



PUBLIC NOTICE

Monterey County Workforce Investment Board Oversight Committee

Thursday, September 12, 2013
8:30-10:00am

Shoreline Conference Center, 249 10th Street, Marina, CA

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Mary Ann Leffel, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT:	
CONSENT CALENDAR:	Mary Ann Leffel
1. Approve the July 11, 2013 Oversight Committee minutes.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Mary Ann Leffel
1. Welcome new members to the Oversight Committee.	Joyce Aldrich
2. Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13.	Joyce Aldrich
3. Report on monitoring of Monterey County's Local Workforce Investment System for PY 2012-13.	Joyce Aldrich
4. ACTION: Consider and approve the WIB's Workforce Investment Act (WIA) Fiscal and Procurement Final Monitoring Report from the State Compliance Review Division for Program Year 2012-13.	Joyce Aldrich
5. Receive a report out on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13.	Marleen Esquerra Wil Moore Rosie Chavez Rod Powell
6. Update on the Local Workforce Investment Area budget PY 2013-14.	Joyce Aldrich
7. ACTION: Consider and approve the WIA Adult subcontract extensions with Shoreline Workforce Development Services and Turning Point of Central California for PY 2013-14, from October 1, 2013 to June 30, 2014.	Joyce Aldrich
8. Consider and approve the schedule and occurrence of future meetings.	Joyce Aldrich
ANNOUNCEMENTS OF EVENTS:	Mary Ann Leffel
SUBCOMMITTEE MEETINGS: Executive: 9/18/13 – Shoreline, Marina Oversight: 11/14/13 – Shoreline, Marina Business Services: 10/8/13, Library, Marina Youth Council: 11/12/13, Shoreline, Marina	WIB MEETINGS: 10/2/2013: Marina Library, Marina
ADJOURNMENT:	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 .	

Youth Council Members:

Mary Ann Leffel, Chair

- Al Davis
- Jay Donato
- Cesar Lara
- Larry Silva
- Teresa Sullivan
- Brian Turlington
- Andrea Zeller-Nield

Monterey County Workforce Investment Board (WIB)

Joyce Aldrich,
WIB Executive Director

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

www.montereycountywib.org

UNADOPTED

Monterey County Workforce Investment Board
Oversight Committee
Thursday, July 11, 2013; 8:30 am
Shoreline Workforce Development, 249 10th Street, Marina, CA

MEMBERS PRESENT: Al Davis, Cesar Lara, Mary Ann Leffel (Chair), Larry Silva, Brian Turlington and Andrea Zeller-Nield

MEMBERS ABSENT: Teresa Sullivan

STAFF PRESENT: Joyce Aldrich, Marleen Esquerra and Flor Galvan

OTHERS PRESENT: Rosie Chavez and Terri Gallardo

CALL TO ORDER/INTRODUCTIONS: Ms. Leffel called the meeting to order at 8:30am and asked for introductions. A quorum was established.

CHANGES TO AGENDA: None.

PUBLIC COMMENT: None.

CONSENT CALENDAR:

1. Approve the minutes of the June 20, 2013 Oversight Committee meeting.

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

Second: Ms. Nield

Abstention: Mr. Turlington

Motion Passed

DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:

- 1. Receive a report on the WIA 25% Dislocated Worker Additional Assistance special project grant for PY 2012-13.** Ms. Aldrich reported that as of July 2013 the total number of enrollments have remained at 262 which is 142% of the planned enrollment goal; 134 participants are in training which is 168% of the planned training goal; and \$889,167 has been expended which is 89% of the total grant of \$999,847. Ms. Aldrich reported that 19 participants have exited the program and 9 participants have been placed into unsubsidized employment. She reported that the number will continue to grow.
- 2. Receive a report on the WIA Adult and Dislocated Worker programs and activities for PY 2012-13 close-out and 3-year analysis.** Ms. Esquerra reported that there is a vast difference between activities in PY 2010-11 versus PY 2012-13 because of the \$7.1 million dollar stimulus received in 2009, which was fully expended in 2011. She also reported that classroom training has picked up substantially since PY 2012-2013 due to the training expenditure requirement mandated by SB734. She reported that the Common Measures performance benchmark is 80% and over the last 3 years the system has either reached and or surpassed that benchmark.

