSTS OPS	53,223	92,246	173%	(39,023)
TOTALS	2,021,123	2,205,638	109%	(184,514)

ADULT - WIA Includes \$337,964 carry-in from previous year. **\$ 2,021,123**

BUDGET	YTD EXP	%	BAL
466,194	998,840	214%	(532,646)
192,827	335,456	174%	(142,628)
303,168	24,897	8%	278,271
184,498	126,662	69%	57,836
42,314	31,406	74%	10,908
630,000	455,988	72%	174,012
148,899	140,142	94%	8,757
53,223	92,246	173%	(39,023)
2,021,123	2,205,638	109%	(184,514)

DISLOCATED WORKER - WIA Includes \$43,621 carry-in from previous year. **\$ 2,161,232**

BUDGET	YTD EXP	%	BAL
1,195,145	1,118,175	94%	76,970
232,354	362,495	156%	(130,142)
324,184	18,228	6%	305,956
157,341	141,015	90%	16,325
36,085	34,823	97%	1,262
0	0	0%	0
178,150	119,414	67%	58,737
37,973	78,772	207%	(40,799)
2,161,232	1,872,923	87%	288,309

PLANNED EXPENDITURES	BUDGET	YTD EXP	%	BAL
PROGRAM SALARIES & BENEFITS	332,946	146,404	44%	186,542
SERVICES AND SUPPLIES	41,881	35,478	85%	6,403
PARTICIPANTS COSTS	61,750	16,601	27%	45,149
WIB COSTS CHARGED TO SALARIES	34,334	13,810	40%	20,524
WIB COSTS CHARGED TO OPS	7,874	26,089	331%	(18,214)
SUB-CONTRACTED SERVICES (WIB)	154,711	146,644	95%	8,067
ADMIN COSTS SALARIES	59,751	31,948	53%	27,802
ADMIN COSTS OPS	10,637	14,403	135%	(3,766)
TOTALS	703,884	431,378	61%	272,506

NON-PARTICIPANT - WIA Includes \$335,825 carry-in from previous year. **\$ 703,884**

BUDGET	YTD EXP	%	BAL
332,946	146,404	44%	186,542
41,881	35,478	85%	6,403
61,750	16,601	27%	45,149
34,334	13,810	40%	20,524
7,874	26,089	331%	(18,214)
154,711	146,644	95%	8,067
59,751	31,948	53%	27,802
10,637	14,403	135%	(3,766)
703,884	431,378	61%	272,506

YOUTH - WIA Includes \$335,825 carry-in from previous year. **\$ 2,098,407**

BUDGET	YTD EXP	%	BAL
729,269	613,531	84%	115,738
219,306	199,152	91%	20,154
321,599	331,655	103%	(10,056)
238,357	94,814	40%	143,543
52,436	17,648	34%	34,788
327,600	109,663	33%	217,937
143,534	130,820	91%	12,714
66,306	87,231	132%	(20,925)
2,098,407	1,584,515	76%	513,892

Non-Participant programs include Rapid Response, NEG 1512 and New Start

Youth Program Salaries & Benefits include youth OEI permanent and temporary staff. Participant Costs include youth work experience wages, incentives, stipends, supportive services & contracted training.

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)
 TOTAL REVENUE

April-12

REVENUE FOR FISCAL YEAR		FY 11-12 PLAN	Grant Terms	% OF BUDGET
ADULT DISADVANTAGED FORMULA FUNDS		\$ 1,683,159	7/1/11-6/30/13	
ADULT CARRY-IN FROM PRIOR YEAR		\$ 337,964	2010-2011	
TOTAL ADULT FUNDS		\$ 2,021,123		29%
DISLOCATED WORKER FORMULA FUNDS		\$ 2,117,611	7/1/11-6/30/13	
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR		\$ 43,621	2010-2011	
TOTAL DISLOCATED WORKER FUNDS		\$ 2,161,232		31%
RAPID RESPONSE FORMULA FUNDS	393	\$ 176,535	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	540 K282485	\$ 58,090	7/1/11-6/30/12	
RAPID RESPONSE FORMULA FUNDS	541 K282485	\$ 174,271	7/1/11-6/30/12	
NEG 1512 SEP		\$ -		
NEG 1512 SEP CARRY-IN		\$ 240,512		
NEW START		\$ 54,476		
TOTAL NON-PARTICIPANT FUNDS		\$ 703,884		10%
YOUTH FORMULA FUNDS		\$ 1,753,465	4/1/11-6/30/13	
YOUTH FORMULA CARRY-IN		\$ 335,825	2010-2011	
INCENTIVE		\$ 9,117	7/1/10-6/30/12	
TOTAL YOUTH FUNDS		\$ 2,098,407		30%
TOTAL WIA REVENUE		\$ 6,984,646		100%

