



**MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT  
WORKFORCE DEVELOPMENT BOARD (WDB)**

ERIK CUSHMAN, WDB CHAIR

**OVERSIGHT COMMITTEE**

Marina Library, 190 Seaside Circle, Marina, CA  
Thursday, January 14, 2016, 8:30 am

**Oversight Committee  
Members:**

*Cesar Lara, Chair*

- Al Davis
- Brian Turlington
- Jay Donato
- Sherry Farson
- Larry Silva
- Teresa Sullivan

**AGENDA**

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Cesar Lara, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT/TESTIMONIAL:</b>	
<b>CONSENT CALENDAR:</b>	Cesar Lara
1. <b>ACTION:</b> Approve minutes from November 12, 2015.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Cesar Lara
1. <b>ACTION:</b> Receive and accept Program Year (PY) 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.	Alma McHoney
2. <b>ACTION:</b> Review and approve the revised WDB Policy #2005-09 Selective Service Registration.	Marleen Bush
3. Receive a report on the number of local WIOA training placements and expenditures for PY 2015-16.	Marleen Bush
4. Update on the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. ( <i>handout</i> )	Ruben Trujillo
5. Update on Strategic Planning Retreat goals, actions and initiatives.	Joyce Aldrich
<b>ANNOUNCEMENTS:</b>	Cesar Lara
<b>SUBCOMMITTEE MEETINGS:</b> Business Services: 02/9/16 – MBEST Executive: 01/20/2016 –MBEST Oversight: 03/10/16– MBEST Youth: 01/25/2016 – TBD	<b>WDB MEETING:</b> 02/3/2016 – TBD
<b>ADJOURNMENT:</b>	Cesar Lara
To request information, please contact the Monterey County Workforce Development Board (WDB) staff at (831) 796-6434 or visit our website at <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a> .	
ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.	

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

**Joyce Aldrich,**  
*WDB Executive Director*

730 La Guardia Street, 2<sup>nd</sup> Fl  
Salinas, CA 93905  
(831) 759-6644  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**UNADOPTED**

Monterey County Workforce Development Board  
**Oversight Committee**  
Marina Library, 190 Seaside Circle, Marina, CA  
**Thursday, November 12, 2015**

**Members Present:** Cesar Lara (Chair), Al Davis, Brian Turlington, and Teresa Sullivan

**Members Absent:** Jay Donato, Sherry Farson and Larry Silva (no teleconference option)

**Staff Present:** Joyce Aldrich, Marleen Bush, Terri Gallardo, Flor Galvan and Ruben Trujillo

**Others Present:** Alma McHoney

**Changes to Agenda:** None

**Public Comment:** Mrs. Aldrich introduced Terri Gallardo who was recently promoted to Management Analyst III for the Workforce Development Board. She announced that Ms. Gallardo has been working on a special project for the Workforce Development Board for over a year and has been with the Office for Employment Training for over 24 years.

**Consent Calendar:**

**1. Action: Approve minutes from May 21, 2015**

**Motion:** Mrs. Sullivan

**Second:** Mr. Davis

**Abstention:** Mr. Turlington

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

**1. Action: Receive and accept Program Year (PY) 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.** Ms. Bush reported that for the first quarter of the year, Monterey County exceeded the 80% minimum performance standards set for the Adult and Dislocated Worker programs for individuals who enter unsubsidized employment, retain employment and earn an average wage above goal.

**Motion:** Mr. Davis motioned to accept the action as stated.

**Second:** Mr. Turlington

**Approved unanimously by those in attendance**

**2. Action: Review and approve the monitoring scheduled for PY 2015-16.** Ms. Bush reported on the upcoming monitoring schedule for program year 2015-16.

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

**Second:** Mr. Davis

**Approved unanimously by those in attendance**

**3. Receive a report on the number of local WIOA training placements and expenditures for PY 2015-16.**

Ms. Bush reported on the training placements and expenditures. To date, Monterey County enrolled 82 participants in classroom training, at an average of \$3,800 allocated per person. She also reported that staff did a great job working with the participants to take advantage of Pell grants to off-set the cost of classroom training paid with WIOA funds.

**4. Update on the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16.** Mr. Trujillo reported that as of October 31, 2015 a total of 60% has been expended in the Adult allocation; 32% in Dislocated Worker; 33% in Youth; 27% in Rapid Response; and 33% in the Rapid Response Layoff Aversion allocation. He reported that the Workforce Accelerator Fund (WAF) 2.0 allocation will be used to supplement the cost of work experience for youth enrolled in the Youth Ambassadors for Peace program. As for the special project non-WIOA grants, 19% was expended in the AB 109 grant; 1% in Youth Employment Plan; 30% in Silver Star; 32.6% in Long Term Unemployment; and 80% in the Youth Empowerment Solutions program.