Shoreline: Ms. Esquerra reported that there have been no changes since the previous monthly report and Shoreline has exceeded all of its planned goals.

Turning Point: Ms. Chavez reported that there have been no changes since the previous monthly report.

OET: Ms. Esquerra reported that OET is at 47% of meeting their enrollment goal for the Adult program. Since the Adult program is close to being expended, she doesn't expect any new enrollments to occur. Due to the sequestration, the local WIB will only have \$37,438 available in Adult funds for the first quarter period of PY 2013-14 and therefore she anticipates the number of Adult participants will increase during the second quarter period when the WIB anticipates receiving the second allocation of Adult funding.

- 3. Receive a report on the number of local WIA training placements and expenditures for 2012-13.** Ms. Esquerra reported that local WIBs are required to spend 25% of the combined total of their Adult and Dislocated Worker funds on training of which 10% may be met by applying leveraged resources. She

Consent Item #1

reported that Monterey County's total training expenditure requirement is \$908,838. As of June 2013, Monterey County obligated a total of \$824,831 (91%) towards training. She reported that 99 clients participated in classroom training and 83 participated in the on-the-job opportunities. An additional 134 participants were enrolled into training under the Dislocated Worker Additional Assistance grant.

- 4. Update on the Local Workforce Investment Area budget for PY 2012-13.** Ms. Aldrich reported that she continues to work with the new finance manager on the adjustments that need to be made on the budget report to make sure there are no over expenditures. She reported that because of the co-enrollments staff can charge and move time to the Dislocated Worker allocation. She reported that as of June 15th, the Adult allocation was expended at 92%. She also reported that Shoreline came in under expended thereby allowing them to continue the contract into the 1st quarter of PY 13-14. She reported that the Youth allocation is currently expended at 72%; however, she expects that the Youth allocation will be at 85% at the end of June 2013 due to the weekly wages paid to youth for the Summer Youth Employment Program.

ANNOUNCEMENTS: Ms. Leffel stated that the Regional Economic Summit for the Tri-County Region will take place in October. Ms. Nield stated that the CSUMB and Central Coast SBDC will be realigning as of September thereby CSUMB SBDC will service all of Monterey County.

ADJOURNMENT: Ms. Leffel adjourned the meeting at 10:02 a.m.

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

Second: Mr. Davis

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: WELCOME NEW WIB MEMBERS TO THE OVERSIGHT COMMITTEE
DATE: SEPTEMBER 12, 2013

INFORMATION:

The Monterey County Workforce Investment Board (WIB) Oversight Committee welcomes Mr. Jay Donato, representing organized labor on the full WIB.

Mr. Donato is the Internal Organizer for the SEIU Local 521. Mr. Donato comes with over 30 years of experience and knowledge as a labor union representative for the public sector and non-profit organizations. He has a good understanding of budgets and in particular has experience in working with the budget concerning the County of Monterey. With his experience and involvement as a labor union representative for the Office for Employment Training, he hopes to be a strong advocate on the importance of services provided to job seekers and businesses and to also be an active member of the WIB.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

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

DATE: SEPTEMBER 12, 2013

INFORMATION:

This report provides an update 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.

As of August 30, 2013, \$911,987 (91%) of the total grant project amount of \$999,847 has been expended. The grant end date is January 31, 2014.

Since the last Oversight Committee meeting held on July 11, 2013, the total number of enrollments have remained at 262 (142%) of the total plan goal of 185 with 134 (168%) enrolled into training.

