

**ADOPTED**  
**Monterey County Workforce Investment Board**  
**OVERSIGHT COMMITTEE**  
Friday, February 24, 2012, 8:30AM  
Shoreline Conference Room, 249 10<sup>th</sup> Street, Marina, CA

**Members Present:** Mary Ann Leffel (Chair), Al Davis, Dr. Phoebe Helm, Larry Silva (via teleconference), Teresa Sullivan and Brian Turlington

**Members Absent:** Cesar Lara (excused) and Judith Profeta (excused)

**Staff Present:** Jim Cook (Director, Economic Development Department), Joyce Aldrich (WIB Consultant), Marleen Esquerra (WIB Staff) and Flor Galvan (WIB Staff)

**Others:** Rod Powell (OET), Bertha Gonzalez (OET), Rosie Chavez (Turning Point), Vanessa Estrada (Shoreline), Lorena Garcia (Shoreline), Karin Locke (individual)

**CALL TO ORDER/INTRODUCTIONS:** Ms. Leffel called the meeting to order at 8:39am. She welcomed those in attendance and called for introductions. A quorum was established.

**CHANGES TO AGENDA:** For information item #1, Ms. Vanessa Estrada plans to report out on Shoreline's program on behalf of Mr. Wil Moore.

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

**C-1: Approve the minutes of the November 10, 2011 Oversight Committee meeting.**

Ms. Leffel pulled items C-2 and C-3 and stated that information items for review should not be listed under consent.

**Motion to approve the Consent Calendar with the exception of items C-2 and C-3:** Mr. Turlington

**Second:** Mr. Davis

**Motion Passed Unanimously**

**Item C-2: Review the status of Monterey County WIB and Youth Council member attendance for program year 2011-12.** Ms. Esquerra reported on the members who have not met the minimum 40% meeting attendance requirements in accordance with the WIB Bylaws. WIB and Youth Council members unable to meet the attendance requirement, due to scheduling constraints, will be sent a correspondence requesting a letter of resignation. Mr. Silva requested that WIB staff review and update his attendance based on his excused absences.

**Item C-3: Review the Oversight Committee meeting schedule for 2012.**

The members reviewed the occurrence of Oversight Committee meetings held on the 2nd Thursday of each month at 8:30am. Future meetings will be held at the Shoreline Conference Center in Marina, unless otherwise noticed. Due to a scheduling conflict, the members requested to move the Thursday, March 8, 2012 meeting to Wednesday, March 7, 2012.

**BUSINESS MEETING:**

- 1. Information: Receive a report on the services and activities of Shoreline's Adult Program for PY 2011-12.** Ms. Estrada reported as of January 31, 2012, 41 (70%) out of 58 planned participants have been enrolled. Shoreline's on-the-job training (OJT) and individual training accounts (ITA) enrollments are at 29 (100%) of their monthly plan. Twelve enrollments were directly placed in medical, custodial, housekeeping and warehouse related positions with an average hourly wage of \$10.81.
- 2. Information: Receive a report on the services and activities of Turning Point's Adult Program for PY 2011-12.** Ms. Chavez reported as of February 2012, 40 (93%) out of 43 planned participants have been enrolled. Turning Point's OJT/ITA enrollments are at 38 (158%) of their monthly plan. Two were directly

placed in hospitality and construction related positions with an average hourly wage of \$11.29. Ms. Chavez stated this is the first year Turning Point has met their target geographical enrollment goal for South County due to their collaborative efforts with the Center for Employment Training. Turning Point hopes to continue their partnership to meet their goals. For future reporting, Ms. Leffel requested that all program operators include a list of the types of positions the participants were placed in. In addition, Ms. Leffel requested that WIB staff add to the agenda the top 5 unfilled professions throughout Monterey County.

