

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Oversight Committee Meeting**  
 Thursday, April 23, 2009, 8:30 A.M.  
**Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955**

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Mary Ann Leffel ( <i>Chair</i> )	Business
Judith Profeta	Business
Al Davis	Community Based Organizations
Teresa Sullivan	Older Americans
Michael Oprish	Business
Cesar Lara	Labor
Joseph Werner	WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Theresa Ream	Business
Rosalinda Batsford	Business
Jim Nakashima	Housing
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Manley Bush	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Concepcion	Arbor Career Center
Delphia Knighton	WIB Staff
Miguel Banda	WIB Staff
Stephanie Shonley	WIB Staff
Marleen Esquerria	WIB Staff
Lynda Dunn	OET Staff

**CALL TO ORDER/INTRODUCTIONS:**

Ms. Leffel called the meeting to order at 8:46am. 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 February 26, 2009 Oversight Committee meeting.**

**Motion:** The motion to accept the minutes was made by Mr. Davis

**Second:** Mr. Oprish

**Motion passed unanimously**

**2. Information: Review the notes for the March 26, 2009 Oversight Committee Meeting.**

Mr. Werner stated to Ms. Leffel that the notes were an information item because there was no quorum established on March 26, 2009. The committee accepted the notes unanimously.

**3. Action: Approve the Final Monitoring Report of Arbor's WIA Title I Adult Programs for PY 2008-09.**

Mr. Werner stated every year WIB staff is required by the Workforce Investment Act to monitor all programs and One-Stop Career Center services. He referred to Mr. Bush and asks if any Oversight Committee members participated in the review. Mr. Bush replied, Mr. Trevino of the Department of Social and Employment Services accompanied WIB staff to observe the monitoring process. Ms. Sullivan WIB Member conducted participant on-site interviews with Arbor. Mr. Werner added that Mr. Bush did an analysis on the fiscal reports at Arbor as well as site visits. Mr. Bush reviewed the status of the MIS data as of mid-January 2009. Also an analysis was done on Arbor's performance. At the time of the monitoring Arbor's enrollments were on track and the exits were just starting to occur. There was no placement information. Mr. Werner added WIB staff did an analysis of Arbor's information and discovered a conflicting set of data in the JTA system that showed only 4 of 11 exits or 36% success rate. WIB staff contacted Arbor and they reported their internal records indicated 15 placements out of 22 exits or 68%. Mr. Werner said Arbor is still below contracted goal but not as serious as it was reported in the JTA system. Mr. Werner stated there are still some discrepancies from the reports that the four subcontractors have, and what is in the State reports that are forwarded to Sacramento. In terms of Arbor's enrollments, WIB staff looked at what they could do to support Arbor to enhance their opportunity, to enroll people. Mr. Werner said WIB staff contacted

Arbor, and advised them if they wanted to, they could use the month of April to continue to enroll participants that might be determined eligible and assess them as jobs become available. These enrollments must secure OJT contracts for no more than 8 weeks and be exited no later than June 30, 2009. This adjustment of their program-operating plan would allow Arbor to enroll additional participants and spend money to support businesses with the funds set aside for participant salary reimbursement. Mr. Werner stated WIB staff incorporated the recommendation into the corrective action report. Mr. Werner added the findings in the report are straight forward as indicated and WIB staff has accepted Arbor's corrective action. Mr. Bush said that the areas noted in the PY2007-08 final monitoring report for verification of recommended corrective action have been completed and considered closed. Mr. Werner added it was reported that during the on-site reviews both the customers and employers were very satisfied with the services that Arbor staff provided.