The number of participants who have exited the grant funded program and the number of job placements have increased. The plan vs actual performance goals are as follows:

DWAA Services	Total Plan	Total Actual	OET		Shoreline	
			Plan	Actual	Plan	Actual
Core & Intensive Registered Enrollments	185	262 (142%)	105	184	80	78
Training Enrollments	80	134 (168%)	45	93	35	41
Exits from the Program	185	48 (25%)	105	41	80	7
Placed in Unsubsidized Employment	63.4%	63%	70	15	55	4
Employment Retention Goal	80%	TBD				
Avg. Earnings Replacement	\$12,500 over 6 months or \$12.02 per hour		Avg Hrly Rate = \$41.88		Avg Hrly Rate = \$26.97	

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

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

DATE: SEPTEMBER 12, 2013

INFORMATION:

The following is a list of all current and pending local and state 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. Shoreline – WIA Adult	2/6–7, 2013	No findings.	Draft – 5/8/2013 Final – 6/10/2013
2. Turning Point – WIA Adult	2/12–15, 2013	No findings.	Draft – 5/8/2013 Final – 6/10/2013
3. Office for Employment Training (OET) - WIA Adult, Dislocated Worker and Rapid Response Programs	April 2013; still ongoing		
4. Dislocated Worker Additional Assistance	Oct 2013		

State EDD Compliance Review Division – Annual Monitoring:

Program	Dates of Monitoring	Status	Draft/Final Reports
1. WIA 85% Fiscal & Procurement	Apr 22–26, 2013	No findings.	Draft – None Final – 7/19/2013
2. WIA 85% Program Monitoring – WIA Adult, Dislocated Worker and Youth Programs	Sep 16–20, 2013		

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE WIB'S WORKFORCE INVESTMENT ACT (WIA) FISCAL AND PROCUREMENT FINAL MONITORING REPORT FROM THE STATE COMPLIANCE REVIEW DIVISION FOR PROGRAM YEAR 2012-13

DATE: SEPTEMBER 12, 2013

RECOMMENDATION:

It is recommended that the Oversight Committee consider and approve the Monterey County Workforce Investment Board's (WIB) Workforce Investment Act (WIA) Fiscal and Procurement Final Monitoring Report from the State of California Employment Development Department's Compliance Review Division for Program Year 2012-13.

INFORMATION:

The annual monitoring review of the WIB's financial management and procurement systems for activities funded by the WIA for Program Year 2012-13 was conducted on April 22 through 26, 2013.

The review focused on the areas of fiscal policies and procedures, financial reporting, expenditures charged to the WIA grants, cost allocation, resource sharing of costs, indirect cost rate, oversight of youth subrecipients, subrecipient audits, and debt collection.

The attached final monitoring report was issued to the WIB as a final report on July 19, 2013.

The report contains no findings or concerns; therefore the report was issued as final.

ATTACHMENT:

WIA Fiscal and Procurement Final Monitoring Report PY 2012-13



Edmund G. Brown Jr.
Governor

July 19, 2013

Ms. Joyce Aldrich, Executive Director
Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905

Dear Ms. Aldrich:

**WORKFORCE INVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2012-13**

This is to inform you of the results of our review for Program Year (PY) 2012-13 of the Monterey County Workforce Investment Board's (Monterey County WIB) financial management and procurement systems for activities funded by Workforce Investment Act (WIA). This review was conducted by Ms. Molly Maloney from April 22, 2013, through April 26, 2013. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIA grants, cost allocation, resource sharing of costs, indirect cost rate, oversight of your subrecipients, subrecipient audits, and debt collection. For the procurement portion of the review, we examined procurement policies and procedures, procurement transactions, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by Monterey County WIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2012-13.

We collected the information for this report through interviews with representatives of Monterey County WIB, a review of applicable policies and procedures, and a review of documentation retained by Monterey County WIB for a sample of expenditures and procurements for PY 2012-13.

