

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
Thursday, April 24, 2008, 8:30 A.M.
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel, <i>Chair</i>	Business
Judith Profeta	Business
Jim Nakashima	Housing
Al Davis	Community Based Organizations
Michael Oprish	Business
Cesar Lara	Organized Labor
MEMBERS ABSENT	REPRESENTING
Teresa Sullivan	Older Americans
OTHERS PRESENT	REPRESENTING
Joseph Werner	WIB Executive Director, Ex-Officio Member
Manley Bush	WIB Staff
Patricia Carter	WIB Staff
Angela Hovis	WIB Staff
Wil Moore	Shoreline Workforce Development Services
Lynda Dunn	Office for Employment Training
Mary Concepcion	Arbor
Marilyn Keller	Employment Development Department
Rosie Chavez	Turning Point
Laura Amezqua	Turning Point
Deborah Carrillo	Turning Point

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:42am. She welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA:

In accordance with the WIB protocol and procedures policy, Ms. Leffel accepted and distributed handouts to support agenda item #5 regarding Arbor's Adult Program, Informational item #6. Ms. Dunn submitted handouts on OET Adult Disadvantaged Services, OET Dislocated Services, Youth Services, and Adult Disadvantaged Services for the Subcontractors. Ms. Dunn submitted an Informational item handout #7 regarding an update on the Adult, Dislocated Worker, Youth, and Subcontractors Adult Disadvantages Services. Ms. Concepcion included a handout on Informational item #12, Arbor's Adult Program Services. Mr. Bush reported that information #7 CNA Pipeline update would not be reported by Lynda Dunn, but it would be included in Information #13 by Shoreline. Mr. Bush stated and that information #10, MIS and fiscal reports will be discussed by Mr. Bush, in the place of Ms. Marleen Esquerra. In place of Mr. Ruben Garcia EDD District Manager, Ms. Keller will be presenting informational item #8 and #9.

PUBLIC COMMENT: None.

CLOSED SESSION:

1. Action: In Closed Session, due to potential initiation of litigation in accordance with Government Code 54956.9(c), approve the proposed corrective action by the Monterey County Workforce Investment Board staff and Shoreline Workforce Development Services regarding ineligible On the Job Training (OJT) applicants enrolled in Shoreline's WIA Title I Adult Program for Program Year 2007-08.

Ms. Leffel moved into closed session. Mr. Werner stated that everyone needed to leave the room, unless they were part of the Oversight Committee or WIB staff.

Ms. Profeta joined the Oversight Committee meeting during the Closed Session.

Motion: At the conclusion of the closed session, Mr. Lara motioned to approve the proposed corrective action by the Monterey County Workforce Investment Board staff and Shoreline Workforce Development Services regarding ineligible On the Job Training (OJT) applicants enrolled in Shoreline's WIA Title I Adult Program for Program Year 2007-08. The amount of the repayment by Shoreline is \$4,048.64.

Second: Mr. Oprish

Motion approved unanimously

BUSINESS MEETING:

2. Action: Approve the minutes of the March 27, 2008 Oversight Committee meeting.

Motion: Mr. Oprish motioned to accept the minutes as stated.

Second: Mr. Davis

Motion approved unanimously

3. Action: Approve the Final Monitoring Report of Shoreline's WIA Title I Adult Program for Program Year 2007-08.

Mr. Werner stated that during the last monitoring period, WIB staff was notified by Shoreline via telephone, that Shoreline's eleven missing files had been recovered in an area that was previously searched. WIB staff reviewed the eleven files for eligibility, determination, and case management services. Mr. Werner stated that the recommended corrective action focuses on control of confidential information. Shoreline should develop a policy that assures confidentiality in the files. Upon the Executive Committee's review and approval, Mr. Werner stated that Shoreline will have 30 days to complete the corrective action. WIB staff will conduct a validation review to ensure that the issue has been resolved.

Motion: Mr. Nakashima motioned to approve the final Monitoring Report of Shoreline's WIA Title I Adult Program for Program Year 2007-08.

Second: Mr. Davis

Motion approved unanimously

4. Action: Approve the Final Monitoring Report of Turning Point's WIA Title I Adult and Youth Programs for Program Year 2007-08.

Mr. Werner stated that there were no changes to Turning Point's previous draft report. He recommended acceptance of the report. Mr. Nakashima asked if there is a yearly report. Mr. Werner stated that there is, but only if they are noncompliant. Mr. Nakashima asked if staff follows up on the monitoring findings of organizations receiving the WIA Title 1 funds. Mr. Werner stated that all corrective actions are reviewed to assure successful implementation in the following year. Should the agencies monitored be in noncompliance, the monitoring staff will report back at the conclusion of next year's monitoring report with a proposed corrective action.

