



# SPECIAL PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)  
**EXECUTIVE COMMITTEE**  
Shoreline Workforce Development Center Conference Room  
249 10<sup>th</sup> Street Marina, CA 93933  
Friday May 20, 2011  
8:00 a.m.

Erik Cushman,  
*WIB Chair*

Joanne Webster,  
*WIB 1<sup>st</sup> Vice Chair*

Anthony Aniello,  
*WIB 2<sup>nd</sup> Vice Chair*

David Bernahl, II,  
*WIB Past Chair*

## Executive Committee Members:

Erik Cushman, *Chair*

Anthony Aniello  
David Bernahl, II  
Diana Carillo  
Cesar Lara  
Mary Ann Leffel  
Dave Potter  
Robert Weakley  
Joanne Webster

Monterey County  
Workforce Investment  
Board (WIB)

Loyanne Flinn,  
*Acting Executive Director*

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## AGENDA

### CALL TO ORDER/INTRODUCTIONS

Erik Cushman, Chair

### CHANGES TO THE AGENDA

**PUBLIC COMMENT** – For items not listed on the agenda. Limited to 3 min.

### BUSINESS MEETING

### APPOINTMENTS & RESIGNATIONS

### BUSINESS MEETING

- |   |                                     |
|---|-------------------------------------|
| <b>1. Action:</b> Consider and approve the March 29, 2011 Request for Proposal (RFP) Evaluation Team funding recommendations for WIA Title I Adult services totaling \$630,000 and WIA Title I Youth services totaling \$327,600. <i>(See attached)</i> | Anthony Aniello<br>Marleen Esquerra |
| <b>2. Action:</b> Consider and approve the Draft WIB Local Plan Modification for Program Year (PY) 2011-12. <i>(See attached)</i>   | Loyanne Flinn                       |
| <b>3. Action:</b> Consider and approve the transfer of WIA Title I formula funds from Dislocated Worker to Adult programs in the amount of \$750,000 for PY 2010-11. <i>(See attached)</i>  | Loyanne Flinn                       |
| <b>4. Action:</b> Consider and approve WIB Policy #2011-04 – Individual Training Accounts. <i>(See attached)</i>  | Marleen Esquerra                    |

### ANNOUNCEMENTS OF EVENTS OR SERVICES

Erik Cushman

#### Upcoming Executive Committee Meetings:

- June 15, 2011, 8am, Marina Public Library
- July 20, 2011, 8am, Location TBD

#### Upcoming WIB Meetings:

- June 1, 2011, 7:30am, Location TBD
- August 3, 2011, 7:30am, Location TBD

### ADJOURN

Erik Cushman

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. To request information, please contact the Monterey County Workforce Investment Board staff at (831) 796-3313 or visit our website at [www.montereycountywib.org](http://www.montereycountywib.org).

# ACTION 1

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## MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR  
**SUBJECT:** CONSIDER AND APPROVE THE MARCH 29, 2011 REQUEST FOR PROPOSAL (RFP) EVALUATION PANEL FUNDING RECOMMENDATIONS FOR WIA TITLE I ADULT SERVICES TOTALING \$630,000 AND WIA TITLE I YOUTH SERVICES TOTALING \$327,600  
**DATE:** MAY 20, 2011

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### RECOMMENDATION:

1. It is recommended that the Executive Committee consider and approve the March 29, 2011 Request for Proposal (RFP) Evaluation Panel funding recommendations of up to \$327,600 for WIA Youth Services and up to \$630,000 for Workforce Investment Act (WIA) Adult Services for Program Year (PY) 2011-12 to the successful bidders as follows:

<b>YOUTH Successful Bidders</b>	<b><i>Net Contract Requested</i></b>	<b><i>Proposed # of Enrollments</i></b>	<b>Total Funding Recommended</b>	<b>Min. # of Enrollments</b>
Turning Point	\$468,000	189	\$170,352	68
Santa Cruz Office of Ed.	\$468,000	189	\$157,248	64
<b>Total</b>			<b>\$327,600</b>	<b>132</b>

<b>ADULT Successful Bidders</b>	<b><i>Net Contract Requested</i></b>	<b><i>Proposed # of Enrollments</i></b>	<b>Total Funding Recommended</b>	<b>Min. # of Enrollments</b>
Shoreline	\$900,000	264	\$327,600	96
Turning Point	\$900,000	264	\$302,400	89
<b>Total</b>			<b>\$630,000</b>	<b>185</b>

2. Approve WIB staff to enter into contract negotiations with the successful bidders for a contract year beginning July 1, 2011 and ending June 30, 2012 for the respective funding amounts recommended, with the WIB's option to extend the contracts annually, for a maximum of two subsequent years based on funds available and on the subcontractor's performance.

### SUMMARY:

The WIA created the One-Stop Career Center system and requires at least one comprehensive One-Stop Career Center where employment and training providers come together under one roof to provide seamless and coordinated services to job seekers and employers. WIA also allows arrangements to supplement the comprehensive center(s) including specialized centers that address specific needs.

# ACTION 1

Therefore, the Monterey County WIB is allowed to seek proposals, through a competitive process, from employment and training partners with specialized expertise and access to meet specific demographic and geographic needs in order to supplement and compliment the One-Stop system. These partners along with the comprehensive center and affiliated sites form a collaborative community-based One-Stop Career Center system.