Ms. Joyce Aldrich
July 19, 2013
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BACKGROUND

The Monterey County WIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2012-13, Monterey County WIB was allocated: \$1,684,911 to serve adult participants; \$1,726,085 to serve youth participants; and \$1,950,439 to serve dislocated worker participants.

For the quarter ending March 2013, Monterey County WIB reported the following WIA expenditures: \$1,440,043 for adult participants; \$883,941 for youth participants; and \$1,355,783 for dislocated worker participants. In addition, Monterey County WIB reported the following WIA enrollments: 383 adult participants; 291 youth participants; and 368 dislocated worker participants.

FISCAL REVIEW RESULTS

We conclude that, overall, Monterey County WIB is meeting applicable WIA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that, overall, Monterey County WIB is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

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

Ms. Joyce Aldrich
July 19, 2013
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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 Ms. Kathy Meyer at (916) 654-9587 or Ms. Molly Maloney at (916) 657-0183.

Sincerely,



for JOHN GRIFFIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Greg Gibson, MIC 50
Daniel Patterson, MIC 45
Eileen Rohlfing, MIC 50

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: RECEIVE A REPORT ON THE WIA ADULT AND DISLOCATED WORKER PROGRAMS AND ACTIVITIES FOR PY 2012-13

DATE: SEPTEMBER 12, 2013

INFORMATION:

This report provides a fiscal and performance status update on all WIA Adult and Dislocated Worker program providers to include the Office for Employment Training (OET), Shoreline Workforce Development Services and Turning Point of Central CA.

The table below indicates the total WIA Adult and Dislocated Worker budget and expenditures for Program Year (PY) 2012-13. Monterey County expended 94% of its WIA Adult funds and 78% of its Dislocated Worker funds, as outlined below:

WIA Budget	Adult	Dislocated Worker
Carry-In funds from PY 2011-12	\$0	\$385,270
PY 2012-13 Allocation	\$1,684,911	\$1,950,439
Total Budget	\$1,684,911	\$2,335,709
YTD Expenditures	\$1,591,993	\$1,822,744
Balance	\$92,918	\$512,965
Percent Expended	94%	78%

The performance of WIA Adult & Dislocated Worker Programs is measured by three Common Measures. Monterey County must achieve a local success rate of 80% or higher for each measure. The purpose of these measures is to identify the following core areas of the workforce system:

1. Entered Employment Rate – measures the number of people who got a job
2. Retention Rate – measures those that got a job, whether or not they stayed employed
3. Average Earnings – measures those that stayed employed, what they earned

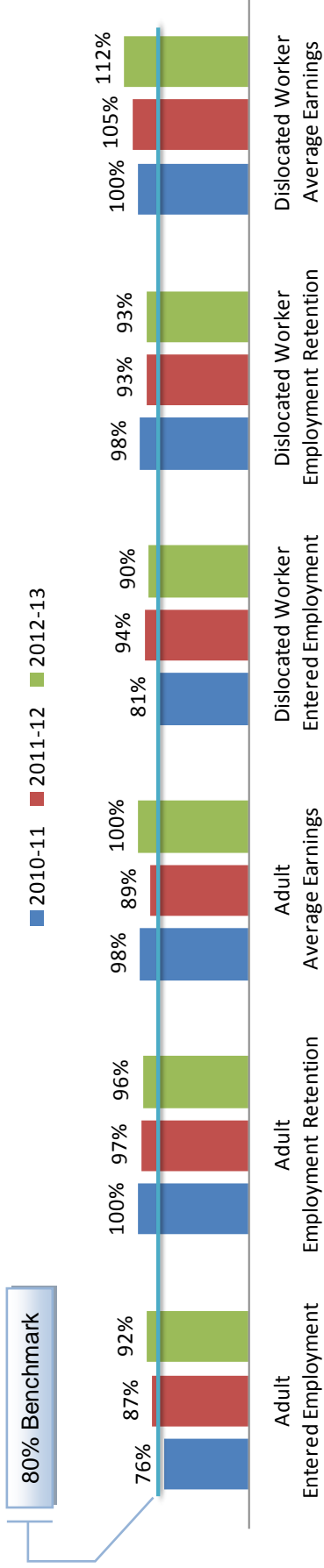
For Program Year 2012-13, Monterey County exceeded the 80% local success rate as shown below:

