

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Oversight Committee Meeting
 Thursday, February 11, 2010, 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
Jim Nakashima	Housing
Teresa Sullivan	Older Americans
Michael Oprish	Business
Cesar Lara	Labor
Al Davis	Community Based Organization
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Judith Profeta	Business
OTHERS PRESENT	REPRESENTING
Lynda Dunn	OET Deputy Director
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Harry Gamotan	OET
Chris Berthiaume	OET
Richard Arias	OET
Mary Concepcion	Arbor
Doug Orlando	State EDD
Vanessa Estrada	Shoreline
Manley Bush	WIB Staff
Yuri Dew	WIB Staff
Marleen Esquerra	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:41am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: Ms. Dunn provided the committee with a revised budget for Information Item #7.

PUBLIC COMMENT: Mr. Orlando commented that Information Item #3 is not a review.

BUSINESS MEETING:

1. Action: Approve the minutes of the January 14, 2010 Oversight Committee meeting.

Motion: Mr. Oprish moved to accept the minutes, as stated.

Second: Mr. Nakashima

Motion Passed Unanimously

2. Action: Approve the Final Monitoring Report for the Office for Employment Training Adult and Dislocated Worker program for PY 2008-09

Mr. Bush reviewed the final monitoring report as provided in the packet. He noted that there were 4 observations, 2 of which have been closed. In response, to Ms. Leffel's question Mr. Bush replied that OET did not respond to the report. Ms. Bush then reviewed the monitoring process with the committee. Ms. Leffel asked Ms. Dunn why there was no OET response; she replied that one of the findings was based on a missing case file, which has led to discussion with the HR department making the issue personnel related and prohibited from comment. She continued saying that one of the finding was a result of an outdated 2003 jobs search assistance policy. She commented that OET plans to draft a new policy. Ms. Dunn added that WIB policy has a broader scope for supportive services than does OET. In response, to Mr. Nakashima's question, Ms. Dunn replied that she replied to WIB staff verbally. Mr. Nakashima followed up by commenting on the importance of adhering to establish policy and procedure. Mr. Lara stated that he did not feel comfortable approving the action since the findings have not been closed. Ms. Sullivan asked if the monitoring of OET and the subcontractors is the same. Mr. Bush replied that the same guidelines are followed. He added that the monitoring of OET can take place over for two fiscal years. Ms. Flinn commented that the WIB has an annual plan for OET and that is what the monitoring is based on. Mr. Orlando commented that the monitoring is a review of the system, the next step is to correct any observations and it is not an audit. Ms. Sullivan asked if coding of the case notes resulted in a finding. Ms. Dunn replied that the coding done by OET captures statistics. Ms. Dunn added that the increase in need has led OET to change the way it works. She added that a verbal

response to the finding was given. Ms. Leffel recommends that an independent agent be hired to work with OET and WIB staff to insure proper communication among the two. Ms. Leffel expressed her frustrations at the lack of communication between WIB staff and OET. Ms. Leffel requested that at the next Oversight Committee meeting WIB staff include a discussion on the 2003 policy that Ms. Dunn found to be outdated.

Motion: Mr. Davis moved to approve the action, as stated.

Second: Mr. Oprish

Oppose: Mr. Lara

Motion Passed Unanimously

3. Information: Discussion regarding review of Work Experience and On-the-Job-Training Activities

Mr. Orlando stated that when he attends MCWIB meetings it is not to perform a review; he is trying to understand what is going on locally. Mr. Orlando advised the committee to take or continue their independent action and not rely on an official report from EDD. He added that his goal is to advise the management team, providing technical assistance as needed or requested. Ms. Dunn commented that the state monitoring begins March 15, 2010. Ms. Lara asked Ms. Dunn if the Adult Program had been suspended she replied that staff has been given two weeks to review their files and make sure that everything is up to date. Ms. Flinn stated that she is developing a work plan to improve the local monitoring program. She added that she is researching the possibility of hiring a consultant to assist WIB staff and OET.

4. Information: Discuss and review the WIB monitoring schedule for PY2009-10 and invitation to Oversight Committee members to assist WIB staff in compliance monitoring

Ms. Bush reviewed the monitoring schedule. He invited the committee members to join him. He added that he will email the dates to the committee. Ms. Flinn suggested the invitation be extended to all WIB members. The committee agreed.

5. Information: Discussion regarding implementation of the Monterey County Business Council WorkKeys program

Ms. Leffel reported that the WorkKeys program has generated 341 certificates. She added that Santa Cruz and San Benito Counties will be joining the consortium. She added that the Monterey and Salinas adults' schools as well as Hartnell will be sites. She continued to say that WORK2FUTURE will not release any monies for work experience until participants take the assessments. Ms. Leffel requested a meeting with Mr. Berthiaume.

6. Information: Presentation of MIS and Fiscal reports for WIA Title I Adult Subcontractors for PY 2009-10.

Ms. Esquerra reviewed the reports. She added that she has met with Arbor and Turning Point to discuss job development and new outreach strategies. She added that she advised them to contact OET to share job orders.

7. Information: Review of the LWIA Budget and One-Stop Operational Costs for PY2008-09 and PY2009-10

Ms. Dunn reviewed the budget as provided in the handout. She added that she plans to request a transfer of funds from Dislocated Worker to Adult at the next Planning Committee meeting. She stated that OET is reviewing North County since they have not been able to meet their goal; they are working on how to better serve this population. She added that Santa Cruz County is able to serve the residents of Monterey County. Ms. Flinn added that she has made a request to receive information on the number of Monterey County residents served by Santa Cruz County.

8. Information: Discussion regarding the services and activities of Shoreline's Adult Program for PY 2009-10.

Mr. Moore reviewed the report; he commented that Shoreline has achieved their contract goal. Mr. Moore thanked Ms. Estrada for recruiting employers and participants, helping Shoreline meet their contract goal.

9. Information: Discussion regarding the services and activities of Arbor's Adult Program for PY 2009-10.

Ms. Concepcion reviewed the report. She continued to say that Arbor is working with WIB staff to come up with new outreach strategies. In response to Ms. Leffel's question, Ms. Concepcion replied that she has 2 full time employees.

10. Information: Discussion regarding the services and activities of Turning Point's Adult Program for PY 2009-10.

Ms. Chavez reviewed the report. Ms. Chavez added that will start offering part-time OJT's. She added that they are also working with WIB staff on new outreach strategies.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms. Flinn announced the opening of the Day Reporting Center; she added that they have an employment program in which we can share resources. She continued to say that they will also implement WorkKeys.

ADJOURNMENT:

Motion: There was a motion to adjourn the meeting by Mr. Nakashima

Second: Mr. Davis

Ms. Leffel adjourned the meeting at 10: 15