**5. Update on Strategic Planning Retreat goals, actions and initiatives.** Mrs. Aldrich reported that she has been working with the State on a weekly basis concerning the licensing for the WorkKeys and Career Ready 101 software. Once approved Monterey County will have one main license and 6 satellite licenses to work with the entire planning region. Mrs. Aldrich was recently admitted to the Central Coast Human Resource Association and was able to connect with several HR managers from the agricultural industry. She reported that she will host a presentation at their January meeting. She reported on the Business Services activities and stated that staff has streamlined the OJT process for employers.

**Adjournment:** Mr. Lara adjourned the meeting at 9:08 a.m.

**Motion:** Mr. Turlington motioned to adjourn the meeting.

**Second:** Mr. Davis

**Approved unanimously by those in attendance**

---



---

# MEMORANDUM

---



---

**TO:** OVERSIGHT COMMITTEE, WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT BOARD

**SUBJECT:** RECEIVE AND ACCEPT PROGRAM YEAR 2015-16 PROGRAM REPORTS ON WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT AND DISLOCATED WORKER FORMULA FUNDS

**DATE:** JANUARY 14, 2016

---

**RECOMMENDATION:**

It is recommended that the Oversight Committee receive and accept Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.

**DISCUSSION:**

**Expenditures:** An update on the budget and expenditures will be provided at the Oversight Committee meeting for Program Year 2015-16.

**Enrollments:** The attached reports reflect the program summaries for the Adult and Dislocated Worker programs for the period ending December 31, 2015. A representative from the Office for Employment Training plans to present an update on their programs at the Oversight Committee meeting.

**Performance:**

In a draft directive released on December 16, 2015, the Employment Development Department and the California Workforce Development Board announced the performance goals for the Local Workforce Development Areas' Adult, Dislocated Worker, and Youth programs for PY 2015-16 and their intention to extend the Local Areas' negotiated PY 2014-15 goals into PY 2015-16.

For the second quarter period of Program Year 2015-16, the following tables display Monterey County's local success levels with meeting the Common Measure Adult and Dislocated Worker performance goals. To date, Monterey County is successfully exceeding the 100% goal on all of the performance measures set by the Department of Labor, as reflected in the tables below:

Adult	Target Goal	Actual %	Actual # of Participants	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	65.0%	72.9%	132 of 181	112.2%	Yes	Yes
Retention Rate	74.5%	75.6%	136 of 180	101.4%	Yes	Yes
Average Earnings	\$10,600	\$13,732 (\$13.20/hour)	\$1,867,530 of 136	129.5%	Yes	Yes

Dislocated Worker	Target Goal	Actual %	Actual # of Participants	Local Success Level	Met 100% Goal?	Met 80% Minimum Target?
Entered Employment	62.0%	67.2%	90 of 134	108.3%	Yes	Yes
Retention Rate	75.5%	88.7%	126 of 142	117.5%	Yes	Yes
Average Earnings	\$13,600	\$20,403 (\$19.62/hour)	\$2,550,408 of 125	150.0%	Yes	Yes



**Monterey County Workforce Development Board  
Workforce Innovation and Opportunity Act (WIOA) Title I – ADULT PROGRAM SERVICES**

**Provider:** Office for Employment Training

**For the period ending:** July - December, 2015 – Program Year 2015-16

**ENROLLMENT GOALS**

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments*	112	112	100%
2. Total # of NEW enrollments**	333**	105	32%
3. Total # of ALL enrollments**	445	217	49%

\* Based on planned carry-in enrollments. Get from OET program mgr.

\*\* Based on local plan 2013-2017

\*\*\* Update total based on carry-in enrollments.

**PROGRAM SERVICES**

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	104*	64	62%
2. Total # of WorkKeys Readiness Indicator assessments completed	104	64	62%

\* Based on local plan 2013-2017 (74), plus MOU with Business Services (30) = 104

**INDUSTRY CLUSTERS – PLACEMENTS**

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	64	100%
Agriculture	18	28%
Building/Design/Construction		
Healthcare	26	41%
Education	2	3%
Hospitality/Tourism	1	2%
General Office/Admin ITA applies to any one of the industries above	8	13%
Other (Finance, Retail, Sales, etc.)	9	14%

**GEOGRAPHIC AREAS SERVED**

Period ending <u>December 31, 2015</u>	TARGET GOAL	MINIMUM GOAL	Actual New (105)	% of Actual
Central (Salinas)	55%	10%	50	48%
North	11%	10%	4	4%
South	18%	10%	15	14%
West	16%	10%	20	19%
Outside of Monterey County	None	none	8	8%

