

UNADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Wednesday, November 26, 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
Al Davis	Community Based Organizations
Michael Oprish	Business
Cesar Lara	Labor
Teresa Sullivan	Older Americans
Joseph Werner	WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Jim Nakashima	Housing
Theresa Ream	Business
Rosalinda Batsford	Business
OTHERS PRESENT	REPRESENTING
Marleen Esquerria	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Delphia Knighton	WIB Staff
Leslie Rostron	WIB Staff
Harry Gamotan	Office for Employment Training
Lynda Dunn	Office for Employment Training

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:40 a.m. She welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: None.

PUBLIC COMMENT: None.

BUSINESS MEETING:

1. Action: Approve the minutes of the September 25, 2008 Oversight Committee meeting.

Motion: Cesar Lara

Second: Al Davis

Motion passed unanimously.

2. Information: Review the notes of the October 30, 2008 Oversight Committee meeting.

The committee members accepted the notes unanimously.

3. Action: Approve the Final Monitoring Report for the Office for Employment Training's (OET) Workforce Investment Act (WIA) Title I Dislocated Worker Additional Assistance grant for (PY) 2007-08.

Mr. Bush stated this is the final report based on the draft report presented to the committee last month with OET's response to the findings. Mr. Bush requested committee members refer to page 2 of the DW Additional Assistance report, Mr. Bush stated there is one finding and it relates to participant under expenditures for training, supportive services which resulted in significant grant under expenditures. He said OET did submit a response stating the major challenges were the lateness in receiving a grant code from EDD which prohibited participant enrollments into an appropriate component. This prevented accurate participant tracking into the JTA system and prevented enrollments and training into the grant. WIB staff will coordinate with State of CA to discuss what actions can be taken to ensure effective oversight and compliance. WIB staff concluded that OET's response was sufficient to resolve this issue no further action is required.

Motion: Al Davis

Second: Cesar Lara

The committee accepted the motion unanimously.

4. Action: Review the Final Monitoring Report for OET's WIA Title I Veterans Employment Related Assistance Grant for PY 2007-08.

Mr. Bush stated this is the final monitoring report based on the draft report in September 2008 and presented to the committee last month. He said there was one observation and two findings. The observation identified the requirements in the grant that grant partners convene frequent meetings to define best practices and development of a comprehensive assessment. The first finding focuses upon OET's enrollment and expenditure levels for low-income veterans. The plan required 80 enrollments and the actual enrollments were 41 (52.5%). The expenditure level for low-income veterans was plan \$500,000. Actual expenditures were \$393,119 at (78%). The second finding identified areas that OET did not develop systems that coordinated enrollments into apprenticeships or internship programs, nor secure any OJT positions with private sector employers. In discussing these issues with OET staff they found it difficult to implement an OJT programs for veterans they assessed due to limited skill sets, limited private sector employment opportunities and other administrative challenges. Mr. Bush said OET has agreed to the observation and findings as stated and their response is forthcoming. Upon receipt of OET's response the observation and findings will remain open. Ms Leffel asked if the veterans currently in the system were older or recently returning veterans. Mr. Bush replied most of the participants enrolled in the program were older veterans between the ages of 45-64 or 65%. Mr. Bush said outreach and recruitment efforts to target recently returning veterans are on going through the Monterey County Veterans Services, EDD and recognition ceremonies sponsored by the Board of Supervisors. Ms. Dunn stated that most of the recently returning veterans that out-process through Presidio of Monterey leave the county. Also she said veteran applicants are reluctant to disclose their disabilities which may impact their employment opportunities. Mr. Gamaton stated the veterans he has interviewed through outreach have been diagnosed with Post Traumatic Stress Syndrome or PTSD that require additional assistance from mental health agencies before being considered for employment.

Motion: Judy Profeta

Second: Michael Oprish

The committee accepted motion unanimously.

5. Action: Review the Final Monitoring Report for OET's WIA Title I Rapid Response Program for PY2007-08

Mr. Werner stated there were several discussions with OET to resolve and improve the relationship between the state EDD and OET. He said there was one observation. The observation identified the need to improve the method of communication between the state of California staff assigned to releasing WARN notices and the local Workforce Investment area. He said notification by the state should occur by email so that the flow of information is secure and confidential. Mr. Werner said the OET Director will be the primary point of contact. The WIB director and the EDD district manager should also receive this information and coordinate actions in a timely and effective manner. The OET response to this item indicated that the recommended corrective action was acceptable. No further action was required. The observation is considered to be resolved. Ms. Sullivan asked how many WARN notices were received. Mr. Gamaton gave a brief description and update on the closure of the Mervyns store in Monterey affecting 170 employees He said there was one observation and two findings. The observation identified the requirements in the grant that grant partners convene frequent meetings to define best practices and development of a comprehensive assessment.