**Motion:** The motion to accept the report was made by Mr. Lara

**Second:** Ms. Sullivan

**Motion passed unanimously**

**4. Action: Approve the Final Monitoring Report of Shoreline's WIA Title I Adult Programs for PY 2008-09.**

Mr. Werner stated Mr. Bush monitored worksites and had discussions with Mr. Moore of Shoreline on their program and administrative operations. The findings that were reported pertained to demographics and geographical enrollments that were explained. The corrective action proposed by Shoreline was acceptable to WIB staff. Mr. Werner added that there was one extremely challenging issue regarding the inability of Shoreline to submit timely fiscal reports for reimbursement. WIB staff has no capacity to analyze their fiscal reports if we do not receive the information by the 15<sup>th</sup> day of each month. As of the date of this report Shoreline is three months in the rears and WIB staff cannot determine with any certainty if Shoreline is over or under expended. Mr. Werner said Shoreline's response is that they were creating a new administrative infrastructure on how they record and track reported expenditures. Mr. Werner added that it was a hopeful response and he was looking forward to the system being implemented. Mr. Bush said he toured Shoreline's Santa Cruz facility and was impressed with the variety of services being offered. The facility was a mini-One Stop that offered customers access to job service information on-line and on the Internet. Shoreline personnel staffed the facility.

**Motion:** The motion to accept the report was made by Mr. Davis

**Second:** Mr. Lara

**Motion passed unanimously**

**5. Action: Approve the Final Monitoring Report of Turning Point's WIA Title I Adult Programs for PY 2008-09.**

Mr. Werner said again the same practice administratively occurred when Mr. Bush visited Turning Point's fiscal operations in Vasalia, CA. Mr. Bush reviewed their administrative records in claims and cost allocation methodologies. Mr. Werner added Turning Point operates a multitude of programs throughout the state. He said Mr. Bush also conducted an administrative review locally to review participant files, Demographic analysis and visited worksites to interview employers and participants. Mr. Werner stated from the perspective of technical oversight, Turning Point is under enrolled at 72% of goal. The corrective action that WIB staff recommended to Turning Point is the same proposal offered to Arbor. Turning Point was given the same opportunity to enroll customers who had their assessments completed and eligibility done when they found appropriate for OJT worksites that would accept 8 week OJT training. Turning Point would do OJT contracts through the month of April and at the end of April determine the total number of contracts completed. Mr. Werner said by the end of June all Turning Point exits would have been completed with no carryovers. Mr. Werner stated the challenges Turning Point's participants face while in jail and upon recovery and return to work and the opportunity that the WIB Board and Turning Point affords them with placements and OJT contracts, is an incredibly beneficial element in their attempts to avoid recidivism among their participants. Mr. Werner referred to Mr. Bush and Ms. Sullivan for additional comments on their observations during the review. Ms Sullivan said that this was the third monitoring she had done as a member of the Oversight Committee. She commended Turning Point Staff for the positive feedback received from the participants and employers she interviewed. Ms. Sullivan provided two examples of the participants she interviewed. Both interviewees were very grateful that Turning Point had turned their lives around. She also interviewed two employers who were willing to give the two participants a chance and as a result was hired on as permanent employees. Mr. Bush added that during the interview the participant's spoke highly of the services and structure that Turning Point provides each resident that reside in the facility. He added there is respect among participants that promotes an atmosphere of desire and motivation.

**Motion:** The motion to accept the report was made by Mr. Oprish

**Second:** Mr. Davis

**Motion passed unanimously**

**6. Information: Review the Office for Employment Training Expenditures, Enrollments and Exits as of March 31, 2009 for PY 2008-09.**

Ms. Dunn referred to the agenda packet and stated the total OET budget was \$8,704,410.82. She said the budget did not include the Recovery Act funds. Ms Dunn referred to the graph on the following page to discuss the column-by-column budget plan vs. actual expenditures. She said the admin and WIB total budget was \$1,494,789. Ms. Dunn stated the Veterans grant was closed as of March 31, 2009 and the Rapid Response funding was fully spent. Ms. Leffel ask Ms. Dunn if the Veterans grant was fully expended. Ms Dunn replied, No. Ms Leffel ask Ms. Dunn how much money was being returned. Ms. Dunn stated there would be money returned to the state and the next agenda item will address the question regarding the veteran's grant expenditures. Ms. Dunn referred to the OET Budget Recap and stated the total expenses and balance remaining reflects three quarters up to March 31, 2009. She referred to the far right portion of the budget recap form and stated that the figures represent percentages of the balance remaining in each of the areas. Ms Dunn added everything seems to be on target and that OET is on track in terms of budget expenditures for the