Motion: Mr. Davis motioned to approve the Final Monitoring Report of Turning Point's WIA Title I Adult and Youth Programs for Program Year 2007-08.

Second: Mr. Nakashima

Motion approved unanimously

5. Action: Approve the Final Monitoring Report of Arbor's WIA Title I Adult Program for Program Year 2007-08.

Mr. Bush presented Arbor's corrective action plan to Committee Members. Upon review of the action plan the committee noted individuals with a portion of their social security number, and was not distributed. Mr. Bush stated that Arbor concurred with the findings as stated in the final report. Mr. Werner reiterated that upon acceptance of the report presented to the Executive Committee, Arbor and Shoreline will have 30 days to make corrections to the findings. WIB staff will validate the corrective action during a subsequent monitoring visit. Mr. Oprish asked when the monitoring was completed. Mr. Bush stated that it started in January and was completed March 26th. Mr. Oprish stated that the reports should be expedited due to severity of non-compliance. Mr. Werner stated that Arbor should make every effort to re-contact currently enrolled participants, or clients they have worked with.

Ms. Leffel stated that effort should be made to maintain good relationships with businesses who had regulatory challenges with implementing the OJT contract. WIB staff indicated that they would contact the affected employers.

Motion: Mr. Oprish motioned to approve the Final Monitoring Report of Arbor's WIA Title I Adult Program for Program Year 2007-08.

Second: Ms. Profeta

Motion approved unanimously

6. Information: Update regarding the One Stop Operator Report.

Ms. Dunn **apologized** for the attached One Stop Operator's Report that was reflecting Feb 29, 2008. Ms. Dunn presented that information to the oversight Committee and staff the morning of the meeting. Ms. Dunn stated that effective May 5, 2008, Version 9 of the Virtual One Stop system will be implemented. She hopes to have the information available that will determine the number of individuals served by location, specifically Seaside and Salinas. Mr. Nakashima asked if at this time last year, were the numbers up? Ms. Dunn stated that they were up a little, averaging 10-15 new registrations a day. She also stated that on a busy day, there were up to 30 registrants and as few as 10 per day. Ms. Dunn said that while expanding rapidly to update the way OET does business, we continue to be critical of what is happening in-house. Furthermore, due to budget cuts, we hope to streamline the new system to contribute to people's welfare more quickly. Additionally, we are updating computer systems that will produce reports that are better than what we have now. Ms. Leffel asked if there will be a fiscal report next month. Ms. Dunn said yes. Ms. Profeta concurred with the information presented and stated that this is good information in comparison. Ms. Profeta asked if there is a way to compare

current information with the last two years. Ms. Dunn said yes, she has that information and that she can provide it at the next Oversight Committee meeting. Ms. Profeta suggested that a comparison report be done that reflects the number of people served each year.

7. Information: Update on WIA Title I Adult, Dislocated Worker, and Veteran's Grants.

Ms. Dunn apologized for the amount of handouts for the quarterly reports. She stated that the information is available to the State on the 20th of each month, so it is difficult to get the information for the meeting so soon. Ms. Leffel asked if the Committee should move the monthly meeting to allow the presenters time to submit the reports for the meeting pamphlet. Mr. Werner stated that moving the monthly meeting dates may impact the other scheduled Committee meetings. Ms. Dunn referred to the OET Dislocated Worker Services 07-08 FY handout, specifically, the third quarter plan versus actual. She stated that the new registered participants for PY 2007 plan was 150 and the actual was 102, or 68% of plan. The second handout, entitled Adult Dislocated Workers OET Only reflects a four year comparison beginning 2004-05 through 2007-08. Ms. Dunn stated that OET spent a lot of time to exit workers from prior year, and that they are continuously trying to improve to get their exits completed in a timely manner. Ms. Profeta asked what services were included in the \$4,810.64 in the Adult Dislocated Workers OET Only chart. Ms. Dunn stated that the services are provided up front, for participants returning each year. Mr. Werner gave an example of an up front services which include workshops and job referrals.

Ms. Leffel inquired about the status of the \$650,000 grant. Mr. Werner stated that the grant would be incorporated into OET's budget shortly. Ms. Leffel inquired if he would receive the full \$650,000 or if a portion of those funds would be affected by the Federal rescission, as indicated in the WIB meeting. Mr. Werner stated that the formal negotiations with the Employment Development Department confirmed that no funds would be taken and that Monterey County would receive the full \$650,000 grant award.