**TARGET POPULATIONS SERVED**

Period ending <u>December 31, 2015</u>	TARGET GOAL	Actual	% of All Enrollments (217)
Homeless	5%	3	1%
Offenders	20%	51	24%
Disabilities	16%	14	6%
TANF/GA/RCA/SSI/Food Stamps	12%	17	8%
Veterans	10%	4	2%
Older Workers (55 and older)	5%	17	8%
High School Dropout	20%	32	15%
Limited English	10%	37	17%
Low Income	none	144	66%

**TRAINING PLACEMENTS BY OCCUPATIONAL TITLE**

Classroom Training / Individual Training Accounts (ITAs), listed on the following page.

**Agriculture:**

Coastal Trucking Institute  
Truck Driver Institute (Chavez Family Enterprises)

**Healthcare:**

Bay Area Medical Academy

**Education:**

Central Coast College

**Open, (may apply to all priority industry sectors):**

Central Coast College  
ROP  
Goodwill Industries  
OSC Computer Training

**25% Exception, (does not apply to any of the priority industry sectors):**

Marinello School of Beauty  
Watsonville Institute of Cosmetology  
Monterey Institute of Touch  
Wayne's College of Beauty



**Monterey County Workforce Development Board  
Workforce Innovation and Opportunity Act (WIOA) Title I – DISLOCATED WORKER  
PROGRAM SERVICES**

**Provider:** Office for Employment Training

**For the period ending:** July – December, 2015 – Program Year 2015-16

**ENROLLMENT GOALS**

Monthly Participant Plan Summary	TARGET GOAL	YTD Actual	% of Goal
1. Total # of CARRY-IN enrollments ( <i>Local Plan was 215</i> )	50	50	100%
2. Total # of NEW enrollments ( <i>Local Plan was 300</i> )	300**	58	19%
3. Total # of ALL enrollments ( <i>Local Plan was 515</i> )	350	108	31%

\* Based on planned carry-in enrollments. Get from OET program mgr.  
 \*\* Based on local plan 2013-2017  
 \*\*\* Update total based on carry-in enrollments.

**PROGRAM SERVICES**

Participant Plan Summary	Target Goal	YTD Actual	% of Goal
1. Total # of On-the-Job Training or Individual Training Accounts (OJT/ITA)	75*	38	51%
2. Total # of WorkKeys Readiness Indicator assessments completed	75	38	51%

\* Based on PY 2014-15 training plan target goal.

**INDUSTRY CLUSTERS – PLACEMENTS**

Placements	YTD Actual	% of Goal
Total # and percentage of OJT/ITA placements, based on the following industry clusters	38	100%
Agriculture	14	37%
Building/Design: construction	0	0
Healthcare	1	3%
Education	1	3%
Hospitality/Tourism	5	13%
General Office/Admin ITA applies to any one of the above industries	11	29%
Other ( <i>Finance, Retail, Sales, etc.</i> )	6	16%

**GEOGRAPHIC AREAS SERVED**

Period ending <u>December 31, 2015</u>	TARGET GOAL	MINIMUM GOAL	Actual New (58)	% of Actual
Central (Salinas)	55%	10%	22	38%
North	11%	10%	6	10%
South	18%	10%	9	16%
West	16%	10%	20	34%
Outside of Monterey County	none	None	1	2%

**TARGET POPULATIONS SERVED**

Period ending <u>December 31, 2015</u>	TARGET GOAL	Actual*	% of All Enrollments (108)
Homeless	5%	1	1%
Offenders	20%	25	23%
Disabilities	16%	4	4%
TANF/GA/RCA/SSI/Food Stamps	12%	27	25%
Veterans	10%	1	1%
Older Workers (55 and older)	5%	20	19%
High School Dropout	20%	13	12%
Limited English	10%	9	8%
Low Income	none	81	75%

**TRAINING PLACEMENTS BY OCCUPATIONAL TITLE**

Classroom Training / Individual Training Accounts (ITAs), listed on the following page.

**Agricultural:**

Coastal Trucking Institute  
Truck Driver Institute

**Education:**

MTS Training Academy

**Healthcare:**

Bay Area Medical Academy

**Open (may apply to all priority sectors):**

Central Coast College  
OSC Computer Training  
ROP  
Goodwill Industries

**25% Exception (does not apply to any of the priority industry sectors):**

Center for Employment Center  
Marinello School of Beauty  
Watsonville Institute of Cosmetology  
Monterey Institute of Touch  
Wayne's College of Beauty



# MEMORANDUM

---

**TO:** OVERSIGHT COMMITTEE, WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT BOARD

**SUBJECT:** CONSIDER AND APPROVE THE REVISED WDB POLICY #2005-09 "SELECTIVE SERVICE REGISTRATION"

**DATE:** JANUARY 14, 2016

---

**RECOMMENDATION:**

It is recommended that the Oversight Committee consider and approve the following revised WDB policy:

■ **#2005-09 – Selective Service Registration**

Update: The proposed policy revisions were made to comply with the Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) funded services.