quarter. Ms. Dunn said there will be minor adjustments made for some of the salaries may need to be adjusted into different columns and some will be move into services and support. Ms. Dunn stated OET is well within their budget plan for the year. Mr. Werner asked Ms Dunn on the status of the TANF funds and has the funds been fully expended. Ms Dunn replied, No. Ms Dunn said the TANF funds is specific to providing services that are requested by CALWORKS staff. Ms. Dunn stated that the TANF funds would not be fully expended. Mr. Werner said he recalls the original TANF amount was \$300,000. Ms Dunn agreed and stated through March 31, 2009, OET billed TANF approximately \$200,000. Mr. Werner asked Ms. Dunn if the remaining \$100,000 from the TANF funds impact OET's staffing strategy. Ms. Dunn replied no. Mr. Werner asked about the Temporary Acquisition Plan (TAP). Ms. Dunn replied the TAP program is temporarily on hiatus for the last 30 days due to County budget issues. Upcoming meetings are scheduled to develop an implementation plan for the remainder of the year. Mr. Werner asked Ms. Dunn, how many people were placed through the TAP program; Ms. Dunn replied none. Mr. Werner asks Ms. Dunn if any funds were spent on the project. Ms. Dunn responded that \$85,000 of the \$233,000 was spent. Mr. Werner asked Ms. Dunn as a point of clarification on the TAP program, if OET had the infrastructure in place in terms of the planning, software and how applicants will be processed through the One-Stop Career Center and referred back to County departments. Mr. Werner was concerned how the county would fill vacancies during a hiring freeze. Ms. Dunn agreed and added that OET is finalizing some of the infrastructure. She said each department is making a final pass through to determine what percentage of the budget reduction will be acceptable and approved by County counsel and the Board of Supervisors. Ms. Dunn stated temporary hires that come through the TAP program would be eligible to receive PERS and county benefits after 1000 hours of continuous employment. Ms. Dunn stated the TAP program is scheduled to begin on July 1, 2009. Ms Dunn said OET's current temporary staff was hired using stimulus funds for the 18month period. However OET's temporary staff will be processed through the TAP program when the infrastructure is in place. There was discussion by the committee on temporary workers being tested through Work-Keys. Mr. Werner stated the recent RFP that went out for the adult program requires the successful bidders to implement the Work-Keys assessment. Ms. Leffel said the adult schools recently received funding to conduct Work-Keys testing at two locations. Mr. Leffel asked Ms. Dunn to contact the adult school and inquire about the locations of the two test sites.