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)
 ADULT PROGRAM FUNDS

April-12

PLANNED REVENUE	FY 11-10 PLAN	
ADULT DISADVANTAGED FORMULA FUNDS	\$	1,683,159
ADULT CARRY-IN FROM PRIOR YEARS	\$	337,964
TOTAL ADULT FUNDS	\$	2,021,123

ADULT DISADVANTAGED FORMULA FUNDS & CARRY -IN	2,021,123
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	466,194	998,840	214%	(532,646)
SERVICES AND SUPPLIES	192,827	335,456	174%	(142,628)
PARTICIPANTS COSTS	303,168	24,897	8%	278,271
WIB EXPENDITURES CHARGED TO GRANT SALARIES	184,498	126,662	69%	57,836
WIB EXPENDITURES CHARGES TO GRANT OPERATING	42,314	31,406	74%	10,908
SUB-CONTRACTED SERVICES (WIB)	630,000	455,988	72%	174,012
ADMINISTRATIVE COSTS/ SALARIES	148,899	140,142	94%	8,757
ADMINISTRATIVE COSTS/ OPERATING	53,223	92,246	173%	(39,023)
TOTALS	2,021,123	2,205,638	109%	(184,514)

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)
 DISLOCATED WORKER FUNDS

April-12

PLANNED REVENUE	FY 11-12 PLAN	
DISLOCATED WORKER FORMULA FUNDS	\$	2,117,611
DISLOCATED WORKER CARRY-IN FROM PRIOR YEAR	\$	43,621
TOTAL DISLOCATED WORKER FUNDS	\$	2,161,232

DISLOCATED WORKER FORMULA FUNDS & CARRY-IN	2,161,232
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	1,195,145	1,118,175	94%	76,970
SERVICES AND SUPPLIES	232,354	362,495	156%	(130,142)
PARTICIPANTS COSTS	324,184	18,228	6%	305,956
WIB EXPENDITURES CHARGED TO GRANT/SALARIES	157,341	141,015	90%	16,325
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	36,085	34,823	97%	1,262
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0
ADMINISTRATIVE COSTS/ SALARIES	178,150	119,414	67%	58,737
ADMINISTRATIVE COSTS/ OPERATING	37,973	78,772	207%	(40,799)
TOTALS	2,161,232	1,872,923	87%	288,309

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)
NON-PARTICIPANT FUNDS

April-12

PLANNED REVENUE	FY 11-12 PLAN
RAPID RESPONSE FORMULA FUNDS	\$ 176,535
RAPID RESPONSE FORMULA FUNDS	\$ 58,090
RAPID RESPONSE FORMULA FUNDS	\$ 174,271
NEG 1512 SEP	\$ -
NEG 1512 SEP CARRY-IN	\$ 240,512
NEW START	\$ 54,476
TOTAL NON-PARTICIPANT FUNDS	\$ 703,884

RAPID RESPONSE FORMULA FUNDS	176,535
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	127,471	62,914	49%	64,557
SERVICES AND SUPPLIES	20,438	21,797	107%	(1,358)
PARTICIPANTS COSTS	0	0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	8,925	8,430	94%	495
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	2,047	24,884	1216%	
SUB-CONTRACTED SERVICES (WIB)	0	0	0%	0
ADMINISTRATIVE SALARIES COSTS	16,460	8,559	52%	7,901
ADMINISTRATIVE OPERATING COSTS	1,194	5,646	473%	(4,452)
TOTALS	176,535	132,230	75%	67,142

RAPID RESPONSE FORMULA FUNDS	58,090
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	45,343	0	0%	45,343
SERVICES AND SUPPLIES	6,938	0	0%	6,938
PARTICIPANTS COSTS		0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	5,416	0	0%	5,416
ADMINISTRATIVE OPERATING COSTS	393	0	0%	393
TOTALS	58,090	-	0%	58,090

RAPID RESPONSE FORMULA FUNDS	174,271
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	141,844	0	0%	141,844
SERVICES AND SUPPLIES	15,000	0	0%	15,000
PARTICIPANTS COSTS		0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	16,248	0	0%	16,248
	NON-PARTICIPANT FUNDS			

ADMINISTRATIVE OPERATING COSTS	1,178	0	0%	1,178
TOTALS	174,271	-	0%	174,271

NEG 1512/SHORELINE FORMULA FUNDS	240,512
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	(25,409)	34,357	-135%	(59,766)
SERVICES AND SUPPLIES	(5,827)	8,350	-143%	(14,177)
PARTICIPANTS COSTS	61,750	16,601	0%	45,149
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	25,409	5,380	21%	20,029
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	5,827	1,204	21%	4,623
SUB-CONTRACTED SERVICES (WIB)	154,711	146,644	0%	8,067
ADMINISTRATIVE SALARIES COSTS	16,179	17,942	111%	(1,763)
ADMINISTRATIVE OPERATING COSTS	7,872	8,758	111%	(886)
TOTALS	240,512	239,236	99%	1,276