**ATTACHMENT:**

#2005-09 – Selective Service Registration policy with proposed revisions.



# Monterey County Workforce Development Board (WDB)

LOCAL POLICY BULLETIN #2005-09

**<< DRAFT >>**

Effective Date: June 1, 2004

Revision Date: June 6, 2012 and **January 4, 2016**

Supersedes Policy #2003-14

Full WIB Adopted: **February 3, 2016**

**TO:** All Monterey County Workforce ~~Investment~~Innovation and Opportunity Act (WIOA) Service Providers

**SUBJECT:** ~~Local Workforce Investment Area (LWIA)~~ **Selective Service Registration Policy**

**PURPOSE:** The purpose of this policy is to provide guidance regarding the Selective Service registration requirements for participation in Workforce ~~Investment~~Innovation and Opportunity Act (~~WIA~~WIOA) funded services. Additionally, this policy contains model questions for ~~LWIA~~WIOA staff to determine whether failure to register by a current or potential ~~WIA~~WIOA participant was knowing and willful.

**REFERENCES:** ~~WIA Section 189(h); Title 50 United States Code Appendix 453 (Military Selective Service Act); Title 20 CFR Section 667.250; Training and Employment Guidance Letter (TEGL) 11-11, Change 1; Selective Service Registration Requirements for Employment and Training Administration (ETA) Funded Programs (Jan 20, 2012); TEGL 8-98, Selective Service Registration (Nov 4, 1998); and WIA Job Training Automation System Client Forms Handbook WIOA (Public Law 113-128)Section 189(h), Title 50 United States Code "Military Selective Service Act," Appendix 453, Training and Employment Guidance Letter (TEGL) 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (May 16, 2012), and TEGL 8-98, Selective Service Registration (November 4, 1998)~~

**BACKGROUND:** ~~Only those males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act are eligible for participation in WIA funded programs and services. Section 189(h) of the WIA requires the Secretary of Labor to ensure that each individual participating in any WIA program, or receiving any assistance under the Act, has not violated the requirements of Section 3 of the Military Selective Service Act. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday. This section also requires the Director of the Selective Service System and the Secretary of Labor to cooperate in carrying out these provisions. Males who are subject to the registration requirements of the Military Selective Service Act must have complied with these requirements to be eligible for participation in WIOA funded programs and services. Under WIOA Section 189(h), the U.S. Secretary of Labor is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated Section 3 of the Military Selective Service Act. This section requires that every male citizen and every other male residing in the United States must register with Selective Service between their 18th and 26th birthday.~~

**POLICY AND PROCEDURES:** All programs and services established or receiving assistance under ~~Title 1 of WIA~~WIOA Title I must comply with Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the ~~Department of Labor, ETA under WIA~~. These requirements do not apply to programs funded or solely authorized by the Wagner-Peyser Act.

### Selective Service Registration Requirements

Men born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including their 26th birthday.

This includes ~~men who are~~the following males:

- Citizens of the U.S.;
- Non-U.S. citizens, including ~~illegal aliens~~undocumented immigrants, legal permanent residents, seasonal agricultural workers, and refugees who take up residency in the U.S. prior to their 26th birthday;



- Dual nationals of the U.S. and another country, regardless of whether they live in the U.S.; and/or
- Veterans discharged before their 26th birthday.

~~For U.S. citizens~~, Selective Service registration is not required for the following U.S. citizens: -if the man falls within one of the following categories:

- ~~Men~~Males who are serving in the military on full-time active duty;
- ~~Men~~Males attending the service academies;
- Disabled ~~males~~men who were continually ~~limited~~confined to a residence, hospital or institution; and/or
- ~~Men~~Males who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday; and/or
- Male veterans discharged after their 26<sup>th</sup> birthday.

~~For non-U.S. citizens~~, Selective Service registration is not required for the following U.S. citizens: if the man falls within one of the following categories:

- Non-U.S. ~~males~~s who entered the U.S. for the first time after their~~his~~ 26th birthday.

Acceptable forms of supporting documentation include the following:

1. Date of entry stamp in passport;
2. I-94 with date of entry stamp on it; or
3. Letter from the U.S. Citizenship and Immigration Services indicating the date the ~~male~~man entered the U.S. (shown along with documentation establishing the ~~man's~~males age).