**7. Information: Discussion regarding the closeout of the Governor's Discretionary grant for Veterans Assistance.** Ms Dunn referred to the Memorandum in the packet that stated the numbers reflected in the unsubsidized employment report from the JTA reports State system were incorrect. Ms Dunn stated in December 2008 OET had 13 participants in entered unsubsidized employment. She added the report in the agenda packet reflected only 6 participants entered unsubsidized employment. Ms. Dunn said there should be 16 placements and 23 new enrollments up to March 31, 2009. All participants currently enrolled as of the expiration of the veterans grant on March 31, 2009, have been transferred to the WIA Title I Adult and Dislocated Worker programs. Ms. Dunn stated OET did not enroll any new participants 35 days into the extension from September 30, 2008 to March 31, 2009 because the State EDD was late in approving the extension. Also during the same period only three participants were enrolled in training. Ms. Dunn said as a result of the late start OET's expenditures were minimal. OET applied for another extension but were denied. Ms. Dunn said 81 participants were enrolled in the grant. She referred to the State Summary of WIA Expenditures in the agenda packet to describe the total expenditures for admin, programs and cumulative expenditures for core, intensive and training services. Ms. Leffel asked Ms. Dunn the report reflects information from April 2007 to June 2009. Ms. Dunn said the grant was extended only up until March 31, 2009 and not June 30, 2009. Mr. Werner said money that was initially approved for the veterans grant extension that was awarded to OET was based on a statewide expenditure plan. The monies would have to be fully expended by June 2009 or be recaptured. The funds were from the Governor's 25% Discretionary funds that have a two-year life span. He added the recipients of this funding have to spend the money within the allotted timeframe. Also monies that are recaptured back into the general funds can be redistributed to other jurisdictions. In the case of OET with only 90days to spend the remaining funds the monies were recaptured and spent in Sacramento. Ms. Dunn said some of the veterans that were placed in unsubsidized employment are no longer working because the company has gone out of business. Mr. Bush recommended that partnerships should include additional support systems in place such as mental health agencies and trained professionals that provide on-going services to veterans that have PTSD or mental conditions that may be a barrier to employment. Ms. Leffel stated University of Berkeley offers a class only for veterans that are enrolled in school and have PTSD or mental health issues. The class meets once a week and staffed by trained professionals. Ms Leffel added that the program has helped many veterans work through and complete their coursework at the university. Ms. Dunn stated OET is working with the local colleges to establish a program similar to University of Berkeley. Ms. Leffel asked Ms. Dunn how much money was returned to the state. Ms. Dunn replied \$104,980. Mr. Werner stated the original extension gave OET the opportunity to spend \$103,00 over the three-month period. Ms Dunn stated she gave back more money than was originally provided because participants did not complete their training and the funds expended for their training were returned to OET.

**8. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2008-09.** Ms Esquerra stated the WIB reports would be reflective up to March 31, 2009 for all subcontractors. Ms. Esquerra referred to the expenditures and said the claims for Shoreline's Adult program are up to January 31, 2009. She added Turning Point's claims are up to February 28, 2009.

Arbor is doing very well with 99% of their expenditures for the 3<sup>rd</sup> quarter plan up to March 31, 2009. Shoreline is at 61% of their expenditures. Ms. Esquerra said Shoreline's last monitoring report included a corrective action plan to address their expenditure issue. She said in terms of the OJT expenditures for the 3<sup>rd</sup> quarter, Arbor is at 79% with three months remaining to spend the remaining balance. Shoreline is at 95% and Turning Point is at 63%. Ms Esquerra said the supportive services expenditures are based on need, Arbor spent 76%, Shoreline 77% and Turning Point 62%. Regarding staff salaries Arbor is over at 103%, Shoreline is at 59% and