In January 2011, the WIB's Executive Committee approved the development of a Youth RFP (#10285) and Adult RFP (#10286) for the contract Program Year beginning July 1, 2011. The RFP's stated that up to \$468,000 was available for WIA Youth funding and up to \$900,000 was available for WIA Adult funding. Anticipating reduced funding in Program Year (PY) 2011-12, it was recommended that the RFP evaluation panel, which is charged with evaluating the proposals responsiveness to the goals identified in each of the RFPs, rank the proposals and identify the funding amounts up to 70% of the maximum identified in each RFP. To clarify, based on the merit of each type of program; the evaluation panel was told to identify funding for up to \$327,600 for the Youth programs and identify funding for up to \$630,000 for the Adult programs.

RFP evaluations conducted by the evaluation panel resulted in the recommendation of two (2) Adult bidders and two (2) Youth bidders as summarized in the chart mentioned on page one of this report.

## **DISCUSSION:**

The Youth and Adult RFPs were released to the public on February 17, 2011 with a closing date of March 17, 2011. Three (3) Youth proposals and three (3) Adult proposals were received by the submission deadline. All proposals were delivered to the Contracts and Purchasing offices and no proposals were submitted late.

WIB staff, in order to determine the Pass/Fail standing portion of the evaluation criteria, reviewed all proposals for compliance with the submission requirements. All proposals passed this section and were then distributed to the evaluation panel on March 18, 2011 for their reading and evaluation. On May 29, 2011 the evaluation panel convened to interview bidders, score proposals, and develop funding recommendations. Interviews were conducted in ten (10) minute intervals, using a set of prescriptive questions, and the evaluation panel was provided the opportunity to ask additional follow up questions. WIB staff assisted the evaluation panel during this process and provided panel members with a quantitative and comparative analysis of the proposed performance, amounts requested, and a cost analysis of each bid submitted. The evaluation panel scored each proposal based on bidder interviews, a thorough review of the bids and comparative cost and performance evaluation. During this comprehensive process, the evaluation panel, supported by WIB staff, thoroughly discussed the scores and merits of each proposal submitted. This process has resulted in the recommendations contained in this report.

## **Ranking of Youth Proposals:**

All members of the evaluation panel unanimously ranked Turning Point higher than the next successful proposer Santa Cruz County Office of Education. Finally, all ranked the Santa Cruz Office of Education higher than the Office for Employment Training proposal. Due to the reduction in funding and results of the overall scoring, the evaluation panel unanimously approved and recommended funding the top two

# ACTION 1

proposals representing Turning Point and the Santa Cruz County Office of Education up to 70% of the maximum amount identified in the RFP. Therefore, Turning Point is recommended to receive \$170,352 and the Santa Cruz County Office of Education is recommended to receive \$157,248.

## **Ranking of Adult Proposals:**

All members of the evaluation panel unanimously ranked Shoreline higher than the next successful proposer Turning Point. Finally, all ranked Turning Point higher than the Office for Employment Training proposal. Due to the reduction in funding and results of the overall scoring, the evaluation panel unanimously approved and recommended funding the top two proposals representing Shoreline and Turning Point, up to 70% of the maximum amount identified in the RFP. Therefore, Shoreline is recommended to receive \$327,600 and Turning Point is recommended to receive \$302,400.

## **FISCAL, PROGRAM, AND MANAGEMENT INFORMATION (MIS) ISSUES OR IMPACTS:**

This recommendation allocates funding for up to \$327,600 for WIA Youth subcontracts and funding for up to \$630,000 for WIA Adult subcontracts to the successful bidders.

The contract period would be for one-year, with the WIB's option to extend the contracts annually, for a maximum of two subsequent years based on funds available and on the subcontractor's performance. Should the Executive Committee approve these recommendations, WIB staff recommends that the contracts start effective July 1, 2011 and end on June 30, 2012. The number of new youth participants to be served is at least 132 and the number of new adult participants to be served is a minimum of 185.

In May or June 2011, contract amounts will be negotiated by the Workforce Investment Board and forwarded for approval to the Board of Supervisors. Final and ultimate funding for the entire One-Stop Career Center System depends on federal, state and local budget allocations.



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Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst

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05/13/2011

Date

# ACTION 2

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## MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR  
**SUBJECT:** CONSIDER AND APPROVE THE DRAFT WIB LOCAL PLAN FOR PROGRAM YEAR 2011-12  
**DATE:** MAY 20, 2011

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**RECOMMENDATION:** It's recommended that the Executive Committee consider and approve the Draft WIB Local Plan for Program Year (PY) 2011-12.

**INFORMATION:** The State of California Employment Development Department (EDD) issued Draft Directive (WSDD-54) on April 7, 2011 with instructions requiring all local WIB's to submit modifications to their Local Plan for PY 2011-12. The Final EDD Directive (WSD10-15) with further guidance was released on May 13, 2011.

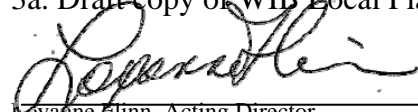
The Final EDD Directive states in order to address the issues most important to local areas and to better reflect current and future strategies, the State Board and EDD revised the Local Plan narrative forms and attachments. The intention of the new Local Plan guidance is to correspond more closely with local area planning and budgetary cycles. However, the EDD acknowledges that local areas have not received their PY 2011-12 WIA allotments or performance goals. Therefore, the EDD is not requiring local areas to submit budget plan summaries, participant plan summaries, grant recipient listings, and negotiated levels of performance with the June 30, 2011 submission of the PY 2011-12 Local Plan Modification. However, it's recommended that local areas prepare their local plans based on an estimated 13 percent reduction in WIA formula funds for PY 2011-12. Once the final PY 2011-12 allocations and performance goals are received, local areas are required to submit four copies of the entire Local Plan with signatures to the EDD.