- Non-U.S. ~~males~~s who entered the U.S. illegally after their~~his~~ 26th birthday. ~~He~~They must provide proof that ~~he was~~they were not living in the U.S. from age 18 to 25.
- Non-U.S. ~~males~~s on a valid non-immigrant visa.

NOTE: The requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. ~~If an individual is recorded as a male, that individual would need to register for Selective Service regardless of their present sexual identity (e.g. sex change from male to female). However, if that individual's birth certificate is later changed to reflect a female identity, that individual would not be required to register. According to the Selective Service website, "Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register."~~

The above list of Selective Service registration requirements is not exhaustive. Additional information regarding registration requirements can be found on the Selective Service website at [www.sss.gov](http://www.sss.gov). This website also provides a quick reference chart listing who must register at [www.sss.gov/PDFs/WhoMustRegisterChart.pdf](http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf) [www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf](http://www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf).

#### Acceptable Documentation

In order to be eligible to receive WIA~~WIOA~~-funded services, all ~~men~~males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's ~~Selective Service registration status include~~ eligibility for WIOA Title I programs include the following:

- Selective Service acknowledgement letter
- ~~Form DD-214 "Report of Separation"~~ Report of Separation form (Form DD-214). Should be used only if veteran was discharged after his 26th birthday.
- Screen printout of the Selective Service Verification site: <https://www.sss.gov/www.sss.gov/RegVer/wfVerification.aspx>. For ~~men~~males who already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration



## Registration Requirements for Men-Males Under 26

Before being enrolled in WIAWIOA-funded services, all men-males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). If a male turns 18 while participating in WIAWIOA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIAWIOA-funded services. If a man-male under the age of 26 refuses to register with Selective Service, WIAWIOA-funded services must be suspended until he registers.

## Non-Registration by Men-Males 26 and Over

Before enrolling in WIAWIOA-funded services, all men-males 26 years of age and older, must provide one of the following: ~~documentation of compliance with the Selective Service registration requirement.~~

- Documentation showing they were not required to register.
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.

Individuals who did not register for Selective Service or who cannot provide any of the documentation listed in the "Acceptable Documentation" section of this directive must obtain a Status Information Letter from the Selective Service indicating whether they are required to register. The ~~Request for the~~ Status Information Letter Request form and instructions can be accessed at [www.sss.gov/PDFs/infoform.pdf](http://www.sss.gov/PDFs/infoform.pdf) ~~https://www.sss.gov/Formsandtheinstructions can be accessed at~~ [www.sss.gov/PDFs/instructions.pdf](http://www.sss.gov/PDFs/instructions.pdf). The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

## Status Information Letter

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIAWIOA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, and now is unable because he is 26 or older, he is presumed to be disqualified from participation in WIAWIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

An individual may obtain a Status Information Letter from the Selective Service if one of the following applies:

- The individual believes he was not required to register.
- The individual did register but cannot provide the appropriate documentation.

## How to Determine "Knowing and Willful" Failure to Register?

### Documentation and Model Questions:

If the individual was required but failed to register with the Selective Service, as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes by a preponderance of the evidence that the failure to register was not knowing and willful. The local area that enrolls individuals in WIAWIOA-funded activities, and is thereby authorized to approve the use of WIAWIOA grant funds, is the entity responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

## Documentation

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:



- Service in the Armed Forces – Evidence that a man-male has served honorably in the U.S. Armed Forces such as a Form DD-214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
- Third Party Affidavits – Affidavits from parents, teachers, employers, doctors and others concerning reasons for not registering may help local areas in making determinations in cases regarding willful and knowing failure to register.

### Model Questions

In order to establish consistency regarding the implementation of the requirement, local areas should consider the following questions as a model for determining whether a failure to register is knowing and willful.

In determining whether the failure was “knowing,” local areas should ask:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g. veterans who were discharged before their 26th birthdays were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful,” local areas should ask:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Finally, a participant’s claim of ignorance (e.g., “I did not know...”) regarding Selective Service registration requirements should not suffice as enough evidence to make a determination if his failure was knowing and willful. Ask for more evidence to support this claim.

### Results of Findings

If a local area determines that an individual’s failure to register with Selective Service was not knowing and willful and the individual is otherwise eligible, services may be provided. However, if the authorized organization determines that evidence shows that the individual’s failure to register was knowing and willful, WAWIOA services must be denied. Individuals who are denied services must be advised of available WAWIOA grievance procedures. Local areas must keep documentation related to evidence presented in determinations on Selective Service.