Turning Point is at 89%. Ms Esquerra stated the Total Enrollments in the 3<sup>rd</sup> quarter was obtained directly from the subcontractors. Ms. Esquerra said OET is working with the State JTA system to resolve MIS issues regarding enrollments. Currently Arbor is at 77%, Shoreline 107% and Turning Point is at 88%. In terms of total OJT enrollments Arbor is at 64%. Arbor's recent monitoring report outlines the corrective action measures necessary to increase their OJT enrollments. Ms. Esquerra said Shoreline is doing very well at 100% and Turning Point is at 88% of their plan goal. Turning point's recent monitoring report outlines the corrective action plan to increase their OJT enrollments. Ms Esquerra referred to the exits and stated Arbor was at 200% of their 3<sup>rd</sup> quarter planned goal with 11 planned and 22 actual exits. Shoreline is doing well at 153% and Turning Point is at 73%. The entered employment statistics show that Arbor is at 100% of their planned goal at 14 of 14 participants, Shoreline is at 162% with 21 of 13 participants and Turning Point with 15 of 21 participants or 71%. Mr. Oprish asked how are the plan goals determined. Mr. Werner stated the goals are based on negotiated terms at the initiation of the contract year. Several things are required such as number of enrollments, number of placements from OJT contracts and number of unsubsidized employment. The return on investment is how the participants are being retained. Ms. Werner continued if more participants are retained in employment after the OJT the higher the percentage. Ms. Esquerra said the terms are negotiated at Department of Labor (DOL). Ms. Esquerra said WIB staff recently received program performance information for PY2007-2008. The outcomes were a rollup of all programs for Youth, Adult and Dislocated Worker to include the subcontractors. She added Monterey County passed all of their performance measures. All areas were above 100% except one area in the Dislocated Worker Retention Rate. The Dislocated Worker retention did exceed the 80% threshold to successfully pass the performance goal. Ms. Esquerra said the performance information provided was not made available yet, except through the State WIB Website. Ms. Leffel asked if there was a chance that Monterey County will not make their performance measures this year. Ms. Dunn replied, we don't know. The base wage file will be used to determine the outcomes by matching the placements with the information in the base wage file. Ms. Dunn said she has been working with Mr. Werner to resolve the issues with VOS and the JTA system. Mr. Werner stated the number of OJT contracts in the JTA system are inconsistent with the numbers from the subcontractors and OET MIS. Ms. Dunn said OET has served a thousand participants and there is no way they will go back and record detailed information on each of the participants. The soft exit process has replaced the old system of determining outcomes and it matches up with the base wage file and never goes back to the JTA system to create a positive exit. The entire state is in transition and it plans to put out an RFP until that is done the old system is still in use. Ms. Dunn said there was miscommunication among OET staff on how to report placements using different fields in VOS so the data could be moved up to the State JTA system. Ms. Esquerra asked Ms. Dunn will staff be provided information on how to correctly enter the data in VOS. Ms. Dunn replied the staff has been advised where to enter the information in VOS. Ms Esquerra stated that the subcontractors recently received user training on entering information into VOS through Geographical Solutions. Mr. Moore of Shoreline stated there still are glitches in the system when entering the information. Mr. Werner said people are aware what the issues are, staff has been working with the subcontractors, and we are making sure progress is being made or the issues that we can remedy have been identified and corrective action have been implemented. Ms. Leffel addressed the subcontractor and asked them if they were getting the support they needed. Mr. Moore said that through this transition the OET MIS staff Mr. Barker has become an expert at understanding the new VOS conversion. Ms. Leffel asked when VOS issues are being addressed by one agency that an email is sent out to all users informing them of the situation. Mr. Moore stated initially there were no emails sent out by Mr. Barker. However Shoreline's line staff and the other subcontractor's staff were in constant communication with Mr. Barker regarding VOS issues. Ms. Dunn said when Mr. Barker received information on issues regarding the VOS; he would send a email message to representatives of Geographical Solutions. Ms. Dunn now receives a copy of the email messages that are sent to Geographic Solutions. Ms. Leffel said that in the last minutes she recalled that all partners be present to discuss VOS issues. No representatives were present from Geographic Solutions. Ms. Esquerra said that the Geographical Solution staff would not be available because the company was upgrading to the version 10. Ms. Leffel replied with all the issues presented today regarding VOS, State JTA system and staff training she was concerned that the Stimulus money will impact how we do business in terms of fundamental reporting process being under control. Mr. Werner said staff would have to aggressively go after participants that are not reported on the base wage file and follow-up to obtain the placement data to effectively get credit for an outcome. He said OET would miss 6-7% of the participants if there were no tracking system in place. Ms. Dunn said in terms of additional OET staff she is looking for someone that has a collections background, or investigator. Someone who will take the records from base wage file and determine those who are not found in the file. She said those not found in the base wage file would be followed up on to determine if they are working. Experience will include knowledge of software and computer. Ms. Leffel was concerned that the OS agenda packet sent to the committee be timely and not sent 24 hours before the meeting. Ms. Leffel suggested the Oversight (OS) meeting be moved to another date so the information can be sent to the committee member within the allotted timeframe. Ms. Dunn said that OET's expenditure and enrollment information are reported to the State by the 20<sup>th</sup> of each month for the previous month. She recommended the Oversight Committee move their meeting dates one week after the 20<sup>th</sup> of each month to receive the previous months information. Ms. Sullivan suggested the Oversight meeting be moved to every other month. Mr. Werner said one of the problems is that the full Workforce Investment Board(WIB) is scheduled to meet on the first Wednesday of every alternate month. If the Oversight Committee's input is to be transferred over to the full WIB's agenda, moving the OS committee a week out to the 30<sup>th</sup> of each month would not allow sufficient time for the WIB to review the information received from the OS committee. Ms. Leffel was concerned that entire the WIB staff were at the meeting. Mr. Werner responded one member staffed the OS committee another staff was responsible for reporting and the two other analysts were new hires and part of their training is to understand each subcommittee meeting of the full board until there is a clear understanding of how all portions of the workforce system interconnect. Mr. Werner stated that one of the reasons the information comes late to board is that the information comes late to staff. He stated he would comply with Ms. Leffel's request to notify all contributors to the agenda packets of the due date for information and cc Ms. Leffel on correspondence to those who continue to submit information late.

