



MONTEREY COUNTY ECONOMIC DEVELOPMENT

MONTEREY COUNTY WORKFORCE INVESTMENT BOARD

ERIK CUSHMAN, WIB CHAIR

Monterey County Workforce Investment Board (WIB)

OVERSIGHT COMMITTEE

Shoreline Workforce Development

249 10th Street, Marina, CA

Thursday, January 10, 2013

8:30-10:00am

Teleconference: 3032 South Araby Road, Yuma, Arizona 85365

Oversight Committee Members:

Mary Ann Leffel, Chair

Al Davis

Rick Deraiche

Cesar Lara

Judith Profeta

Larry Silva

Teresa Sullivan

Brian Turlington

Andrea Zeller-Nield

AGENDA

| | |
|--|--|
| CALL TO ORDER/INTRODUCTIONS: | Mary Ann Leffel, <i>Chair</i> |
| CHANGES TO AGENDA: | |
| PUBLIC COMMENT: | |
| CONSENT CALENDAR: | Mary Ann Leffel |
| 1. Approve the minutes of the December 13, 2012 Oversight Committee meeting. | |
| DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS: | |
| 1. Update on the WIA Rapid Response program and activities for PY 2012-13. | Joyce Aldrich |
| 2. Update on the Local Workforce Investment Area budget for PY 2012-13. | Joyce Aldrich |
| 3. Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13 | Joyce Aldrich |
| 4. Receive a report on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13. | Marleen Esquerra |
| 5. Update on the number of local WIA training placements and expenditures for 2012-13. | Marleen Esquerra |
| INFORMATION ITEMS: | |
| 1. Report on monitoring of Monterey County's local workforce investment system for PY 2012-13. | Joyce Aldrich |
| 2. Update on WIB Retreat. | Joyce Aldrich |
| ANNOUNCEMENTS OF EVENTS: | Mary Ann Leffel |
| SUBCOMMITTEE MEETINGS: Executive: 1/16/2013 – Shoreline, Marina Oversight: 2/14/2013 – Shoreline, Marina Youth: 3/12/2013 – Shoreline, Marina | WIB MEETINGS: 2/6/2013: Marina Library, Marina |
| 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,
Executive Director

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Monterey County Workforce Investment Board
Oversight Committee
Shoreline workforce Development
249 10th street Marina, CA
Thursday, December 13, 2012; 8:30am

Members Present: Al Davis, Cesar Lara, Mary Ann Leffel, Larry Silva, Teresa Sullivan and Brian Turlington

Members Absent: Rick Deraiche, Judith Profeta and Andrea Zeller-Nield

Staff Present: Joyce Aldrich, Marleen Esquerra, Flor Galvan and Stephanie Shonley

Others Present: Rosie Chavez, Wil Moore and Rod Powell

Call to Order/Introductions: Ms. Leffel called the meeting to order at 8:31am. She called for introductions. A quorum was established. Mr. Davis arrived at 8:35am.

Changes to Agenda: None

Public Comment: None

Consent Calendar:

C-1 Action: Approve the minutes of the November 8, 2012 Oversight Committee minutes.

Motion: Mr. Turlington motioned to accept the action as stated.

Second: Mr. Lara

Motion Passed Unanimously

Business Meeting Calendar:

- 1. Information: Review the State's final local area performance outcomes for Monterey County for participants served in PY 2011-12.** Ms. Esquerra reported that the State just released the performance report and she was really pleased with the outcomes. She stated that the WIB uses the measures to evaluate performance of subcontractors, providers and the whole system. She also stated that in order to be seen as a high performing local workforce investment board, the WIB must achieve at least 80% of each of the nine goals. She reported that the WIB achieved this for the performing year. She reported that out of the nine goals, the WIB performed at greater than 100% on four of them.
- 2. Information: Receive a report on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13.** Ms. Esquerra reported that at the last meeting Ms. Sullivan requested the ages of the participants in the program which is found in the report.

Shoreline: Mr. Moore reported that Shoreline is at 93% of their plan for new enrollments and 113% of their training planned goal. He stated that 24 participants were placed directly into unsubsidized employment; 21 participants have exited the program and entered

employment which is at 95%, 28% higher than the 67% minimum goal. He stated that the low percentage in the target Veterans population is due to Shoreline's having a program entirely for Veterans. The average hourly participant wage is \$11.28, \$1.00 more than last year's average. He stated that Shoreline's collaboration with the SBDC is great which led to meeting with three separate new businesses. Shoreline was able to provide for three interviews. Shoreline is also working with a new soil company and a software company located in Monterey. He stated that the company requested to meet with Shoreline and Capital One representatives about possibly hiring the Capital One associates. Ms. Leffel referred Mr. Moore to Robin De La Rosa who places mid and upper management individuals in agricultural jobs.

