

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, February 26, 2009, 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
Jim Nakashima	Housing
Joseph Werner	WIB Executive Director, <i>Ex-Officio Member</i>
MEMBERS ABSENT	REPRESENTING
Theresa Ream	Business
Rosalinda Batsford	Business
OTHERS PRESENT	REPRESENTING
Manley Bush	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Delphia Knighton	WIB Staff
Jerry Sera	Older Americans
Ruben Garcia	EDD
Lynda Dunn	Office for Employment Training

CALL TO ORDER/INTRODUCTIONS:

Mr. Davis assumed the role of committee chair in Ms. Leffel's absence. Mr. Davis called the meeting to order at 8:37am. He 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 January 29, 2009 Oversight Committee meeting.

Motion: Mr. Nakashima

Second: Mr. Oprish

Motion passed unanimously

2. Information: Review of OET's Expenditures as of January 31, 2009 for PY2008-09.

Ms. Dunn referred to the OET expenditure chart and stated the graph reflected 860 new enrollments in the Adult and Dislocated Worker programs and 152 in the Youth programs as a result of their new core service infrastructure. The cost per participant to date is \$1,431.52 for both Adults and Dislocated Workers and \$5,673.78 for Youth. Ms. Dunn noted that OET received approximately \$72,000 in federal stimulus funds to serve Dislocated Workers. Mr. Werner said the total amount of funds OET received is \$362,000, which includes the \$72,000. Ms. Dunn said OET submitted an expenditure plan to the State for approval on the additional funds received. Mr. Werner said it is unclear at this point what the State requirements will be. However, the State is requiring that the stimulus funds be tracked and reported separately. Mr. Werner stated the State stimulus funds are from the Governors 25% Discretionary fund and are intended to provide job placement services and training to individuals who have recently lost their jobs. If the Governor is to provide additional discretionary funding the 49 local workforce investment areas must demonstrate how the funds will benefit job seekers and businesses rather than support costs for infrastructure for One Stops and staffing. Ms. Sullivan asked Mr. Werner if the WIB plans to increase its staff. Currently, Mr. Werner stated the WIB has two analysts assigned with two vacancies. He added the County just recently completed the recruitment for one new WIB analyst. As a result of the increased workload, Mr. Werner added that the OET and WIB branches would both need to look at additional staff.

3. Information: Update on the Veterans Grant Enrollments and Expenditures.

Ms. Dunn stated outreach and recruitment is on going, however they are having difficulty in reaching specific target groups such as recently returning veterans and women. She said OET staff attended a Veterans outreach event at Monterey Peninsula College and were successful in enrolling two new veterans. OET attended a similar event at Hartnell College and met with 58 veterans. As a result, four new participants were enrolled. Ms. Dunn added OET would continue to plan and organize veteran's events at the Salinas One-Stop. OET is also working with the County Behavioral and Mental Health departments to provide specific services to veterans that have Post Traumatic Stress Disorder (PTSD) and other behavioral issues. Ms. Dunn said both Hartnell and Monterey Peninsula Colleges are experiencing attendance issues with veterans that have PTSD. Ms. Dunn added that OET would collaborate with Mental

Health to seek professional assistance and trained counselors to assist in service delivery. Ms. Dunn said she plans to request a grant extension from the State to June 30, 2009. The grant is due to expire on March 31, 2009. Ms. Dunn added as far as spending funds on veterans, OET has not been successful. She stated the average cost per veteran would be approximately \$3,100. Currently OET is counseling and enrolling veterans and offering supportive services as necessary. Mr. Werner stated the original expiration date of the grant was September 30, 2008, with a remaining balance of \$103,000. Mr. Werner stated with the training support from local Community Colleges and Universities, the One-Stop should be able to find jobs for jobseekers who are veterans. OET submitted their plan to the State for the extension with the remaining balance of \$103,000, which included OJT contracts additional staff costs and administrative overhead in their budget. The plan took 110 days to approve. OET was approved for a six-month extension. However, due to the large turnaround time OET is again faced with a short period of time to adequately implement their program with less than two months remaining. Mr. Werner said OET does not have sufficient time to perform its due diligence and spend the money effectively. He stated that he supports the request for extension. He asked that OET implement the plan they developed for the grant extension. Ms. Dunn stated with the additional stimulus funds in the amount of \$362,000 dislocated veterans would have an opportunity to apply for services outside of the veterans grant. Ms. Dunn reiterated the fact that veterans have priority of service by virtue of their veteran status. Also, OET may be able to co-enroll veterans. Ms. Sullivan asked if there will be jobs available for veterans after they complete training. Mr. Werner stated there are several options and program strategies. He added that we have three main program strategies that can be implemented relatively quickly. The programs include On-the-job (OJT) contracts which include employer reimbursements 50% of the training wages for up to six months, establishing formal training with local Community Colleges and Universities in high demand occupations in the five cluster industries and offering work experience in public or private sectors where veterans can learn new skills and be hired permanently at the conclusion of their work experience. Mr. Werner said the WIB is working to establish a 4-county consortium that will be able to implement new grant funding streams to support local industries.