**DISCUSSION:** The Local Plan for PY 2011-12 is due to the EDD no later than June 30, 2011. However, the EDD recognizes local approval of the plan may not be obtained by the due date because of the various schedule and approval processes of the WIB and Board of Supervisors. Therefore, an unsigned local plan modification may be submitted to the EDD by the due date with an explanation including a date by which the approved and signed plan modification shall be sent.

A required 30-day public comment period was initiated on Thursday, May 12, 2011. A draft version of the plan was posted on the WIB website with instructions to contact WIB staff with public comments. All public comments received will be included with the final plan upon submission to the Executive Committee on June 15, 2011 for approval and then forwarded to the subsequent full WIB and Board of Supervisors meetings for review and approval. Upon concurrence by the Board of Supervisors and signature by the WIB Chair, a signed copy of the plan shall be forwarded to the EDD.

**ATTACHMENT:**

3a. Draft copy of WIB Local Plan PY 2011-12.(19 pages)



Loyanne Flinn, Acting Director

Monterey County Workforce Investment Board

This report was written by: Marleen Esquerra, WIB Management Analyst

5/13/2011

Date

**Workforce Investment Act  
Local Plan Modification  
Program Year 2011-12  
(Narrative Forms)**

**Local Workforce Investment Area (LWIA):**

Name of LWIA Monterey County

Submitted on June 1, 2011 (submission date to State EDD)

Contact Person Loyanne Flinn, Acting WIB Executive Director

Contact Person's Phone Number (831) 759-6644  
AREA CODE PHONE NUMBER

July 2011

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## Workforce Investment Act (WIA) Strategic Local Plan PY 2011-12

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#### Attachments

V. Budget Plan Summaries.....	Forthcoming*
VI. Participant Plan Summaries .....	Forthcoming*
VII. Local Area Grant Recipient Listings .....	Forthcoming*
VIII. Negotiated Levels of Performance .....	Forthcoming*
IX. Copies of all MOUs .....	Forthcoming**
X. Public Comments of Disagreement .....	<i>TBD after public comment period closes.</i>
XI. Other Submittal(s): .....	Forthcoming**
▪ WIB policy #2011-03, Tiered Service Levels – Core, Intensive and Training Services	
▪ WIB policy #2011-04, Individual Training Accounts	
▪ WIB policy #2006-01, Veteran's Priority	
▪ One-Stop Operator MOU	
▪ WIB and One-Stop Partner MOUs	
▪ WIB Bylaws, amended	

\*The EDD acknowledges that local areas have not received their PY 2011-12 WIA allotments or performance goals. Therefore, the EDD is not requiring the local boards to submit budget plan summaries, participant plan summaries, local area grant recipient listings, and negotiated levels of performance with the June 1 submission of the PY 2011-12 Local Plan Modification. However, **once the PY 2011-12 allocations and performance goals are received, the local boards are required to submit four copies of each of these forms to the EDD.**

\*\*MOUs and other submittals are pending approval from the Monterey County WIB. Plans are underway to include the final documents with the June 1 submission of the PY 2011-12 Local Plan Modification to the EDD.

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## I. LOCAL PLAN NARRATIVE

### Local Plan Modification Questions

The Workforce Investment Act (WIA) gives states and Local Workforce Investment Areas (local areas) a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan should represent a collaborative process among the Chief Elected Official (CEO) and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. Additionally, the local plan should reflect the current and future strategies of the local area. Please respond to each question by describing and assessing your local area's current and future strategies and identifying steps to implement and improve your service level or actions as appropriate.

#### 1. Identify the workforce investment needs of businesses and job seekers in your local area. [WIA Section 118(b)(1)(a)]

**Businesses** need opportunities to communicate their recruitment and hiring challenges and to partner with the workforce investment system to save time and money. The Monterey County Workforce Investment Board (Monterey County WIB) in collaboration with its One-Stop Career Center delivery system (One-Stop) can help businesses by working with our training providers; we need businesses to help us identify whether there are some qualified applicants, just not enough capacity or whether there are gaps in academic and apprenticeship preparation. Our One-Stop delivery system can help businesses with recruitment fairs, applicant assessment and screening, and reimbursement for the extraordinary costs of on-the-job training.

**Small businesses** need our One-Stop to provide comprehensive services from helping customers to identify resources for entrepreneurship, self-employment and small business development to acting as their human resources department when they are ready to make their first and subsequent hires. All businesses benefit from reimbursement for the extraordinary costs of training a new employee that is available through an on-the-job-training contract.

**Job seekers** need timely labor market information and 24/7 access to employment and training tools such as the Virtual One-Stop (VOS) system. Disadvantaged adults and at-risk youth need more comprehensive services, including referral and coordination with community partners with expertise in addressing and overcoming barriers to employment. Dislocated workers need access to computers, in-depth assessments, job search and placement assistance, workshops and information to understand transferable skills and opportunities for training. In this competitive job market, job seekers benefit from on-the-job-training opportunities that lead to unsubsidized employment. For Monterey County, the unemployment rate was 12% for 2010 and in some sub-county areas it is consistently between 20-30%. The annual average of unemployed individuals for 2011 will be near 26,000.