**9. Information: Discussion regarding the services and activities of Turning Points Adult Program for PY 2008-09.** Ms. Chavez acknowledged Mr. Bush and thanked him on their recent monitoring visit. Ms. Chavez reported as of April 1, 2009 enrollments are at 38 of 43 or 88%. It is anticipated that an additional 5 OJT's will commence before April 30, 2009 and bringing enrollments to 100%. In terms of Geographical enrollments Turning Point is at 71% in Salinas, in West at 19% of the plan 34%, North at 5% of the plan 9% and South 5% of the plan 14%. Mr. Chavez stated in term of Demographic enrollments they are at 5% of their plan 10% for Veterans, 5% of the plan 5% for Older Workers, 39% of the plan 20% for HS Dropouts, 76% of the plan 16% for Disabled, 0% of the plan 10% for Limited English, 100% of the plan 20% for Offenders and 50% of the plan 5% for Homeless. Turning Point's Average hourly rate is \$10.94. Furthermore 58% of the OJT's are within the WIB's established industry specific clusters. Turning Point to use flyers and solicit door to door in their recruiting efforts to meet their established OJT goals in the North and South regions. Ms. Chavez said they have concentrated their outreach and recruitment on the East side to increase their Limited English enrollments. Turning Point has attended various workshops and job fairs distributing flyers in their out reach efforts in East Salinas areas like Closter Park, Hebron Heights. Ms Chavez said they increase their cold calling by 50% to increase their recruitment efforts. Each staff was assigned 50 phone calls each a day. Turning Point is establishing a partnership with OET with the CALGRIP grant in targeting high-risk youth 18-24 years old to reduce gang violence. Turning Point is conducting their orientations in English and Spanish to target the Limited English population to increase their enrollment efforts for Limited English.

**10. Information: Discussion regarding the services and activities of Arbor's Adult Program for PY 2008-09.** Ms. Concepcion reported that Arbor was behind on their enrollments currently at 33. The plan goal was 43 enrollments. Arbor has 21 OJT's at an average wage of \$10.70. Ms. Concepcion acknowledged WIB staff for allowing Arbor to enroll additional OJT's in the month of April that do not exceed an 8week duration. The Geographic enrollments are the same as reported earlier by WIB staff. Ms. Concepcion said Arbor's outreach and recruitment efforts to new employers include direct mailing and phone contacts to inform the employers on Arbor services. Other recruitment efforts included cold calling and mail-out of flyers. Also their cooperate headquarters provided training and marketing ideas to Arbor staff on how to contact employers and increase their enrollments. Ms Leffel asked for a explanation regarding Arbor's notification by WIB staff of a proposed modification of their program operating plan which would allow them to continue to write OJT contracts through the month of April. Mr. Werner stated that like turning Point, Arbor was under enrolled and WIB staff wanted to afford Arbor the ability to write OJT contract for a period of no more that eight weeks so that the participants could be exited no later than June 30, 3009. Under enrollment data was reviewed for Arbor in late March and early April and Arbor was notified on or about April 4, 2009 that they would be granted this additional flexibility. Mr. Oprish asked why Shoreline and Turning Point were doing well in West region and Arbor was having difficulty in the area. Ms Concepcion replied Arbor receives only applicants seeking information in that area and they did not pursue enrollment into Arbor's program.

