

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Thursday, January 29, 2009, 8:30 A.M.  
**Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Jim Nakashima	Housing, Co-Chair
Judith Profeta	Business
Al Davis	Community Based Organizations
Michael Oprish	Business
Cesar Lara	Labor
Theresa Ream	Business
Joseph Werner	WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Mary Ann Leffel, <i>Chair</i>	Business
Teresa Sullivan	Older Americans
Rosalinda Batsford	Business
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Marleen Esquerria	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Delfia Knighton	WIB Staff
Harry Gamotan	Office for Employment Training
Chris Berthiaume	Office for Employment Training

**CALL TO ORDER/INTRODUCTIONS:**

In Ms. Leffel's absence, Mr. Nakashima the Oversight Committee Co-chair called the meeting to order at 8:30 am. He welcomed those in attendance and called for introductions from those present. A quorum was established at 8:35am.

**CHANGES TO THE AGENDA:** The Co-chair approved and distributed handouts for information item #2 regarding OET's expenditures for PY2008-09 and information item #4 regarding a handout on MIS and fiscal reports for WIA Adult Subcontractors.

**PUBLIC COMMENT:** None.

**BUSINESS MEETING:**

**1. Action: Approve the minutes of the November 26, 2008 Oversight Committee meeting.**

**Motion:** Mr. Oprish accepted the minutes

**Second:** Mr. Davis

**Motion passed unanimously**

**2. Information: Review OET's Expenditures as of December 31, 2008 for PY 2008-09.**

Mr. Berthiaume referenced his handouts that reflected the total enrollments for adult and dislocated workers at 726. The cost per individual is \$1,586. The second handout reflected the total number of Wagner/Peyser (WP) registered individuals by center that included Arbor, Shoreline, Turning Point, EDD, the One-Stop Career Centers in Salinas, Seaside and King City, and the Silver Star Youth Resource Center. Mr. Werner explained that the One-Stop Career Centers provide core service activities such as job search workshops as well as self-serve and staff assisted services. Customers continue to use the services as needed to secure employment. Mr. Werner stated EDD's base wage file is used to obtain employment information on all participants enrolled in the system. Under the new program model for extended services, the base wage file is used to track placement information. Mr. Werner noted that the governance committee which is made up of Ms. Lynda Dunn of OET, Ms. Barbara Verba of DSES and Mr. Ruben Garcia of EDD have advised him that approximately 600 people are coming through the One-Stops weekly. Majority of the customers are migrant seasonal farm-workers who are laid-off from the agricultural industry filing for unemployment insurance claims. As a result of the new program model, the enrollments have increased by 100%. Mr. Oprish asked Mr. Werner to describe Wagner/Peyser (WP). Mr. Werner stated WP funds the EDD Job Service staff. Also jobseekers that access services through EDD are funded through WP. Mr. Werner stated that the Planning Committee requested comparative reports from other jurisdictions to determine how One-Stops are utilizing core services and the cost and investment associated with the services. This stand-alone information is new because of the VOS conversion and upgrade of the reporting systems around core services. The comparative analysis will determine how effective the current core service structure is, in terms of cost-savings and time.

### **3. Information: Update on Veterans Grant.**

Mr. Berthiaume reported that the State EDD Workforce Division approved OET's request to extend the Veterans grant for an additional 6 months, from September 30, 2008 to March 31, 2009. He stated that OET representatives would meet with the Veterans grant partners on Friday, January 30, 2009 to discuss outreach, recruitment and referrals. The meeting will include veteran's representatives from Hartnell College, Monterey Peninsula College and University of California Monterey Bay. Mr. Werner anticipates OET will face challenges in meeting their enrollment goals with approximately 100 days or less remaining to spend \$103,000 effectively. Mr. Werner noted before the grant was extended, OET encountered structural and procedural issues in providing the right service to the right person. As a result, near the end of the grant an effort was made by OET and WIB to reach out to the community colleges for retraining of veterans. To meet the challenge, Mr. Werner stated the veterans grant partners must connect with veteran's representatives of the educational institutions to determine how they can support their constituents or students to enhance the referral process. For example, eligible veterans that are receiving training in the local colleges can continue to receive support through the veterans grant program. The local colleges could provide the training and education and the One-stop will offer the job service and placement activities.

### **4. Information: Presentation of MIS and fiscal reports for WIA Title I Adult Subcontractors for PY2008-09.**

Ms. Esquerra provided four handouts to the committee. She stated the report formats and information obtained through VOS is a "work in progress." Geographical Solutions is working with WIB staff to understand the navigational tools and administrative rights necessary for the development of specific report formats. Ms Esquerra presented a detailed master summary report from July 1, 2008 to January 28, 2009. The report indicated the total number of core, intensive, placement and exit services that customers and participants receive. Ms. Esquerra noted that the information was in real time. The report included OET and the subcontractors. Ms. Esquerra stated the report formats would be standardized in meeting the requirements of each subcommittee. The second report was a side-by-side comparison of the subcontractors for Shoreline, Arbor and Turning Point's core and intensive services. She stated to ensure the accuracy; the reports generated through VOS will be compared to the information provided by the subcontractors. The third report is a side-by-side comparison of the subcontractor's expenditures (plan vs. actual) for OJTs, supportive services and staff salaries and benefits up to the second quarter 2008-09. Ms Esquerra noted that Arbor's total planned expenditures were on track at 101%, while Shoreline and Turning Point were below their expenditures at 54% and 78% respectively. According to Ms. Esquerra, Shoreline and Turning Point were below their contractual expenditures due to late or pending submission of their outstanding invoices. Ms. Esquerra stated that she would be talking to the fiscal managers of Shoreline and Turning Point regarding timely submission of their invoices.