Motion: Al Davis

Second: Judy Profeta

The committee accepted the motion unanimously.

6. Action: Approve the Final Monitoring Report for OET's WIA Title I Disability Program Navigator grant for PY2007-08

Mr. Werner gave a brief review regarding the six years that the navigator grant has been in existence in Monterey. As the grant funding was made available staff was selected to perform the duties of the navigator. Over the six years of program operations there has been a consistent turnover of personnel assigned to be the navigator. Each new staff member assigned to this grant is required to understand the grant application and deliverables, partner agencies and the opportunities available for disabled people through the workforce system. . As WIB staff looked at the program. There were different parts of the system that were doing quite well yet other activities were fragmented. As the One Stop career center services transitioned from providing comprehensive training services to a predominately core service strategy, staff and services to the disabled needed to reacclimatize itself and adapt to changes in the One-Stop. The focus became more of a short-term training and direct placement model. This fragmentation caused less customers to be directly referred to the Navigator for service with less connecting activities occurring. Ms. Dunn was informed of the observations in WIB staff's recent monitoring report. Ms Dunn agreed to the areas that were identified in the report with emphasis on training for line staff to coordinate with the navigator so as to provide services to people with disabilities. The One Stop Career center navigator and staff agreed to place additional emphasis upon reconnecting with the Department of Rehabilitation (DOR) in an effort to improve their relationship and effectively implement the referral process between OET and DOR. Mr. Werner stated the Disability Advisory Committee and its advocacy partners would support ways to improve their relationships and enhance the referral system. Participants that need long-term training or supportive services would be referred to the appropriate agency and those that are work-ready receive referrals to employers from the One-Stop. Mr. Werner stated that OET has agreed to coordinate these services through the navigator and the line staff with their new training efforts. Staff will be advised of the training and specialized services available through the navigator. The emphasis will be to identify people that have disabilities and provide access to appropriate services. Mr. Werner stated that OET has agreed to develop training activities for staff which will help them provide services to individuals with disabilities. Ms. Sullivan asked if there were ways to "self identify" disabilities" Mr. Werner replied that during the introductory phase of the interview process applicants should be advised of specialized services available through the One Stop so that individuals can self identify their disabilities in terms.

Motion: Michael Oprish

Second: Al Davis

The committee accepted the motion unanimously.

7. Action: Approve the PY2008-2009 Monitoring Schedule for WIA Title I Adult Programs.

Mr. Bush stated this schedule is being submitted for approval for the Adult and Dislocated Worker monitoring. The following agencies, Arbor, Shoreline, Turning Point and OET will be monitored on their fiscal and program operations. The monitoring process will include a notification to the agency, presentation of monitoring tools to be completed before the scheduled date of the monitoring; entrance interview, selection and interview of participants and worksites, on-site review of participant files and exit interviews. Mr. Bush invited the Oversight Committee members to participate in the next monitoring schedule for PY 2008-09. Mr. Bush mentioned that Mr. Lara, Mr. Al Davis and Judy Profeta participated in the previous on site monitoring of the Adult subcontractors and youth programs. Ms. Leffel requested Mr. Bush email the schedule to all Oversight committee members. Mr. Werner added that this upcoming year will be critical in monitoring our Workforce system. Within the next 120 days the WIB will be putting out Request for Proposals (RFP) for services. The WIB will use data gathered from the Oversight Committee monitoring as part of the evaluation system for funding new RFP's.

Motion: Cesar Lara

Second: Judy Profeta

The committee accepted the motion unanimously.

8. Information: Presentation of MIS and Fiscal reports for WIA Title I Subcontractors for PY 2008-09.

Ms Esquerra stated the data in the packet represents the first quarter for all three adult subcontractors. The graph was broken down into two time periods (first quarter plus one month) to reflect expenditures and enrollments. The expenditures were as of September 30, 2008. Ms Esquerra gave a brief overview of the total expenditures and total enrollments. Arbor expended 108% of their plan expenditures; Shoreline expended 82% and Turning Point expended 90% of plan. In terms of enrollments Arbor is at 144% of plan; Shoreline is 117% and Turning Point is 80% of plan. For total OJT enrollments, Arbor is at 114% of plan; Shoreline is at 117% and Turning Point is at 80% respectively.