Additionally, the Monterey County WIB has adopted the implementation of the Career Readiness Certificate that was initiated by the Monterey County Business

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Council (MCBC). This involves assessing prospective training participants using WorkKeys® assessments and providing Worldwide Interactive Network (WIN) remediation training tools. Both tools have proven to help businesses reduce turnover, increase return on investment (ROI) and improve productivity. WorkKeys assessments also assist employers with their current workforce to make reliable decisions about hiring, training, and program development needs.

## 2. What are the current and projected employment opportunities in your local area? [WIA Section 118(b)(1)(B) and California UI Code (CUIC) Sec 14221(a)]

**Industry projections** for total employment, which includes self-employment, unpaid family workers, private household workers, farm, and nonfarm employment is expected to reach 203,900 by 2018. This represents a gain of 16,100 jobs. Farm employment, which makes up about 23 percent of the county's total employment in 2008, is expected to grow by 13.2 percent. Approximately 11 percent of California's total farm employment is in Monterey County. Nonfarm employment, which makes up about 68 percent of total employment in 2008, is expected to grow by 6.9 percent. In Monterey County, approximately 74 percent or 6,600 jobs will be created in the following industry sectors: educational services, healthcare and social assistance and government. Although layoffs are occurring in two local major hospitals, the Monterey County WIB anticipates a hiring demand in both the healthcare and government industry sectors, according to the Employment Development Department's (EDD) labor market statistics.

**The fastest growing** nonfarm industry sectors, based on growth rate, are educational services, healthcare and social assistance (26 percent), government (9.9 percent), and wholesale trade (9.8 percent). The only other industry sector growing faster than the county's non-farm employment growth rate is leisure and hospitality (9.3 percent). The construction industry is expected to rebound during the projected period, but due to the large declines that occurred in 2009, this industry sector is not projected to create enough jobs to return to its 2008 employment level.

The **top 50 occupations** with the most job openings are projected to generate 41,300 total job openings, with approximately 66 percent of all job openings during the projection period. Seventy-eight percent of the occupations on the list require short to long-term on-the-job training and have median hourly wages ranging from \$8.97 to \$37.16. Eight of the top ten occupations on the list are concentrated in the healthcare field, due to growing demand in the healthcare industry.

## 3. Describe any significant changes in your local area resulting from the current economic downturn and any differences in the way services are being delivered. [Title 20 Code of Federal Regulations (Title 20 CFR) Part 661.355]

During the economic downturn, the One-Stop adopted the **integrated service delivery** model to serve disadvantaged adults and dislocated workers as the number served increased from 1,000 to 3,000. Of those individuals served, the types of services most received included job search, placement and referrals, career counseling, resume assistance, pre-employment skills, work experience, comprehensive career guidance, supportive services (i.e. clothing, transportation, child support, etc.), and the use of the One-Stop facilities.

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One of the ways that so many additional customers could be served was that adults who do not qualify as a Workforce Investment Act (WIA) eligible dislocated worker could receive core and intensive services as well as up to \$200 in supportive services before being determined income eligible according to Monterey County WIB policy #2011-03, entitled "Tiered Service Levels – Core, Intensive and Training Services". Anticipating reduced funding in Program Year (PY) 2011-12, the Monterey County WIB will need to review whether our One-Stop system can still support this policy or return to full income eligibility for all but core self-services in the One-Stop and with our community employment and training partners.

#### 4. How is your local area serving Unemployment Insurance claimants? How is your local area supporting workers receiving benefits under the Trade Adjustment Assistance program? [WIA Section 121(b)(1)(B)(xii)]

Our local area is participating in a **National Emergency Grant (NEG-OJT) project that serves long-term unemployed and unemployment insurance exhaustees** which focuses on on-the-job-training opportunities. We also continue to provide services to workers on unemployment utilizing our WIA dislocated worker formula funding. **Trade Adjustment Assistance (TAA) workers are served in the One-Stop** with WIA staff providing enrollment and in-depth assessment for each individual who qualifies prior to Employment Development Department (EDD) Workforce Services staff case managing the training. The majority of TAA services and benefits are provided by EDD Workforce Services staff.

#### 5. What programs and funding streams support service delivery through the One-Stop Career Center system? If applicable, what are the anticipated changes to those programs or funding streams? [WIA Section 121(b)(1)(B)]

The ultimate goal of the One-Stop delivery system is to provide a seamless integration of expanded services from as many agencies as necessary and to connect job seekers to valuable services. Programs and funding streams that support **service delivery through the One-Stop** include Workforce Investment Act (WIA) disadvantaged adult, dislocated worker and youth programs, EDD Wagner-Peyser, and CalWORKs employment services.

Services include the use of the One-Stop Employment Center and computers, job search workshops, information on training and education, referrals to partner agencies and resources and labor market information on growth industries in Monterey County.

Employment and training services are provided to a diverse spectrum of residents through a unique combination of comprehensive and satellite One-Stop Career Centers, as well as specialized programs provided by our 16 local partners and subcontractors.

Key elements for the integration of services include core, intensive and training services to be coordinated to avoid duplication and provide common intake procedures utilizing a shared case management system. Services are provided to support dislocated workers, job-seekers, individuals, businesses, economically disadvantaged youth and adults, and migrant seasonal farm workers.