### **5. Information: Year-end report on Monterey County WIB members attendance for calendar year 2008.**

Ms. Esquerra referred to the spreadsheet in the agenda packet and thanked the WIB members for their dedication. For example, she pointed out one member who serves as a volunteer on three subcommittees and currently maintains a 76% attendance rate. Ms. Esquerra stated that everyone on the list has met the minimum required attendance with the exception of two members due to personal reasons. The attendance threshold is 40%. Ms. Esquerra stated that WIB staff has notified Mr. Cesar Lara of the need for a Labor representative replacement. She added that WIB staff is also working with the Department of Social and Employment Services (DSES) for Youth Council nominations. Ms. Esquerra stated the attendance report would be presented to the full WIB at their next meeting on February 4, 2009.

### **6. Information: Discussion regarding the services the services and activities of Turning Point's Adult Program for PY 2008-09.**

Ms. Chavez reported as of January 26, 2009 enrollments are at 72% of plan with 23 adults registered in OJT's out of a proposed 32. There are currently 2 individuals with interviews scheduled during the week of the 26<sup>th</sup>. Ms. Chavez noted that Turning Point is experiencing a reduction in hiring particularly with the smaller businesses, which is the agency's largest employer base. Employers are citing a shortage of work, funds, and/or the inability to establish enough new businesses to hire new employees, due to the current economy. Mr. Werner stated WIB staff is available to provide assistance as necessary to Turning Point if requested. Ms Chavez said she would take the request into consideration.

*Mr. Oprish chaired the meeting for Mr. Nakashima who left at 9:20am.*

### **7. Information: Discussion regarding the services the services and activities of Arbor's Adult Program for PY 2008-09.**

Ms. Concepcion gave a brief overview on the number of OJT contracts. Currently, there are 18 OJT contracts with 26 new enrollments. Ms. Concepcion stated December has been a very challenging month. They had four employers set to hire participants in January 2009. Ms. Concepcion said due to business downturn being slow the employers decided to cancel the OJT's and wait till February or March 2009. Ms. Concepcion noted that customers are having difficulty with transportation issues. As a result, her staff is doing more telephone contacts with participants. Mr. Werner stated WIB staff is available to provide assistance if necessary to Arbor if requested. Ms Concepcion said she would take the request into consideration.

### **8. Information: Discussion regarding the services the services and activities of Shoreline's Adult Program for PY 2008-09.**

Mr. Moore reported that Shoreline has written a total of 27 OJT contracts or approximately 127.77% of plan for the period ending January 2009. The average hourly wage for all participants is \$11.48. Shoreline is also in the process of writing two additional contracts by the end of January 2009. Mr. Moore said their program geographical challenges continue to be South and North County. Shoreline has implemented a series of Public Service Announcements (PSAs) that have been in rotation on both radio and television.

**9. Information: Update on the Certified Nursing Assistance Pipeline grant modification.**

Mr. Moore reported that the CNA program has 53 participants in intensive services or approximately 74.6% of the new service plan goal for the period ending January 2009. A total of 19 participants have completed the initial stages of the CNA Pipeline program and have entered into employment with an average hourly wage of \$12.09. Overall placement rate for participants is approximately 30% counting individuals in training or preparing for state certification, dropped participants, and participants whom are unable to work due to a variety of circumstances. Mr. Moore stated when counting only job ready participants, the placement rate spikes to 70.3%, which is higher than the negotiated program placement rate of 67%. Also, more than half of the program participants are presently in class or waiting to take the State required Red Cross CNA examination.

**10. Information: Discussion regarding the potential stimulus funds and additional services that can be provided to Monterey County.**

Mr. Werner reported that \$4.5 billion is being allocated into the workforce investment system that is separate and distinct from monies that are allocated to our educational partners or social services programs. The stimulus package was approved in the House and is now up for debate in the Senate. Embedded in the package is \$1.2 billion for summer youth programs. Mr. Werner stated the County of Monterey has been very successful in the program design and implementation of the summer jobs program for a number of years. The funds will help over 1million youth nationwide. Mr. Werner said Monterey County's unemployment rate is significantly higher when compared to other states. California can expect to receive additional funding resources which is approximately 10% of all monies. Funds will be available in a competitive and non-competitive grant process. Mr. Werner reported on the four county consortium that includes Monterey, Santa Barbara, Ventura and San Luis Obispo Counties. This will be a new workforce development region that can compete for these funds. Mr. Werner reported that the Board of Supervisors recently approved \$291,000 as part of the State stimulus package. Ms. Dunn has submitted a plan to the WIB's Planning Committee to discuss the her plan to utilize this money.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

Mr. Oprish announced the next Oversight Committee meeting scheduled on February 26, 2009.

**ADJOURNMENT:**

**Motion:** Ms. Profeta

**Second:** Mr. Davis

**Motion Passed Unanimously**

**Mr. Oprish adjourned the meeting at 10:35 a.m.**