9. Information: Discussion regarding services and activities of Turning Point's Adult Program for PY2008-09.

Ms. Chavez reported Turning Point is experiencing some difficulty in obtaining OJT positions for the offender population due to the current economic situation in the county. Furthermore, many of the employers contacted are citing workforce cutbacks due to a poor economy, and business environment. Additionally, there seems to be a large pool of qualified applicants who are seeking employment.

10. Information: Discussion regarding services and activities of Arbor's Adult Program for PY2008-09.

Ms. Concepcion gave a brief overview on the number of OJT contracts. Currently, there are 16 participants with 23 new enrollments. Ms. Concepcion stated that Arbor is having the same challenges as Turning Point in terms of finding interested employers who are willing to hire their jobseekers with barriers to employment. Due to the current economic situation, there are more qualified workers available for employment. This creates a challenge for agencies wishing to place individuals with employment barriers who are in need of training.

11. Information: Discussion regarding services and activities of Shoreline's Adult Program for PY2008-09.

Mr. Moore reported that Shoreline Workforce Development has written a total of fourteen OJT contracts or approximately 107% of plan. Shoreline also enrolled one participant in direct placement services under the Intensive services designation that brought their overall service total by percentage to approximately 115% of plan as of 11/17/2008. Mr. Moore said their program challenges continue to be South and North County. Shoreline is continuing to target King City and Soledad areas for marketing purposes.

12. Information: Update on the Certified Nursing Assistant Pipeline grant modification.

Mr. Moore reported that the State EDD workforce division approved Shoreline's request to extend the CNA grant for an additional 6 months, from December 31, 2008 to June 30, 2009. Shoreline has enrolled 46 participants, at 85% of their planned goal. He said they have also enrolled 40 students in the CNA training through the adult schools in Monterey, Pacific Grove and Soledad.

13. Information: Review of OET's Expenditures as of October 31, 2008 for PY2008-09.

Ms. Dunn referred to the agenda packet for this year's budget at attachment 13a through 13c. She said revenue for both WIA and Non-WIA funds are at 33% expenditure through October 31, 2008 and well within budget. Ms. Dunn stated in the Non-WIA funds there were high operating expenses but not a significant issue because funds are spent up front rather than later in the year. Mr. Werner asked if OET included the \$43,000 in administrative costs in the budget from the CNA Pipeline grant. Ms. Dunn stated the figures did not change from the beginning of the year it remained in the overall budget. Mr. Werner asked if the remaining balance included an additional \$100,000 committed by DSES for OET operations to serve TANF participants. Ms. Dunn replied no but stated it would be included in their revised budget projections. Ms. Sullivan asked for clarification on the last page of the report regarding OET Client Support and Care. Ms. Dunn replied that a majority of the funds are used for work experience wages during the summer months. These funds can also be used for supportive services such as childcare, transportation and clothing. Mr. Dunn stated only \$35,000 has been set aside for adult support services that include incentives. Mr. Werner asked if the remaining balance of the veterans grant was

included in the budget. Ms. Dunn replied yes. Ms. Dunn stated the Work Keys assessment tools would be made available to evaluate participant skill sets in determining the appropriate referrals for jobseekers. Computers need to be purchased to perform this function.

14. Information Update on the Veteran's grant and extension.

Ms. Dunn stated the figures reflected in the report were as of September 2008. She said OET and WIB staff met to complete the request to extend the veterans grant till March 2009. The extension is currently under review and will be forwarded to the state EDD for approval. Ms. Dunn stated the extension would include provisions for approximately 10-15 OJT's or Internships. She said OET would continue to work with Monterey County Veterans Services, EDD, the Department of Rehabilitation and the Veterans Transition Center to focus their recruitment efforts and meet their enrollment goals during the extension period.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Mr. Werner stated on December 3, 2008, the WIB staff will launch its new website and do a presentation to the WIB Board.

Ms. Leffel said on December 3, 2008, the Events Center in Monterey is sponsoring a Green Expo Event. Ms. Sullivan announced that they are recruiting for a part-time program manager (bilingual preferred) for their seniors program.

The next Oversight Committee meeting will be scheduled for January 22, 2009.

ADJOURNMENT:

Motion: Judy Profeta

Second: Michael Oprish

Motion Passed Unanimously

Ms. Leffel adjourned the meeting at 10:35 a.m.