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DSES's CalWORKs program is integrated into the One-Stop delivery system, and ongoing cross training is coordinated to increase the capacity of the One-Stop staff. The promotion and outreach efforts to job seekers, employed workers and the business community is coordinated in a comprehensive and focused program, which clearly establishes a seamless, integrated One-Stop delivery system.

Through the State's CalJOBS system, operated by EDD, each One-Stop Career Center allows the public access to computers to view job listings. The EDD staff at the One-Stop provides information regarding eligibility and the filing of unemployment insurance (UI) claims. UI claim filing is available through a centralized telephone, online and fax system at the One-Stop Career Center in Salinas to quickly link clients to information about UI programs and how to apply. EDD, as the recipient of Wagner-Peyser funds, provides universal access to employment services via a tiered delivery system that includes self-service, internet-based and staff-assisted services.

Additional programs that support our One-Stop service delivery system include:

**Business Solutions** – Through our One-Stop Business Services Unit, HR assistance is provided to employers to help them hire qualified employees and fill positions faster. Located inside the Monterey County One-Stop Career Center, this unit provides the tools and resources employers need for employment recruitments, business meetings, business expansion, consultations with our professional staff, as well as referrals to other One-Stop partner agencies.

**Disability Services Advocate** – The role of the advocate is to conduct outreach to the disabled community and organizations that serve individuals with disabilities, provide expertise and information on work incentives and employment programs, provide assistance on navigating through programs and employment services such as transportation and healthcare and serve as a resource throughout the One-Stop.

**JobLink Networking Sessions** – JobLink was created to provide job seekers an opportunity to meet and network with professionals, hear from a featured presenter about industry needs, learn about job openings, receive information on how to build effective resumes and cover letters, and many other benefits.

**KickStart Program** – This program is specifically designed to assist individuals who have been recently released from incarceration with learning how to look for, apply for, and successfully compete for employment in and around Monterey County. KickStart staff teaches job search skills and work to inspire positive attitude development. Participants learn about professional grooming, how to complete job applications, set goals, build resumes, and learn presentation skills.

**Small Business Development Centers (SBDC)** – The SBDC provides free of charge counseling to start up and existing businesses. Business workshops are conducted at the One-Stop Career Center.

**Veterans Collaborative** – A team of veteran collaborative partners, One-Stop partners and individuals who have been instrumental in bringing resource information and services to local veterans in Monterey County, helped to develop an

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online resource directory located at: [www.Help-4-Vets.com](http://www.Help-4-Vets.com). The goal of the online directory is to provide local veterans, their family and caregivers with information on services, resources and programs that are available to improve and enhance their quality of life.

A significant challenge to continuing our One-Stop Career Center service delivery partnership is that EDD has notified the Monterey County WIB that their staff may have to relocate due to Americans with Disabilities Act (ADA) compliance issues identified by the Office of the State Architect. If this issue cannot be resolved, service integration will be adversely affected. Other changes may be necessary due to funding reductions that will make it impossible to support the One-Stop infrastructure. Possible solutions being considered include co-locating with local community colleges or libraries.

**6. Are each of the required WIA partners included in your One-Stop delivery system? If a required partner is not involved, explain. [WIA Sec 117(b)(2)(A)]**

Yes.

**7. Describe how your local area's WIA funds are used to leverage other federal, state, local, and private resources. How do these coordinated resources lead to a more effective local system that expands the involvement of business, employers and individuals? [WIA Section 112(b)(10) and 121(c)(2)(A)(ii)]**

We work cooperatively with our local partners to **leverage other federal, state, local and private resources**. These partners include community colleges, libraries, and other employment and training partners. Examples include our \$500,000 Governor's Gang Reduction, Intervention and Prevention (CalGRIP) project that leveraged almost \$700,000 in local resources. Hartnell College received a Clean Energy grant for \$900,000 that provided mentorship, classroom training, certifications and credit to match our \$250,000 contribution to the project. We are also working collaboratively with Rancho Cielo Youth Campus who received a YouthBuild grant for \$1,099,977 to help prepare out-of-school youth for careers through hands-on construction training and high school completion and general educational development (GED) programs. The Monterey County WIB has provided a match contribution of \$240,000 over two years to support this project.

Temporary Assistance to Needy Families (TANF) emergency contingency funds (ECF) funding for \$2,795,923 was leveraged by the Office for Employment Training (OET) in partnership with the Department of Social and Employment Services (DSES) to develop a subsidized employment program to expand enrollments to serve needy families that meet the eligibility criteria of custodial and non custodial parents with income within the 200% of the federal poverty level guidelines. The program provided short-term subsidized employment to unemployed and under-employed residents as a resource for job preparedness and economic stimulus.

Also, OET partnered with the Monterey County Free Libraries and provided training to library staff on employment and training resources on the web and workshops for participants at library branches.

In Program Year 2010-11, the Monterey County WIB subcontracted 30% in WIA

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adult formula funding and 25% in WIA youth formula funding to build community collaborations that leverages funding from non-profits in our area.

**8. Describe and assess how the services provided by each of the One-Stop partners are coordinated and made available in your local One-Stop system. [WIA Section 118(b)(2) and Sec. 121 (c)(2) and CUI Section 14221 (a) and (b)]**

One-Stop employment and training services are provided to a diverse spectrum of residents through a unique combination of comprehensive and satellite One-Stop Career Centers as well as specialized programs provided by our 16 local partners and subcontractors. Three of the partners consist of the major stakeholders and investors of the One-Stop Career Centers. They include the Office for Employment Training (OET), Employment Development Department (EDD) and the Monterey County Department of Social and Employment Services (DSES) California Work Opportunity and Responsibility to Kids (CalWORKs) Employment Services (CWES).