NEW START FORMULA FUNDS	54,476
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	43,697	49,133	112%	(5,436)
SERVICES AND SUPPLIES	5,332	5,332	100%	0
PARTICIPANTS COSTS		0	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	-
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	5,447	5,447	100%	-
ADMINISTRATIVE OPERATING COSTS		0	#DIV/0!	-
TOTALS	54,476	59,912	110%	(5,436)

MONTEREY COUNTY - LOCAL WORKFORCE INVESTMENT AREA (LWIA)
 YOUTH SERVICES FUNDS

April-12

PLANNED REVENUE	FY 11-12 PLAN
YOUTH FORMULA FUNDS	1,753,465
YOUTH FORMULA CARRY-IN	335,825
INCENTIVE	9,117
TOTAL YOUTH FUNDS	2,098,407

YOUTH FORMULA FUNDS	2,089,290
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS*	729,269	613,531	84%	115,738
SERVICES AND SUPPLIES	219,306	199,152	91%	20,154
PARTICIPANTS COSTS*	313,393	322,538	103%	(9,145)
WIB EXPENDITURES SALARIES CHARGED TO GRANT	238,357	94,814	40%	143,543
WIB EXPENDITURES OPERATING CHARGED TO GRANT	52,436	17,648	34%	34,788
SUB-CONTRACTED SERVICES (WIB)	327,600	109,663	33%	217,937
ADMINISTRATIVE COSTS SALARIES	142,623	130,820	92%	11,803
ADMINISTRATIVE COSTS OPERATING	66,306	87,231	132%	(20,925)
TOTALS	2,089,290	1,575,398	75%	513,892

*PROGRAM SALARIES & BENEFITS includes youth OET permanent and temporary staff.

*PARTICIPANTS COSTS includes youth work experience wages, incentives, stipends, supportive services, & contracted training.

INCENTIVE FORMULA FUNDS	9,117
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS		0	#DIV/0!	-
SERVICES AND SUPPLIES		0	#DIV/0!	-
PARTICIPANTS COSTS	8,206	9,117	0%	0
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES		0	#DIV/0!	-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING		0	#DIV/0!	-
SUB-CONTRACTED SERVICES (WIB)		0	0%	0
ADMINISTRATIVE SALARIES COSTS	911	0	0%	911
ADMINISTRATIVE OPERATING COSTS		0	#DIV/0!	-
TOTALS	9,117	9,117	100%	911

PLANNED REVENUE	FY 11-12 PLAN
AB109 PROBATION	235,333
WORKFORCE SOLUTIONS	234,313
NEW GRANT/MULTI-SECTOR	444,385
TOTAL NON-WIA GRANTS	914,031

AB109 PROBATION FORMULA FUNDS	235,333
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	42,467	32,894	77%	9,573
SERVICES AND SUPPLIES	-	4,937	#DIV/0!	(4,937)
PARTICIPANTS COSTS	-	0	0%	-
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	-	0		-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	-	0		-
SUB-CONTRACTED SERVICES (WIB)	169,333	0	0%	169,333
ADMINISTRATIVE SALARIES COSTS	22,823	2,493	11%	20,330
ADMINISTRATIVE OPERATING COSTS	710	1,645	232%	(935)
TOTALS	235,333	41,968	18%	193,365

WORKFORCE SOLUTIONS FORMULA FUNDS	234,313
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	32,364	13,369	41%	18,995
SERVICES AND SUPPLIES	28,118	837	3%	27,281
PARTICIPANTS COSTS	150,400	-	0%	150,400
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	-	-		-
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	-	-		-
SUB-CONTRACTED SERVICES (WIB)	-	-	0%	0
ADMINISTRATIVE SALARIES COSTS	23,431	297	1%	23,134
ADMINISTRATIVE OPERATING COSTS	-	196		(196)
TOTALS	234,313	14,699	6%	219,614

NEW GRANT/MULTI SECTOR FORMULA FUNDS	444,385
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PLANNED EXPENDITURES	FY 11-12	YTD ACTUAL	%	BALANCE
PROGRAM SALARIES & BENEFITS	95,040	81,276	86%	13,765
SERVICES AND SUPPLIES	37	-24,097	#####	24,135
PARTICIPANTS COSTS	296,257	5,937	0%	290,319
WIB EXPENDITURES CHARGED TO GRANT/ SALARIES	5,192	5,380	104%	(188)
WIB EXPENDITURES CHARGED TO GRANT/ OPERATING	3,421	-	0%	3,421
SUB-CONTRACTED SERVICES (WIB)	0	-	0%	0
ADMINISTRATIVE SALARIES COSTS	42,829	3,066	7%	39,762
ADMINISTRATIVE OPERATING COSTS	1,609	1,496	93%	113
TOTALS	444,385	73,058	16%	371,327