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

This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

# MEMORANDUM

**TO:** OVERSIGHT COMMITTEE, WORKFORCE DEVELOPMENT BOARD

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT BOARD

**SUBJECT:** RECEIVE A REPORT ON THE NUMBER OF LOCAL WIOA TRAINING PLACEMENTS AND EXPENDITURES FOR PY 2015-16

**DATE:** JANUARY 14, 2016

## **INFORMATION:**

For Program Year 2015-16, local Workforce Development Boards are required to spend at least 25 percent of the combined total of their Adult and Dislocated Worker WIA Title I funds on training, imposed by Senate Bill 734. Ten percent (10%) of the expenditure requirement may be met by applying designated leveraged resources.

**25% Training Budget:** An update on actual training expenditures will be provided at the meeting.

## **Program Year (PY) 2014-15 - Training Enrollments:**

The following provides the total training enrollments for Program Year 2015-16 as of December 31, 2015. The number of Adult and Dislocated Worker training enrollments is 102.

The majority of enrollments (98 or 96%) were referred to training vendors on the Eligible Training Provider List (ETPL) to receive tuition reimbursement through the use of individual training accounts (ITA). While the remaining enrollments (4 or 4%) participated in the local labor force through the utilization of on-the-job training (OJT) opportunities, which means they received training by an employer while engaged in productive work on the job.

To date, 29 participants successfully received Federal Pell Grant awards to apply toward their classroom training for the grants listed below, totaling \$159,350.

The following is a breakdown of training enrollments and obligated expenditures for PY 2015-16:

### **2015-16 - Adult and Dislocated Worker (DW) - Training Contracts**

Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	OJT employer match leveraged \$	Pell Grants leveraged \$
ADULT	OET	ITA	62	\$237,563.66	\$3,831.67	\$0.00	\$126,754.00
ADULT	OET	OJT	2	\$5,578.61	\$0.00	\$0.00	\$0.00
DW	OET	ITA	36	\$170,455.81	\$4,734.88	\$0.00	\$21,396.00
DW	OET	OJT	2	\$7,440.00	\$3,720.00	\$0.00	\$0.00
SUBTOTAL			102	\$421,038.08		\$0.00	\$148,150.00

### **2015-16 - All Other Training**

Grants	Agency	Training	# Enrolled	Obligated	Est. Avg Cost	DWAA Leveraged \$	Pell Grants
AB109	OET	ITA	8	\$39,648.00	\$4,956.00	\$0.00	\$0.00
AB109	OET	OJT	1	\$2,100.00	\$2,100.00	\$0.00	\$5,425.00
YOUTH	OET	ITA	6	\$29,241.72	\$4,873.62	\$0.00	\$5,775.00
SUBTOTAL			15	\$70,989.72		\$0.00	\$11,200.00
			117	\$492,027.80		\$0.00	\$159,350.00

# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE

**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR

**SUBJECT:** RECEIVE AND ACCEPT THE LOCAL WORKFORCE DEVELOPMENT AREA BUDGET FOR FISCAL YEAR (FY) 2015-16

**DATE:** JANUARY 14, 2016

---

**INFORMATION:**

WDB staff plan to present an update on the Local Workforce Development Area's (LWDA) mid-year budget for Fiscal Year 2015-16 through December 2015.

**ATTACHMENT:**

Reference budget handout at meeting.

# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD OVERSIGHT COMMITTEE  
**FROM:** JOYCE ALDRICH, EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT BOARD  
**SUBJECT:** UPDATE ON STRATEGIC PLANNING RETREAT GOALS, ACTIONS AND INITIATIVES  
**DATE:** JANUARY 14, 2016

---

**SUMMARY:**

At the Oversight Committee meeting on January 14, 2016, WDB staff plan to present an update on the Strategic Planning Retreat goals, actions and initiatives.



**Monterey County Workforce Investment Board**  
**Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17**  
*(Through the 1st Quarter Period of Program Year 2014-15)*