Adult	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Target?
Entered Employment	67.0%	61.78%	92%	No	Yes
Retention Rate	75.0%	72.28%	96%	No	Yes
Average Earnings	\$10,500	\$10,538	100%	Yes	Yes
Dislocated Worker	Target Performance Level	Actual Performance Level	Local Success Level	Met 100% Goal?	Met 80% Target?
Entered Employment	63.4%	56.83%	90%	No	Yes
Retention Rate	80.0%	74.43%	93%	No	Yes
Average Earnings	\$12,500	\$14,049	112%	Yes	Yes

The following chart demonstrates Monterey County's performance outcomes and success levels over the last three program years.

A summary of each individual program provider's performance will be presented at the meeting. A representative from each agency will be present to answer questions posed by the Oversight Committee regarding their program and performance.

Performance Outcomes by Program Year 2010 to 2013 Adult and Dislocated Worker



Common Measures Performance - 80% Benchmark

Common Measures are required standards or goals set by the Department of Labor each year for local workforce investment areas (LWIAs). They are an integral part of the performance accountability system and are calculated at the end of each Program Year. A Program Year begins on July 1st and ends on June 30th of the following year. These measures are calculated based on the number of participants enrolled and their date of exit from a Workforce Investment Act (WIA) funded program. All LWIAs must achieve a success rate of 80% or higher on all performance standards.

Entered Employment – percentage of people who found jobs

Measures the % of adults/dislocated workers who find employment within the 1st quarter after leaving the WIA program.

Employment Retention – percentage of those who found jobs and stayed employed

A continuation of “entered employment”, this measures the % of adults/dislocated workers who stayed employed within the 1st, 2nd and 3rd quarters after leaving the WIA program.

Average Earnings – average earnings of those who entered employment

For those that entered employment, this measures the total post-program earnings for the 2nd and 3rd quarter periods after leaving the WIA program. Participants must meet or exceed the local area earnings goal, based on their program eligibility as a WIA Adult or Dislocated Worker.

- WIA Adult Average Earnings Goal – To calculate the wage target for Adult participants, divide the earnings goal of \$10,500 by 26 weeks (2 quarters) and then divide by 40 hours. A \$10,500 WIA Adult earnings goal would translate to a post-program wage target of \$10.10 per hour.
- WIA Dislocated Worker Average Earnings Goal - To calculate the wage target for Dislocated Worker participants, divide the earnings goal of \$12,500 by 26 weeks (2 quarters) and then divide by 40 hours. A \$10,500 WIA Dislocated Worker earnings goal would translate to a post-program wage target of \$12.02 per hour.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD
SUBJECT: UPDATE ON THE LOCAL WORKFORCE INVESTMENT AREA BUDGET FOR PY 2013-14
DATE: SEPTEMBER 12, 2013

INFORMATION:

At the Oversight Committee meeting on September 12, 2013, WIB staff plan to present an update on the Local Workforce Investment Area's (LWIA) Program Year budget for 2013-14.

ATTACHMENT:

Reference budget handout at meeting.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE WIA ADULT SUBCONTRACT EXTENSIONS WITH SHORELINE WORKFORCE DEVELOPMENT SERVICES AND TURNING POINT OF CENTRAL CALIFORNIA FOR PY 2013-14, FROM OCTOBER 1, 2013 TO JUNE 30, 2014

DATE: SEPTEMBER 12, 2013

RECOMMENDATION:

Consider and approve the WIA Adult subcontract extensions with Shoreline Workforce Development Services (Shoreline) and Turning Point of Central California (Turning Point) for Program Year (PY) 2013-14 for the period of October 1, 2013 to June 30, 2014.