Ms. Dunn referred to the OET Youth Services handout for PY 2007-08 which reflects the total allocation and carry-in up through the 3rd quarter. She also stated that OET will be enrolling an additional 150 participants before July 1st of 2008, and that the numbers should go up. In terms of youth outcomes, in June, participants either graduate, are employed or complete their GEDs, or post secondary education. Ms. Dunn also stated the three new performance measures. The reports will change to reflect the new information as the year progresses. The Board conducted a lengthy discussion regarding the basic elements of Ms. Dunn's report and Youth Services. Mr. Werner advised the Committee that the issues inherent in this report are covered during the WIB's Youth Council meetings and the Youth Council is responsible for reporting all youth matters to the full Board through the Chair of the Youth Council. He stated that the Planning Committee occasionally receives information about youth programs and that members of the full Workforce Investment Board, in addition to the Chair are members of the Youth Council.

Ms. Dunn presented three handouts on Adult Disadvantaged services. They were entitled Adult OET Only; Adult Disadvantaged Expenditures, OET Adult Disadvantaged Enrollment Summary, Adult Disadvantaged Services for subcontractors. She referred to the 3rd quarter plan for new participants. OET is happy that they are enrolling more people with less money. OET is providing workshops which are a significant source of referral for participants. Some participants are in training through non-WIA funded resources and support themselves. When an applicant comes into the One Stop for core services, they find placement and does not go through the eligibility process. They are direct referrals. Adult Disadvantaged participants receive direct referrals through the One Stop core service system. This population could potentially be eligible for economically Disadvantaged Adult services. Ms. Leffel asked if there is a difference between the people that are being served by the subcontractors and the people being served by OET. Mr. Werner stated that the WIB has amended the economically Disadvantaged Adult income guidelines which allows OET to serve people who are above the Lower Living Income Standard Levels (LLISL) which increases the number of people eligible to receive services from the One Stop. The sub contractors are limited to serving people whose family incomes are below the Office of Management and Budget (OMB) guidelines.

8. Information: Discussion regarding EDD Entered Employment and Base Wage Information.

Marilyn Keller represented EDD in place of Ruben Garcia for this informational item. Ms. Leffel asked for clarification on the number of participants that were served through the One Stop. Ms. Dunn stated that the numbers indicated in the report are not consistent with OET's program operations. Ms. Keller stated that the participants indicated in the report could be anyone, not just walk-ins. Ms. Leffel directed EDD to coordinate with OET to identify an accurate number of participants being served in core by both agencies.

9. Information: Discussion regarding Trade Adjustment Assistance (TAA) Training.

Mr. Oprish asked why the Oversight Committee was being presented this handout. Mr. Werner stated that Ms Leffel had requested this information at the last Oversight Committee meeting. This information was to provide the Committee with the types of jobs and vocational outcomes available. This handout shows the Committee what EDD is doing with their funding for the TAA program. Ms. Leffel asked what was the total participants in training? Mr. Keller replied 309 cases were identified and 107 were from the ConAgra layoff. Mr. Werner stated that those participants that were co-enrolled with the OET program would give OET credit for the outcome. Ms. Keller stated that 81 participants have been assessed by OET and are in the TAA program. Mr. Werner stated that the State moved to have Unemployment Insurance Division and Job Service collaborate to enhance the information flow up and down the channels. Mr. Werner stated that TAA doesn't have the funds for case management and assessment. He stated the McCormick layoff as an example because they were affected by foreign competition. This layoff qualified as being eligible for TAA assistance, Therefore, every dislocated worker is eligible to receive up to \$10,000 in TAA funds for training, supportive service, and extended

Unemployment Insurance (UI) benefits. The Governor's 25% discretionary grant that Monterey County WIB received provided Hundreds of thousands dollars for OET to support the 81 enrollees with assessment, case management and placement services.

10. Information: Presentation of MIS and fiscal reports for WIA Title I adult subcontractor, and OET for program year 2007-08.