Strategic Plan Goals & Strategies *(Includes new WIB Retreat 2015 strategies)*

PY 2014-15

3rd and 4th Quarter Results  
& 1st and 2nd Quarter 2015-16 Focus

**Updates for 3rd & 4th quarters 2014-15**

**New goals for 2015-16**

<b>GOAL #1 – BUSINESS AND INDUSTRY: Meet workforce needs of high demand sectors.</b>	
<b>Strategy #1: Develop LMI to identify workforce needs, shortages &amp; skills gaps</b>	
1	Develop LMI on priority industry sectors & needs
2	Work with local chambers to survey members
3	Synchronist survey on business growth, development, trends
4	Survey needs of employers participating in OJT
5	Use SBDC Nat'l Info Clearinghouse to identify resources
6	Attend SBDC roundtables of industries
7	Use WIN@ training for Workkeys@ assessments
8	Use Workkeys@ tests to certify worker proficiencies
<b>Strategy #2: Develop Business Services Plan</b>	
1	Develop Business Services Plan
2	Business Services - business retention & layoff aversion
3	Business Services - custom job fairs and recruitments
4	Obtain list & public meeting calendars of civic groups/business councils
5	Presentations at civic groups/business councils/CCHR (if possible)
6	Develop new talking points for Board Members (WIOA information - new strategies/goals)
<b>Strategy #3: Develop/operate regional workforce &amp; economic development network</b>	
1	Align WIB with Econ Dev Committee
2	Evaluate LMI tools w/industry sectors & partnerships
3	Convene roundtables for training & career pathways
<b>Strategy #4: Implement Business Services Plan NEW! (WIB Retreat 2014)</b>	
1	Develop talking points for WIB members to use
2	Develop brief elevator pitch for WIB members to use
3	Recognize/include in outreach that business is key customer
4	Identify info on business incentives, tax credits, OJT, ETP, etc.
5	Develop e-brochure explaining services; link to WIB website
<b>Strategy #5: Close Gaps Between Education &amp; Business</b>	
1	Inventory Business workforce needs countywide
2	Partner to apply for the appropriate workforce related grants
3	Gain understanding of LMI and promote to business/education

Ongoing as industry changes. Latest LMI is posted to WIB website, data used in Local Plan and WIB policies.

Initial survey- 9/2013. Data presented to Youth Council. Info graphic of data compiled, released by Chamber in Monterey Herald. Collaboration between Econ. Dev. & Business Services. Primarily South Salinas Valley and Castroville. Results included the following: 94 retention/expansion interviews held for both small business and industrial firms. Over course of year, nature of survey responses changed significantly from negative to positive as the health of the economy improved. Interviews completed as follows: Castroville (18), Soledad (21), Gonzales (19), Greenfield (15), and King City (21)

Primary focus for 2015-16 with in-house OJT program  
Meeting with new SBDC Director 8/17 to re-engage

TO BE SCHEDULED - Attend SBDC roundtables of industries - meeting of August 17th will help to ensure we are invited

State EDD approved purchase of subscription to Career Ready 101, which ACT supports. In process of subscription agreement to take to BOS for final approval  
MCBC and primary operator staff trained, proctoring is available to implement Workkeys® tests to certify worker proficiencies. MCBC to offer proctoring the 1st and 3rd Friday/Saturday of month at MPC Marina Campus beginning the 3rd week in September.

Initially Completed - 6/2013. New plan in place for 2013-17. However, with new legislation CWDB will release their Draft Plan in Fall 2015

Ongoing efforts in place to enhance retention & layoff aversion strategies. Results reported to Sub-Committees.

Ongoing. Business Services continue to host custom job fairs & recruitments. Results reported to Bus. Svcs Committee.

To date: List of Rotary's Presentation to Fisherman's Wharf Association to date  
Started with Business Committee - needs review/approval/forward to WDB members.

Ongoing alignment through Econ Dev & WIB meetings and Comprehensive Economic Dev. Strategy (CEDS) plan, new member of MPCC Economic Viability Committee promoting system and services

Under WIOA State EDD requires special request to obtain LMI subscriptions. Currently in review for Econovue at State level  
Initiated in 11/2013, convened Allied Healthcare roundtables with Hartnell, member of Hartnell Ag Steering Committee; invited to participate in MPC Consortium with MPC, PG, Monterey, Carmel Adult Education.

Ongoing. Initial talking points developed 8/2014. Reported to Bus Services Committee 8/28/2014 & emailed to members.

Ongoing. Initial pitch developed 8/2014. Reported to Bus Services Committee 8/26/2014 & emailed to members.

Initiated discussions related to Work Ready Communities initiative. WIOA emphasizes business is primary customer.

Ongoing. Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website. As new opportunities arise, will update and distribute

Ongoing. Initial Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website.

Ongoing - working with Education and industry partners to identify needs on ongoing basis. Currently career pathways trust gaining emphasis. Participate in MBEP workforce committee, great opportunity for inventorying business needs region wide.

Ongoing. Workforce Innovations Fund grant awarded Oct 2014. DOL High Tech grant opportunity due March 11th, 2016, working in partnership with MBEP. FOR A. Santa Cruz WDB, Hartnell, Jobs for the Future, City of Salinas with IMC WDB as lead fiscal agent to submit to WDB for approval to apply.

Ongoing. LMI compiled from EDD & EMSI, shared with staff, public, WIB/Youth Council & Business Services Committee, regularly.