Recognizing the need for a strong local workforce investment area, the Monterey County WIB negotiated Memorandums of Understanding (MOU) with all of the WIA One-Stop Career Center mandatory partners to ensure that all receive “equal stake” in the One-Stop Career Center system and actively participate as well as contribute resources. Additionally, the Monterey County WIB is actively working on ways to increase coordination with partner programs through customer satisfaction surveys, MOU reviews, and through workgroups, focus groups and committees that seek to increase community input and evaluation across the system.

Wagner-Peyser and WIA funded staff work in the employment center to provide coordinated services. Wagner-Peyser staff also provide services at our affiliate sites in our One-Stop system. Referrals are made to and from multiple One-Stop partners including: WIA (Adult, Dislocated Worker, Youth), Wagner-Peyser, Adult Education/Literacy, Rehabilitation, Welfare to Work, Older Workers, Post Secondary Vocational, Trade Adjustment Assistance (TAA), Migrant Seasonal Farm Worker, Veterans, Community Services Block Grant (CSBG) Employment & Training, Housing and Urban Development (HUD) Employment & Training, and Unemployment Insurance (UI) programs.

**9. Local boards are required to review and assess the eligibility of One-Stop operations annually. What criteria does your local board use to review One-Stop operator agreements in your local area? Include a copy of your local policy as an attachment to this document. [CUI Section 14206(d)]**

In accordance with an agreement reached by the Monterey County WIB and a consortium of mandatory partners, it was agreed that the local **One-Stop operator for the Monterey County One-Stop Career Center system, shall be made up of a consortium of three mandated partners.** The One-Stop operators include OET, EDD and DSES-CWES.

The criteria and the rationale for selection were agreed upon through the consortium of mandatory partners and the request to certify OET, EDD and DSES-CWES was approved by the Monterey County Board of Supervisors.

The Monterey County WIB approved an MOU with the One-Stop Operator

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consortium in 2011. Every subcontract and agreement is reviewed and audited on a yearly basis and the results are reported to the full WIB.

**10. Describe and assess how your local board ensures continuous improvement of eligible providers of services through the One-Stop system. How does your local board ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]**

The Monterey County WIB's Oversight Committee and Youth Council receive and review financial and performance data on all aspects of the One-Stop operations in an effort to ensure continuous improvement, measure the satisfaction of our local businesses and jobseekers, and to evaluate the successful investment of our resources. Members of the Oversight Committee and Youth Council, together with Monterey County WIB staff, take part in onsite monitoring of programs to evaluate employer and participant satisfaction. The results of these activities with emphasis placed upon participant outcomes and employer satisfaction are reported to the full WIB. As needed, corrective action and recommendations for improvement are made and followed up on a yearly basis by the Monterey County WIB staff in accordance with the Monterey County WIB's local monitoring practices and protocols.

In addition, a report on training completion, job placement, and training-related job placement is provided to One-Stop case managers, as appropriate.

**11. The State has been granted eight waivers through June 30, 2011, which directly affect how local areas may serve adults, dislocated workers, and incumbent workers. List each of the waivers your local area is currently using and describe how each waiver used has impacted the services provided to these customer groups. Indicate which waivers will be used in your local area in the future and how each is utilized. [WIA Sec 189(i)(4)(B) and WSD10-10]**

- **The waiver of the prohibition to use Individual Training Accounts (ITA) for older and out-of-school youth at Title 20 CFR 664.510.** *We are currently not utilizing this waiver.*
- **The waiver of the time limit on the period of initial eligibility of training providers at Title 20 CFR 663.530.** *Due to the relationships with local training providers, we plan to make use of this waiver.*
- **The waiver to permit the State to replace the performance measures at WIA Section 136(b) with the common measures.** *We support and have implemented the use of common measures.*
- **The waiver of WIA Section 134(a) to permit local areas to use a portion of local funds for IWT.** *We are currently not using this waiver, although we plan to use it in the future to provide training in chronic and senior care management and health information technology training.*
- **The waiver of the required 50 percent employer contribution for customized training at WIA Section 101(8)(C).** *We are currently not utilizing this waiver.*
- **The waiver of WIA Section 133(b)(4) to increase the allowable transfer amount between adult and dislocated worker funding streams allocated to**

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**a local area.** *We have used this waiver to adjust training and services to meet demand and expect to continue transferring 35-40% each year if needed.*

- **The waiver of WIA Section 101(31)(B) to increase the employer reimbursement for on-the-job training.** *Over the past two years, it was much more difficult to secure on-the-job-training opportunities with employers without significantly reducing their financial commitment. While this situation is expected to improve, we are increasing our commitment to work with small employers and will utilize this waiver extensively.*
- **The waiver of WIA Section 134(a)(1)(A) to permit a portion of the funds reserved for rapid response activities to be used for IWT.** *We are currently not using this waiver, although we plan to use it in the future to provide training in chronic and senior care management and health information technology training.*

**12. How does your local area administer Individual Training Accounts (ITA)? [WIA Section 134(d)(4)(G)] Include any limitations you impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the ITA process, describe the process you used to procure and justify these exceptions. In addition, include your local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]**

We provide ITAs based on customer assessment, interest and career counselor recommendation. There is a local limit of \$5,000. The maximum training time for an ITA is twelve (12) months. Exceptions are granted to exceed the amount cap of \$5,000 and or the duration cap of 12 months by the Deputy Director of OET.