- 3. Information: Receive a report on the services and activities of the Office for Employment Training Program for PY 2011-12.** Mr. Powell informed the committee that OET's programs differentiate from the subcontractors related to carry-in enrollments. Mr. Powell reported that OET's Dislocated Worker (DW) and adult carry-in enrollments are less than projected at 126 (42%) of 300 for DW and 99 (40%) of 250 for adults. These less than projected numbers reduced the overall number of planned participants. OET's report highlighted the geographic areas served and the expenditures to date. The committee questioned the expenditure detail and plan vs. actual enrollments. The members recommended that WIB staff work with OET to revise OET's programs report to include explanations where there are overages and where OET is not meeting their planned expenditure and enrollment goals.
- 4. Action #4: Review the Monterey County WIB local monitoring log and status of monitoring activities and direct WIB staff to meet with the Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues.** Ms. Esquerra reported on Monterey County's local monitoring log showing all monitoring items that are open and need resolution. The members recommended that WIB staff work with OET to design a plan to ensure all recommendations indicated in the report are implemented and resolved. Ms. Esquerra reported that WIB staff is in the process of monitoring Shoreline and OET's programs. Ms. Leffel asked Ms. Esquerra to send an invitation to the committee to attend the monitoring.  
**Motion:** Ms. Helm motioned to accept the action as stated.  
**Second:** Mr. Turlington  
**Motion Passed Unanimously**
- 5. Action #5: Review the State and Federal monitoring log and status of monitoring activities and direct WIB staff to meet with Office for Employment Training to ensure corrective actions are being implemented to resolve outstanding issues.** Ms. Aldrich explained that the State and federal monitoring log shows outstanding items under ARRA and WIA from program years (PY) 2009-10 and 2010-11 as well as future monitoring scheduled for PY 2011-12. In regards to the first two reports noted in the log, the State EDD's Audit and Review Division notified DSES concerning the results of their findings. The audit concluded there were areas of deficiency concerning training costs charged to WIA and ARRA, OET's policies and procedures for providing placements into work experience and on-the-job training and terminal leave payments charged to WIA. DSES responded to the audit by requesting an appeal. The State also performed a review of DSES' WIA and ARRA fiscal and procurement procedures and the Youth program and recommended corrective action to a number of findings. DSES provided responses to the State concerning both reports and staff are awaiting final reports from EDD.  
**Motion:** Ms. Helm motioned to accept the action as stated.  
**Second:** Ms. Sullivan  
**Motion Passed Unanimously**
- 6. Action#6: Review the State's final local area performance outcomes and consider requesting the Office for Employment Training to work with WIB staff to prepare an analysis for the Oversight Committee to consider on the possibility of increasing the number of people who found unsubsidized jobs after exit.** Ms. Esquerra reported on Monterey County's performance outcomes for 2010-11 that includes the number of participants served and the overall success rate measured by the State. Monterey County is required to perform at 80% or above and did very well overall in all areas with the exception of the Employment Retention Rate. Ms. Esquerra stated that WIB staff plan to work with the program operators to develop an analysis to determine where program operators can increase the percentages as a system. Ms. Aldrich informed the committee that although the percentages are high, if we are below the 100% goal, we can struggle to obtain grant funding for not meeting high performance locally. It is essential that Monterey County's mark be at 100% on all levels so we can be eligible especially in consideration of Senate Bill 776 that states we must be considered as a high performing local workforce investment area to be eligible for future discretionary dollars.

**Motion to amend Action #6 to state, “Approve WIB Staff to review the final local area performance outcomes and work with all subcontractors to prepare an analysis to consider how they will increase the number of people who found unsubsidized jobs after exit”:**

**Motion:** Ms. Sullivan motioned to accept the amended action.

**Second:** Ms. Helm

**Motion Passed Unanimously**

- 7. Action#7: Receive a report on the statewide California Workforce Services Network (CWSN) case management and reporting system and endorse a training plan for implementing the system.** Ms. Esquerra reported on the State’s new California Workforce Services Network (CWSN) case management system going live on July 2, 2012. The system will capture enrollment and service data. WIB staff plan to partner with OET to provide the training locally to all Monterey County WIA program operators. The CWSN system is intended to replace and combine the State’s Job Training Automation system, CalJOBS, Wagner-Peyser and existing Virtual One Stop (VOS) system data allowing for one case management system to be utilized at a local level. WIB staff is required to submit a functional training plan that details what is needed for the system to be successful. The plan includes a proposed training schedule with a list of trainees. The CWSN system will help to streamline processes, allow staff to report on “real time” data, and combine data into one participant record that will assist with avoiding duplication of information. DSES and other agencies that serve dislocated workers will be able to verify candidates receiving UI benefits for WIA eligibility purposes. All users must be trained by June 22, 2012. Ms. Leffel stated that she had the opportunity to preview the CWSN system and is very pleased. She recommended that the full WIB observe a demonstration of the system and stressed the importance of staff becoming proficient with the system.

**Motion to amend Action #7 to state, “Endorse the training plan for implementing the California Workforce Services Network Case Management and Reporting system”:**

**Motion:** Ms. Sullivan motioned to accept the amended action.

**Second:** Mr. Turlington

**Motion Passed Unanimously**

- 8. Action#8: Consider the development of an Oversight Committee workshop that is geared towards building a fundamental understanding of WIA programs and Oversight responsibilities.** Ms. Aldrich recommended the Oversight Committee members attend a workshop following the regularly scheduled meeting on April 12, 2012. The workshop is intended to explain the roles and responsibilities of the Oversight Committee, discuss strategic planning priorities concerning training (SB734), future requests for proposals and contracts, budget, finance and performance accountability of the overall workforce system.

**Motion to amend Action #8 to state, “Approve a workshop for the Oversight Committee scheduled on April 12, 2012 from 9:30 to Noon”:**

**Motion:** Ms. Helm motioned to accept the amended action.

**Second:** Mr. Turlington

**Motion Passed Unanimously**

**ANNOUNCEMENTS:** None

**ADJOURN:** Ms. Leffel motioned to adjourn the meeting at 10:14am.

**Motion:** Mr. Silva motioned to accept the motion as stated.

**Second:** Ms. Sullivan