**Monterey County Workforce Investment Board**  
**Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17**  
*(Through the 1st Quarter Period of Program Year 2014-15)*

**Strategic Plan Goals & Strategies (Includes new WIB Retreat 2015 strategies)**

PY 2014-15  
 3rd and 4th Quarter Results  
 & 1st and 2nd Quarter 2015-16 Focus

<b>GOAL #2 – SYSTEM ALIGNMENT/ACCOUNTABILITY: Service Integration &amp; continuous improvement.</b>	
<b>Strategy #1: Ensure active engagement of WIB and workforce stakeholders</b>	
1	Recruit WIB members in priority industry sectors
2	Convene WIA provider meetings
3	Initiate branding of America's Job Center of California (AJCC)
<b>Strategy #2: Ensure services delivered are accessible and meet diverse groups</b>	
1	Ensure AJCC partners integrate services
2	Ensure services are available to diverse populations
<b>Strategy #3: Demonstrate value and impact of workforce system</b>	
1	Report services & outcomes to Oversight Committee
2	Promote accomplishments, outcomes, testimonials
3	Inform staff on mission & vision of WIB & Local Plan
1	Implement/Change Agent
2	Outreach WDB values
<b>GOAL #3 – ADULTS: Increase number of people who obtain industry-recognized credentials or degree.</b>	
<b>Strategy #1: Increase the number of career pathway programs in demand industries</b>	
1	Increase availability of training to WIA enrollments
2	Promote & implement Career Readiness Certification
3	Inventory and update ETP/L to align with industry sectors
4	Create Ad-Hoc Committee from WDBVC to discuss WorkKeys Certifications
<b>Strategy #2: Strategies to avert lay-offs, help retain workers jobs or provide rapid transition to new</b>	
1	Secure ETP funding opportunities
2	Business Services to promote tax credits, incentives, OJT's
3	Use UI and WARN data to strategize layoff aversion efforts
<b>Strategy #3: Increase career pathway programs (i.e. apprenticeships, OJT, customized training, etc.)</b>	
1	Align WIB policies with priority industry sectors
2	Streamline OJT processes for employers
3	Ensure training funds target apprentice occupations

Continue to recruit WIB members in priority industries. In 2014, new business members were added from Hospitality/Tourism and Banking. Two WDB members leaving, one from labor and one from private sector. Need to secure new members from Healthcare field and potentially Ag. Convene ongoing WIA provider meetings. Participate in Ag Steering Committee with Hartnell. Ongoing branding of AJCC will occur as funding permits. This is on hold due to possible change in WIOA regulations.

WIOA requirements that new MOU's developed with mandated partners. CWDB holding training for WDB's and mandated partners late January 2016 on how to meet those required components with our mandated partners.

Ongoing efforts continue to ensure services are provided to diverse populations. Collaborating with Greenfield Civic Center to provide services from their offices this fall.

Continue to report services and outcomes to Business Services, Oversight and Youth Council regularly.

Testimonials scheduled at WIB and Youth Council meetings on regular basis from Employers and participants.

Ongoing. Employees signed acknowledgment forms after a 30-day review and Q&A period to understand the Local Plan. As WIOA transition takes place, ensure staff are kept abreast of changes to system. Held first Staff initiated committee meeting to engage from front line staff level program model options under new legislation

Hire full time task master, outcome manager. HR. MA III list being finalized to interview from

Take results public (communicator). Held presentation to Wharf Association, CCHRM to allow flyers in their materials packet for annual conference. Went out to RFP for Asset mapping, consultant hired and initial meeting held at MMM Conference. Should have rough draft by end of December.

Ongoing. Results reported to Oversight Committee and monitored by staff.

ON HOLD - Training staff on how to best promote & implement Career Readiness Certification

Ongoing efforts are underway to update ETP/L to align with industry sectors on weekly basis.

Developed and met 2x to date - Work Ready Communities Certification approved by ACT on July 28, 2015. Participate in MBEP Workforce Advisory meetings where Work Keys is a focus.

Continue to secure ETP funding opportunities - Green Mountain Coffee Roasters application approved

Ongoing efforts continue to promote tax credits, incentives, OJT's, ETP, etc.

Ongoing. Continue to use UI and WARN data for layoff strategies. Outreach to employers through partnership with Economic Development. Data is found in new CALOBS system and via EDD partners.

Completed - 6/20/14. As WIOA regulations are implemented, policies will be revised to incorporate new changes.

Streamline OJT processes for employers-- Business Services Staff Lead Worker developed program to work with Primary operator on OJT's. Final OJT MOU completed, submitted for signatures

Ongoing efforts underway to target apprentice occupations, based on ETP/L offerings and informed customer choice.