Turning Point: Ms. Chavez reported that staff has been doing an excellent job of expanding their employer list. She stated that Turning Point is at 104% of their plan for new enrollments and 127% of their on-the-job training placements. She also reported that they have placed 9 participants directly in unsubsidized employment and 12 participants have exited the program and entered employment at a rate of 75% which is 8% of the minimum goal. The average hourly participant wage is \$11.68. She stated that she has encountered that majority of the South County businesses are in the agricultural field and are only requesting seasonal workers. Therefore, Turning Point has not been placing individuals with the companies as their contract states because all placements of participants must be into full-time positions.

OET: Mr. Powell reported that OET's reports continue to be in a basic format as they keep having challenges with the system along with internal issues on tracking numbers. He stated that the numbers reported do not relate to what is occurring at OET. He reported that OET continues to work on a way to track numbers accurately. He stated he would be able to answer any questions or insight into the program services. He also stated that he has taken on direct supervision of Core services and employment services at the One-Stop along with eligibility and assessment process. He stated that there is no lack of participants coming into the One-Stop and receiving services however they have been unable to properly track the information. Ms. Leffel questioned if the challenge is with the system or data entry of the information. Mr. Powell responded that it has been a struggle to obtain an expert in the control of the data systems and does not feel it is a data entry difficulty. Ms. Aldrich stated that a meeting is scheduled for later that same day to further discuss the issue.

Mr. Silva finds it highly insulting to continue to receive the inaccurate or uncompleted reports. Ms. Leffel asked Ms. Aldrich to provide how much WIB staff time is allocated to overseeing OET and why are we not having a better reporting structure. Mr. Powell stated that he can fix the issue however it would take for him to let go of some of his other duties. Ms. Aldrich stated that now that it has been approved for OET to be reorganized and transitioned under the Economic Development Department, the committee will see a difference and will be able to move forward and progress. She stated that the committee will see decided improvements over the next couple of months. Mr. Silva tasked staff with obtaining the correct reporting numbers within a two week period. Ms. Leffel recognized the County's Eco Recess and requested staff to provide the information at the January 10, 2013 Oversight Committee meeting.

3. **Information: Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13.** Ms. Shonley reported that the grant is to assist the affected Capitol One employees who will be laid off. She stated the grant will reemploy and train 185 individuals and to enroll 80 in training. She stated the grant will be disbursed between Shoreline and OET. OET is contracted to enroll 105 individuals by March 13, 2013 and Shoreline is contracted to enroll 80 individuals by the same date. She stated that both subcontractors were required to submit a thorough plan. As of December 2012, Shoreline has enrolled 33 individuals and OET has enrolled 6 individuals.

4. **Information: Update on the number of local WIA training placements and expenditures for 2012-13.** Ms. Aldrich stated that SB 734 requires that 25% of funds go towards training dollars. She stated the report shows where the WIB is with regards to funding. She also stated that 10% of the total dollars can be through leveraged resources, i.e. on-the-job training agreements with employers and the portion that the employer pays of the participant's salary. As of end of October, the expenditures are at 22% for the year and the leveraging is at 8% for the year. She stated that she foresees the leveraged percentage surpass 10%.

Ms. Leffel stated that she is uncomfortable continuing the meeting as the committee no longer had a quorum. She stated that she was informed by outside Counsel that you could not continue a meeting without a quorum. Therefore, she requested that Ms. Aldrich contact County Counsel to determine whether a meeting can continue once a quorum is lost.

ADJOURNMENT: Ms. Leffel adjourned the meeting at 10:03am.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR OF WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON THE WIA RAPID RESPONSE PROGRAM AND ACTIVITIES FOR PY 2012-13
DATE: JANUARY 10, 2013

INFORMATION:

At the Oversight Committee meeting scheduled on January 10, 2013, WIB staff will present an update on the most recent Rapid Response activities provided to private sector employers in Monterey County, including small businesses.

ATTACHMENT:

Reference Rapid Response Activity Report handout at meeting.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR OF WORKFORCE INVESTMENT BOARD

SUBJECT: RECEIVE A REPORT ON THE WIA 25% DISLOCATED WORKER ADDITIONAL ASSISTANCE SPECIAL PROJECT GRANT FOR PY 2012-13

DATE: JANUARY 10, 2013

INFORMATION:

At the previous WIB Oversight Committee meeting on December 13, 2012, WIB staff provided background information on the 25 Percent Governor's Dislocated Worker Additional Assistance grant, a project divided amongst two providers, the Office for Employment Training (OET) and Shoreline Workforce Development Services (Shoreline) to provide re-employment and training services to displaced workers impacted by mass layoffs, primarily in the banking and manufacturing industries.