BACKGROUND:

On June 26, 2012, the Monterey County Board of Supervisors approved the Monterey County Workforce Investment Board's recommendation to initiate WIA Adult subcontracts with Shoreline and Turning Point from July 1, 2012 to June 30, 2013. The subcontracts, in the amount of \$567,000, were to provide services to 132 WIA eligible adults throughout the county, as shown below:

Adult Contractors	Total Contract Amount	# to be Served	# in Training	# of Direct Placements	Target Areas	Target Populations
Shoreline	\$294,840	69	36	33	Central, North, South, West	Vets, HS dropouts, disabled, ex offenders, homeless
Turning Point	\$272,160	63	38	25	Central, North, South, West	Vets, HS dropouts, disabled, ex offenders, homeless
Total	\$567,000	132	74	58		

The purpose of contracting with an agency outside of the County's primary WIA service provider, allows eligible participants access to services; particularly those of target populations in often harder-to-serve areas of the county who have trouble getting to the America's Job Centers of CaliforniaSM.

DISCUSSION:

The contracts, which were written for one-year, may be extended up to two additional one-year periods subject to the availability of WIA Adult funds and acceptable subcontractor's performance. PY 2013-14 would be the last year existing WIA Adult subcontracts could be extended.

BUSINESS ITEM #7

On May 8, 2013, the State announced the WIA Title I formula allocations for PY 2013-14. Monterey County received an overall reduction of \$205,340 (-12.2%) from its Adult allocation as shown below. Additionally, the Department of Labor was required to implement the Sequestration reductions; therefore Monterey County received a total of \$37,438 for the first quarter of 2013-14.

Funding Stream	Allocation PY 2012-13	Allocation PY 2013-14	Allocation Difference	Annual % Increase / Decrease
WIA Title I Adult	\$1,684,911	\$1,479,571	(\$205,340)	(12.2%)

Due to the WIA Adult funding reduction, the following are options for the Oversight Committee to review and consider for the WIA Title I Adult subcontracts for PY 2013-14:

- **Funding Consideration #1:** Extend the WIA Title I Adult subcontracts for PY 2013-14 at an alternate (reduced) amount, to be determined by the Oversight Committee.
- **Funding Consideration #2:** Not to extend the WIA Title I Adult subcontracts for PY 2013-14, in which case the funds may be reallocated to the primary WIA service provider.

Should the Oversight Committee approve the contract extensions, they will be forwarded to the full Board and finally the Board of Supervisors to approve the contract extensions for PY 2013-14. Remaining funds not allocated to the contracts will be returned to the WIA Title I Adult funding stream for use by the primary WIA service provider's adult program.

MEMORANDUM

TO: OVERSIGHT COMMITTEE, WORKFORCE INVESTMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD

SUBJECT: CONSIDER AND APPROVE THE SCHEDULE AND OCCURRENCE OF FUTURE MEETINGS

DATE: SEPTEMBER 12, 2013

RECOMMENDATION:

It is recommended that the Oversight Committee members consider and approve the schedule and occurrence of future meetings.

INFORMATION:

This report is in response to the Oversight Committee's request to change the occurrence of meetings from monthly to bi-monthly. Should the Committee member's change the occurrence of meetings, the meetings will occur on the 2nd Thursday of every *other* month at 8:30am. The following chart shows the proposed new schedule of Oversight Committee meetings.

**WORKFORCE INVESTMENT BOARD
Oversight Committee – Meeting Calendar
Program Year 2013-14**

DATE	TIME	LOCATION	ADDRESS
September 12, 2013	8:30am	Shoreline Conference Center	Marina
November 14, 2013	8:30am	Shoreline Conference Center	Marina
January 9, 2014	8:30am	Shoreline Conference Center	Marina
March 13, 2014	8:30am	Shoreline Conference Center	Marina
May 8, 2014	8:30am	Shoreline Conference Center	Marina