**13. Sector strategies are state policies that promote regional partnerships of employers, educators, workforce developers, and other stakeholders that address the skills needs of critical industries in a region. The California Workforce Investment Board has adopted a sector strategies approach to assist local areas in developing their workforce solutions. Describe and assess your efforts to plan/implement sector strategies, develop regional partnerships, or target industries that are important in the local area or region. Describe what changes may be necessary to improve these regional strategies and partnerships. [CUIC Section 15001(a)(6)]**

In April 2009, the Monterey County WIB approved an MOU with the Workforce Collaborative of California's Central Coast consortium, which includes Monterey, San Luis Obispo, Santa Barbara and Ventura Counties. The purpose of the collaborative is to establish a cooperative and mutually beneficial relationship among the local WIB's to bring regional workforce funding opportunities to realization by aligning and leveraging WIA funds to improve the workforce systems on the Central Coast. The MOU has since been updated and now includes Santa Cruz and San Benito Counties.

We have experienced one great success with sector strategies and one great challenge. Our **great success was a six-county project on allied healthcare** workforce needs and opportunities that have been used by all the Workforce Collaborative partners to plan, implement and fund solutions. Our **big challenge**

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has been taking that same six-county success to other industry sectors. Sector data is not always available in the detail that is needed, and it is important to realize that each industry sector will almost certainly involve a large percentage of unique stakeholders.

## 14. Describe how your local board utilizes the principles of sector strategies to identify employer needs and guide training efforts to meet those needs. [CUIC Section 15001(a)(6)]

The Monterey County WIB is committed to promoting and supporting the development of **industry-focused sector partnerships** in our region consisting of employers, training and education providers, labor organizations, community organizations, and other key stakeholders to address the workforce needs of employers, and the educational needs of workers in a specific industry or industry cluster. We partner with our local **Monterey County Business Council's competitive clusters groups and with our community college employer advisory groups** rather than convene our own groups. The Monterey County WIB has supported a **Healthcare Advisory Roundtable (HART)** group for many years that has been instrumental in the success of our regional healthcare and allied health initiatives. We historically partner with San Benito and Santa Cruz counties and over the last year have accomplished a lot of data gathering and analysis to develop a six-county collaborative including San Luis Obispo, Santa Barbara and Ventura counties in sector work. We will continue with sector strategies because our employers and job seekers need us to have **data, industry-driven regional planning, and collaborative and borderless implementation.**

## 15. California's Green Collar Jobs Act of 2008 was passed to address the State's green economy and the increasing demand for a highly skilled and well-trained green collar workforce. How does your local area recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding? [CUIC Section 15000]

California's Green Collar Jobs Act of 2008 was passed to address the States green economy and the increasing demand for a highly skilled and well-trained green collar workforce. One focus of preparing workers for "green jobs" opportunities in Monterey County includes a partnership with Hartnell College, Cabrillo College and the WIB's of Monterey and Santa Cruz Counties to support the Monterey Bay Green Building/Pre-Apprenticeship Training Program, funded by the Department of Labor for a grant amount of over \$900,000. The region was selected because it combines and leverages infrastructure and funding resources that supports green industry growth, particularly in construction and solar energy.

Other partnerships to support investing in high-wage and high-growth jobs shall include the Building & Construction Trades Council of Monterey/Santa Cruz Counties. They are currently training in all of the latest green technology for green projects and are recognized as a vital source of information regarding green skills training related to reducing the carbon foot print in buildings construction and daily operation to managing storm water runoff. Members of this Council also serve on the Monterey County WIB's Construction Trades Training Roundtable (formerly Pre-Apprenticeship Advisory Committee) to receive feedback from professionals in the

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field and local businesses in an effort to coordinate the needs of these industries with the activities of the One-Stop.

In addition, we are fortunate to **partner with a strong community college collaborative that is focused on training and employment for the State's green economy**. We funded classes under the American Recovery and Reinvestment Act of 2009 (ARRA), and have provided match contribution for these projects so that the expertise and training is available to prepare workers for "green jobs".

## **16. What rapid response assistance is available to dislocated workers and employers? Who provides this assistance? [WIA Section 118(b)(4) and (5)]**

Rapid response assistance is provided by a team comprised of Wagner-Peyser and WIA funded staff from the One-Stop.

Our Rapid Response team provides information to companies with regard to any state or federal requirements or laws for notification, including the Worker Adjustment and Retraining Notification (WARN) Act.

As layoffs occur, our Rapid Response team arranges meetings with employers prior to the layoffs to allow employees access to services and programs that help them through the layoff. Workers may also be introduced and referred to many other programs that can help them through the transition.

Our Rapid Response teams provide employees and employers with information and services that include career counseling and job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, unemployment insurance, information about education and training opportunities, information on health benefits and pensions and many other services.

Our One-Stop Career Centers allow access to the use of computers, telephones, and fax machines for job searches; financial planning and stress management workshops; financial support for training; income support if jobs were lost due to foreign trade; and special services for veterans and adults with disabilities.