Ms. Leffel arrived at 9:55am to chair the meeting.

4. Information: Presentation of MIS and fiscal reports for WIA Title I Adult Subcontractors for PY 2008-09.

Mr. Werner said one of the issues the subcontractors are experiencing is with the VOS system. He said Ms. Esquerra convened a meeting with the subcontractors, OET and its MIS division were invited, however they did not attend. Ms. Leffel asked that Ms. Dunn return to the meeting as she was leaving. Ms. Leffel reassumed her role as chair. Ms. Leffel consented and left the room briefly to request that Ms. Dunn return to the meeting. Mr. Werner stated to the committee during Ms. Leffel's absence that OET MIS is responsible for the entire workforce investment area which includes all WIA Title I activities in the three One Stop Career Centers as well as any services that are subcontracted for economically disadvantaged adult and youth programs. Ms. Leffel stated Ms. Dunn would be available for 15 minutes. Mr. Werner said the subcontractors up to now were establishing their own independent spreadsheets and tabulating their data to present an update on whom they were serving, the number of enrollments and exits, cost per placement and what areas of the county they were serving. As a result of several conversations, WIB staff was directed by the full WIB to work with OET's MIS unit and the subcontractors to evaluate how we can most effectively utilize the VOS system. The meeting established permission parameters that each partner had so MIS and subcontractors can generate the most accurate reports for the Board. This performance data is critical when evaluating funding requests and renegotiating contract agreements. Geographic Solution staff discussed permissions as it relates to the WIB subcontractors access to the VOS system. The subcontractors provided reports that reflected their current program and enrollments. The subcontractors requested additional reporting information and VOS permissions to edit the WIA application. Mr. Werner stated that he would entertain requests from the subcontractors for additional permissions associated with VOS. Mr. Werner said the meeting was very productive. The subcontractors seemed to be appreciative of the fact that they were getting the training and given an opportunity to provide additional requests to enhance their utilization of the VOS system. Mr. Werner stated that WIB staff was very comfortable with the meeting and asked the committee chair for approval to open up the discussion to the subcontractors present. Ms. Chavez of Turning Point agreed the meeting was well received and very informative. Ms. Concepcion agreed it was a good meeting and it covered some of the reports that were not discussed in previous meetings. Mr. Moore stated Shoreline was having difficulty generating reports by grant code but Geographic Solutions staff is working to resolve their issue. Mr. Bush anticipates the follow-up meeting will take place before March 31, 2009. The meeting will focus on data resolution between OET's MIS unit and the subcontractors. Ms. Leffel asked Ms. Dunn why OET's MIS unit was not at the meeting. Ms. Dunn replied it was not an OET meeting. She said Mr. Barker of OET's MIS unit was working with other maintenance projects and was not available for the meeting. Ms. Dunn stated the reason OET's MIS unit was not present at the meeting is because OET did not have the concerns that the subcontractors had. Ms. Dunn assumed that the meeting was only a training mechanism and OET's MIS unit need not attend. Ms. Leffel stated that it would have been appropriate that someone from OET's MIS unit be at the meeting because of the comments she was hearing from the subcontractors. Ms. Dunn stated that Mr. Barker of OET's MIS unit has had discussions and met with each subcontractor independently. Ms. Dunn inquired as to what information would be pertinent to the Committee and whether or not WIB staff or OET's MIS unit is responsible for reporting the data. She also inquired if the subcontractors should report directly to the Board. Ms. Dunn requested clear direction on the reporting of information to the Committee. Mr. Lara requested that the follow-up meeting with Geographic Solutions and the subcontractors be convened before the next Oversight Meeting. Ms. Profeta added that the subcontractors should report their data directly to the committee but receive guidance from OET's MIS unit on what needs to be in the report. It was recommended that all partners need to meet and resolve the reporting format. Ms. Leffel stated to Ms. Dunn that OET's MIS unit might benefit by listening to the concerns of all the partners. Ms. Leffel requested that OET's MIS unit provide information in VOS that reflects the data accurately. Ms. Dunn stated that OET's MIS unit and the subcontractors do meet periodically. Ms. Leffel asked Ms. Dunn to include Mr. Barker in the follow-up meeting along with the subcontractors and WIB staff. Mr. Werner the information reported by the subcontractors will be in accordance with