Since the last Oversight Committee meeting, the number of enrolled individuals from Capital One has increased to 48 in total. As discussed previously, the first round of layoff notices did not take place until October 5th with their separation date of January 5, 2013. With that in mind, the number of individuals showing interest in our programs has been less than we had anticipated when initially developing the proposed performance plan with our operators/subcontractors. The next round of layoff notices should be taking place in the 2nd week of January with a separation date 90 days later. After that time, Capital One has revised yet again their closure date so will not do another layoff notice round until April or later.

Of those enrolled, three training contracts have been established with OfficeStar Training to provide an 18-week Microsoft Office Professional course to two individuals and train one individual in an 18-week Certified Project Management course.

There are an additional seven individuals interested in training with the following providers: Boston Reed, offered through Mission Trails ROP, to train two individuals in the Pharmacy Technician Program; OfficeStar Training, to provide two individuals with a 22-week course in Administrative Medical Assisting; ROP Soledad, to train one individual in an 8-week CNA program and two individuals in Cal Poly's online courses, one in a Paralegal course and the other in Medical Billing. Training contracts have not been established with all of the individuals since some of the training does not begin until May 2013.

The table below is a summary of the number of planned enrollments and expenditures to date (12/31/2012) as a system and a breakdown of planned and actual per provider.

| DWAA Services | Total Plan | Total Actual | OET | | Shoreline | |
|---|---------------|--------------|-----------|----------|-----------|----------|
| | | | Plan | Actual | Plan | Actual |
| Core & Intensive Registered Enrollments | 185 (100%) | 58 (31%) | 105 | 10 | 80 | 48 |
| Training Enrollments | 80 (100%) | 0 | 45 | 0 | 35 | 3 |
| Exits from the Program | 185 (100%) | 0 | 105 | 0 | 80 | 0 |
| Placed in Unsubsidized Employment | 63.4% | 0 | 70 | 0 | 55 | 0 |
| Met 6-mo Employment Retention Goal (after exit) | 80% | TBD | - | - | - | - |
| Average Earnings Replacement | \$12,500 | TBD | - | - | - | - |
| | | | | | | |
| Total Expenditures as of 12/30/12 | \$999,847 | \$15,455 | \$514,019 | \$10,730 | \$359,993 | \$26,227 |

The remaining \$125,835 is administrative oversight cost allocated to the WIB.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR OF WORKFORCE INVESTMENT BOARD

SUBJECT: REPORT ON MONITORING OF MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT SYSTEM FOR PY 2012-13

DATE: JANUARY 10, 2013

INFORMATION:

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

Since the last Oversight Committee meeting on November 8, 2012, the Department received a Notice of Initial Determination from State EDD Compliance Review Office (dated December 14, 2012) for an Incident Report dated February 16, 2010 and also to the EDD Audit and Evaluation Division on the California Gang Reduction, Intervention, and Prevention Program final report (dated December 26, 2012). For the Notice of Initial Determination regarding the incident report of 2010, we are scheduling an informal resolution meeting with the State for later this month.

The December 26, 2012 Audit and Evaluation Division final report for the California Gang Reduction, Intervention and Prevention program is pending an appeal process through EDD.

Additionally, we continue to look for volunteers from the OS and YC to participate in on-site monitoring.

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 | 2/27–29, 2012 | No findings. | Draft – 5/1/2012 Final – 6/12/2012 |
| 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)– 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 | Two findings related to participant case files missing the signed receipt for the nondiscriminatory practices & grievance procedures and the Selective Service registration. | Draft – 7/27/2012 Final – 8/27/2012 |
| 6. OET – NEG Multi-Sector | 6/4/2012 | Informal review done by WIB staff. | 6/4 - Initial case file review provided to OET. |

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. Pending final report. |
| 2. WIA 85% Program (Adult and Dislocated Worker Programs) | October 22, 2012 | Pending letter from State | Pending draft report from State. |

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. | Draft report received. Response submitted by DSES/WIB in September 2012. Final report received December 26, 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. | TBD |
| 2. DOL National Emergency Grant – Multi-Sector | June 6-7, 2012 | Report includes: ensuring that all contract templates include all required provisions (i.e. Energy Policy, Conservation Act); resolving idle space at the One Stop, conducting regular analysis of budget to actual expenditures and finalizing the budget; ensuring a cost allocation plan; and reporting accurate and complete expenditure data in a timely manner that includes accrued expenditures. | 10/1 - Draft report received. WIB responded 10/19/2012. Pending final report. |
| 3. NEG-OJT OIG Audit | June 11-12, 2012 | Initial draft inquiries received October 1, 2012 | Response to initial draft findings submitted October 16, 2012. |

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD OVERSIGHT COMMITTEE
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR OF WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON WIB RETREAT
DATE: JANUARY 10, 2013

INFORMATION:

At the January 10, 2013 Oversight Committee meeting WIB staff will provide a verbal update on the WIB Retreat.