Mr. Bush stated that this report will reflect the period ending February 2008. Mr. Bush focused on the Total Expenditures, Total OJT Enrollments, Geographical Analysis, Target Populations, Total Exits, and the Adult Credential information. Mr. Bush stated that the report will reflect the plan versus actual total expenditures and enrollments beginning with Arbor, Shoreline and Turning Point respectively. In terms of total expenditures minus the OJT expenditures Arbor is at 78% of plan, Shoreline is 76% of plan and Turning Point is 73% of plan. In terms of OJT expenditures, they were in 70% of plan for Arbor, 61% of plan for Shoreline, and 94% of plan for Turning Point. Regarding total enrollments, the subcontractors are doing well with Arbor at 107% of plan, Shoreline 106% of plan, and Turning Point 109% of plan. For total OJT enrollments, they are also doing well with Arbor at 97% of plan, Shoreline at 113% of plan, and Turning Point at 103% of plan. In terms of geographical analysis in the four regions of the county, Arbor in the North, South, and West region, are below plan. In the Central region, Arbor is above their projected plan at 86.05%. Shoreline is below plan in the Central and Western region and above their plan in North and South with 14.29% and 20% respectively. For Turning Point, in the North and West region, they are below their plan, but are on target in the Central and Southern regions with 16.22% and 72.97% respectively. All three sub-contractors will need to focus their outreach and recruitment efforts to improve services in the geographical areas that are below plan objectives. In terms of target population, Arbor is below plan for Older Workers, Disabled, TANF recipients, Limited English, and Homeless. They are on above target in the Ex-Offender, High School Dropout, and Veterans. In terms of Shoreline's target population, they are below plan on Homeless, Ex-Offenders, Limited English, Disabled, and High School Drop Outs. They are above plan for TANF recipients, Older Workers and Veterans. Turning Point are below plan for Limited English and Veterans, they are above plan for all other areas. For total exits, Arbor is below plan at 41%, Shoreline is above plan at 84%, and Turning Point is well above plan at 375%. For entered employment, Arbor is below plan at 48%, Shoreline is above plan at 105%, and Turning Point is 333% above plan. In terms of entered employment after OJT, Arbor is below plan at 52%, Shoreline is above plan at 105%, and Turning Point is above plan at 333%. In the Obtained Adult Credentials, to date, Arbor has zero participants, Shoreline has 18 participants, and Turning Point has 29 participants. There have been no direct placements in all three subcontractors to date. Mr. Werner stated he is concerned about program under-expenditures, he observed that the exits are occurring at a faster rate than projected and ask Mr. Bush to coordinate with the subcontractors to ascertain reasons for these under-expenditures. It maybe that the subcontractors are enrolling people with very short term low wage OJT contracts and there maybe concerns about long term retention.

11. Information: Discussion regarding services and activities of Turning Point's Adult Program for P2007-08.

Ms. Chavez stated that Turning Point recently completed their WIB monitoring for PY 2007-08. Ms. Chavez stated that Turning Point is focusing on establishing relationships with new employers for the next fiscal year. Ms. Leffel asked how they find employers. Ms. Chavez said that they go door to door and introduce themselves and market the services Turning Point provides. Ms. Chavez stated if the employer has any questions regarding their referrals to contact Turning Point. If the participant has a felony Turning Point will provide information to the employer to the extent authorized by the privacy act. Ms. Chavez stated if anyone needed information on jobseekers for day laborers enrolled in their program to contact her at Turning Point's Reentry Center.

12. Information: Discussion regarding services and activities of Arbor's Adult Program for PY2007-08.

Ms Concepcion provided the committee a handout reflecting Arbor's current Adult program services. Ms. Concepcion stated as of March 31, 2008, Arbor has 55 enrollments and 36 OJTs. She reported that the WIB staff and Arbor concur that one participant was ineligible to receive services and will be stricken from the MIS records. Arbor has 12 certificates pending and will report out on this information at the next Oversight meeting. Arbor has made every effort to meet its contract goals. Ms. Concepcion stated as a result of the recent monitoring Arbor is in the process of contacting and obtaining required documents for enrolled participants identified in their findings. The information will be available on the next report.

13. Information: Discussion regarding services and activities of Shoreline's Adult Program for PY2007-08.

Mr. Moore provided the committee with two handouts, one on Shoreline's adult low income OJT program and the CNA Pipeline grant. He stated they were in the process of writing two OJTs with a new employer for the CNA grant. The OJT will be for approximately 3 months. Ms. Leffel asked what were the types of OJTs Shoreline developed? Mr. Moore replied within the health industry for example Convalescent homes with exception home health care. The OJT was for \$11.28 per hour.

Mr. Moore referred to the first handout on the low income Adult OJT Program. Mr. Moore stated that the months of January and February were programmatically challenging. There were no OJT contracts in the month of January and Shoreline had to rehire it's entire Workforce Development staff due to staff turnovers. The newly hired staff performed remarkably and was able to meet program goals as required by March 30, 2008. Mr. Oprish asked Mr. Moore what category does culinary fall under? Mr. Moore said tourism.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms. Leffel announced the upcoming Best Places to Work luncheon on April 25, 2008, the next Oversight Committee meeting on May 22, 2008, and the next full WIB meeting on June 4, 2008.

ADJOURNMENT:

Motion: Mr. Oprish motioned to adjourn the meeting.

Second: Mr. Davis

Motion Passed Unanimously

Ms. Leffell adjourned the meeting at 10:46 AM