their contractual agreement. He stated that Ms. Dunn serves on the governance committee of the One-Stop and also manages the MIS and Fiscal units. Mr. Barker reports to Ms. Suzy Reddy who reports to Ms. Dunn. This staff infrastructure controls the data. Mr. Werner stated the intent is to ensure that the subcontractors have the appropriate permission in VOS to streamline the reporting process. He agreed that all parties concerned should continue to work together. Ms. Dunn stated that the subcontractors cannot change their own data on the VOS application once the data has been entered into the system. Ms. Dunn stated that data resolution regarding VOS would take up to two months. She noted that OET attended a Geographic Solutions webinar with the owner of the company along with their program staff. By April 2009, they anticipate the new changes will be implemented. Ms. Dunn stated that Santa Cruz, San Bernadino and Riverside Counties are experiencing the same issues with VOS. Ms. Leffel requested that all the partners concerned be present at the next Oversight Committee meeting in April to work toward a viable solution. Mr. Bush presented the MIS and fiscal reports for the Adult subcontracts. He stated that Arbor's total expenditures as of 1/31/2009 are on track at 101% of plan. However, both Shoreline and Turning Point are under-expended at 59% and 67% respectively. OJT expenditures for Arbor is at 100% of plan while Shoreline and Turning Point remain below plan. Mr. Bush said both Shoreline and Turning Point have submitted their invoices up to 11/30/2008 resulting in the low expenditure rate. He said this would be an area that will be monitored for contractual compliance. In terms of total enrollments Arbor is at 100%, Shoreline is at 117% and Turning Point is at 91%. The geographic and demographic enrollment figures remain a challenge with the subcontractors in certain areas. In reference to Arbor's OJT enrollments, Mr. Werner stated they are below contract plan. They will need to increase their enrollments by March 31, 2009. Mr. Nakashima inquired about the number of exits and how the figures are recorded. Mr. Moore said the VOS system couldn't provide the information so each subcontractor submits the information to WIB staff. Ms. Leffel stated let the minutes reflect that this is another on-going issue with VOS that will need to be addressed at the next Users Group meeting.

5. Information: Review the Draft Monitoring Report of Arbor's WIA Adult Title I Program for PY2008-09.

Mr. Werner reported that Mr. Bush monitored Arbor program and interviewed their staff. The issue concerning Arbor's OJT contracts was discussed. According to Arbor, they plan to implement some strategies to meet their program goals. Should they not meet their planned goal, Arbor agreed to return the unexpended funds. Arbor representatives also agreed to enhance their outreach to other geographical areas of the county. Mr. Bush stated that WIB staff reviewed Arbor's monitoring report concerning their previous years findings and noted that all areas have been corrected and are considered closed. Ms. Leffel recommended revisiting the WIB policy regarding the geographical and demographic goals because the subcontractors have difficulty meeting the planned goals.

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

Ms. Chavez reported on Turning Point's program and enrollments as of February 23, 2009. Their enrollments are at 90% of plan with 29 adults enrolled in OJTs. Their geographical enrollments indicate more emphasis must be placed in the North County area. Demographically, Turning Point is doing well in all areas with the exception of the limited English target population. At present, Turning Point's average hourly wage is \$10.38.

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

Ms. Concepcion reported on Arbor's program and enrollment status. Currently, Arbor has 30 enrollments with 20 entered into OJT. Ms. Concepcion stated that Arbor continues to have the same challenges as Turning Point in terms of finding interested employers who are willing to hire their jobseekers with barriers to employment. In an effort to meet their OJT enrollment goals, Arbor plans to contact previous employers for potential OJT opportunities.

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

Mr. Moore reported on Shoreline's program and enrollment status. At present, Shoreline wrote a total of 27 OJT contracts at 122.72% of plan as of February 2009. Shoreline is at 96.42% of their total year-end goal. Shoreline has achieved 76% entered employment rate and anticipate a year-end goal of 82%. Mr. Moore stated their program outreach challenges continue to be in South & North Counties.

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

Mr. Moore stated that Shoreline has 73 participants in the CNA grant at 91.25% of the new service plan goal as of February 2009. As reported last month, 19 participants have completed the initial stages of the pipeline program and have entered into employment with an average wage of \$12.09/hour. In terms of training completions, a full 83% of enrolled participants have now completed their certificate through the Adult School. Shoreline recently enrolled 22 new participants in training last month and 15 new participants in the Soledad Adult School. However, two participants dropped and they're in the process of replacing the participants. In terms of the budget, Shoreline anticipates shifting some of the set-aside OJT funds into supportive services to provide childcare and mileage reimbursement. Ms. Leffel stated that she would look into what the Monterey Salinas Transit (MST) will do to help extend the transportation services to training sites in South County.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Mr. Werner announced on March 5, 2009, approximately twenty-five members of the County to include representatives in the building trades, elected officials, educational institutions, and housing authority will be attending the Richmond Build tour.

ADJOURNMENT:

Motion: Mr. Davis

Second: Mr. Lara

Motion Passed Unanimously

Ms. Leffel adjourned the meeting at 10:33a.m.