**11. Information: Discussion regarding the services and activities of Shoreline's Adult Program for PY2008-09** Mr. Moore stated Shoreline met their contract goal at 100% (28 of 28 OJT contracts). The average OJT wage was \$11. 84 per participant. Mr. Moore said Shoreline would be anticipating an 82% employment rate. He said Shoreline participated in a partnership meeting between OET, Shoreline, WIB staff, Turning Point and Arbor staff. The meeting was very productive with sharing of information such as job leads and best practices. Shoreline participated in a job fair with EDD, Department of Social and Employment Services, and OET. The job fair had a record number of attendees with approximately 2000 people in attendance. However there was a 50% reduction on the number of employers at the fair. Mr. Moore addressed the findings that were identified in Shorelines recent fiscal monitoring. He said Shoreline is revising their fiscal operation by creating a separate accounting department for vocation training. The department will be located at their newly established One-Stop facility in San Luis Obispo. The timeline for the start of the program will be June 1, 2009. Mr. Werner asked Mr. Moore when would Shoreline complete the submission of outstanding claims. Mr. Moore replied the February 2009 claim has been forwarded to OET fiscal and the March claim will be forwarded by the end of the fiscal year.

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

Mr. Moore said the State terminated the CNA grant on March 31, 2009. He thanked the WIB Board for providing additional funds to continue the program until the end of the fiscal year June 30, 2009. Shoreline provided WIB staff with a new Statement of Work and budget. The extension allowed necessary job placement and supportive services such as provisions of tuition and state examination fees were continued without a break in service. As of March 30, 2009, 82 participants were enrolled in the program or 85% of the grant Scope of Services planned enrollment goals. Mr. Moore said shoreline would recruit and enroll 15 CNA participants for the Soledad Adult School's May 2009 Training Cohort. Prior to the March 2009 termination 10 additional students were recruited to participate in scheduled courses at Monterey and Pacific Grove Adult Schools. He said Shoreline would provide services to a combined 96 CNA students in Monterey County by June 30, 2009. He added 22 participants have been placed. One of the placements was with Mee Memorial Hospital.

**ANNOUNCEMENTS OF EVENTS OR SERVICES:**

- Ms. Sullivan announced that the Alliance on Aging recently received stimulus funds. Ms. Sullivan said she is responsible for the Alliance On Aging Senior Employment Program and they are recruiting for 9 enrollments to be placed into green jobs through public sector non-profit organizations.
- Ms. Dunn recommended Ms. Sullivan contact Mr. Thomas at the Bread Box in Salinas who is involved in green construction projects.

- Ms. Leffel is working with the Fire Marshall to discuss the strict fire code restrictions that limit construction in Monterey County and in opposition to state regulations. Another issue is regarding alternative energy concerning wind power and endangered species such as the Condors.
- Ms Leffel said in terms of solar green jobs there are only 5 solar permits issued a month in Monterey County.
- Ms. Leffel said she met with the Defense Institute Accounting Personnel located on Fort Ord. The organization may be hiring 27 Civil Service accountant positions.
- Ms. Leffel said MACBERI's Luncheon would meet May 1, 2009 at Hartnell College.
- Mr. Lara stated Laborer's United in Salinas have monthly block parties with outreach and employment opportunities for attendees. Mr. Lara is the point of contact.

**ADJOURNMENT:**

**Motion:** There was a motion to adjourn the meeting by Ms. Sullivan

**Second:** Mr. Davis

**Motion Passed Unanimously**

**Ms. Leffel adjourned the meeting at 10:50 AM**