## **17. Layoff aversion activities are a critical component of rapid response. Please describe the layoff aversion activities your local board provides to businesses. [WIA Section 118(b)(4) and (5)]**

We funded a layoff aversion project with our local Monterey County Business Council and Small Business Development Centers that resulted in a better understanding of all of our roles and activities as well as increased opportunities to work together. Layoff aversion activities continue with our Rapid Response team in collaboration with partners.

## **18. Describe your area's eligible youth population and needs in general. Describe the partnerships and collaborations that provide services to the youth in your local area. What youth activities are available in your local area? Identify successful providers of such activities. [WIA Sec 118(b)(6), CUIC Sec 14221(g)]**

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The demographic characteristics of our eligible youth population includes 100% low income, 34% Food Stamp recipients, 22% Disabled and TANF recipients 16% offenders, and 10% limited English and Single Parent. We partner with our county Probation Department, CalWORKS, and non-profit employment and training providers in the community to provide specialized services and reach all geographic regions of the county. We have provided extraordinary summer youth employment programs for the last two years with a combination of WIA and non-WIA (TANF Emergency Contingency) public funds. We are currently working with the United Way and Boys and Girls Club to continue summer youth employment opportunities.

**19. Describe and assess your local area's delivery of services to people with disabilities. What partnerships and collaborations exist to provide services to this population? What training services and employment opportunities are available to this population in your local area? [WIA Sec 112(b)(17)(A)(iv), Sec 409]**

The Monterey County WIB supported a Disability Advisory Committee (DAC) for a number of years. Within the last two years, the DAC combined with the **Monterey County Committee for the Employment of People with Disabilities (MCCEPD)** to strengthen cooperation and impact. MCCEPD membership includes all the organizations and agencies that provide services to individuals with disabilities specific to employment and training services. We continue to use Disability Program Navigator (DPN) funding to support our disabled customers in the One-Stops.

**20. If your local area received funds to operate Project New Start to provide parolees support in seeking, securing and maintaining employment as they transition from prison to their home communities, describe and assess your service delivery and partnerships in serving this population group. Describe what changes in your local area may be necessary to improve the level of service. [WIA Section 134(d)(4)(G)(iv)(II, and IV) and Section 188(a)(5)]**

Although we are not using Project New Start funding to serve parolees, we are using WIA adult and dislocated worker formula funds to provide enhanced services through a project called **Project Kick Start**. This program provides outreach and accepts referrals from local probation, parole and public safety agencies and offers a comprehensive introduction to One-Stop services in coordination with other community partners. The program also includes multiple day workshops and job placement assistance. The Monterey County WIB plans to apply for New Start funding.

**21. Local areas must incorporate priority of service for veterans and eligible spouses in accordance with the provisions of Training and Employment Notice 15-10 (11/10/10). This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income individuals. Describe what programs and processes your local area is using to achieve these goals. [WIA Sec 112(b)(17)(B), WIA Sec 121(b)(1)(B)(1)]**

Priority of service for veterans and eligible spouses is incorporated into our application process in accordance with our local Monterey County WIB policy #2006-1, entitled "Veteran's Priority". The policy includes the requirements to ensure that WIA Title I adult and dislocated worker outreach efforts and written materials will

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implement a priority of service to veterans. Also, all subcontracts, memorandums of understanding and other service provision agreements must be administered in compliance with this Veterans' Priority policy.

Qualified veterans are provided universal access and priority of services at each One-Stop Career Center by EDD Workforce Services staff. One-Stop partners are encouraged to provide the same level of service priority. Customers who are veterans will be provided the full selection of services that includes intake, assessment, and enrollment in programs for qualified veterans. EDD's CalJOBS system includes a 24-hour Veteran's Priority hold to ensure that veterans will receive priority for Wagner-Peyser funded labor exchange services on all new and re-opened job orders. Veterans will be provided labor market information and options for accessing a variety of job listings.

Also, a team of veteran collaborative partners, One-Stop partners and individuals who have been instrumental in bringing resource information and services to local veterans in Monterey County, helped to develop an online resource directory located at: [www.Help-4-Vets.com](http://www.Help-4-Vets.com). The goal of the online directory is to provide local veterans, their family and caregivers with information on services, resources and programs that are available to improve and enhance their quality of life.

## **22. What role do Veterans Workforce Specialists and Veteran Employment Service Specialists have in the local One-Stop system? How do you ensure adherence to the legislative requirements for veterans' staff? [Title 38 United States Code Part III, Chapter 41 and Title 20 CFR Part 1001.120]**

Several years ago, the Monterey County WIB received a Veterans Employment-Related Assistance Program Grant for \$500,000 to provide innovative job training services; apprenticeships and internships to help veterans throughout Monterey County secure high-demand and high-wage jobs in the construction, healthcare and protective service industries. The grant maximized in-kind contributions of \$223,979 and formed a collaborative partnership with OET, the Veterans Transition Center, the Monterey County Military and Veterans Affairs Office, EDD and the State Department of Rehabilitation. Our One-Stop delivery system continues to serve veterans and build upon the partnerships developed as a result of this grant.

## **23. Describe and assess how you provide Wagner-Peyser Act services to the agricultural community. Specifically, how do you provide outreach, assessment and other services to migrant and seasonal farm workers, and services to employers? How do you provide appropriate services to this population in the One-Stop system? [Title 20 CFR 662.200(b)(1)(vi)]**

One-Stop services are available and provided to the migrant and seasonal farm worker community by both EDD Workforce Services and WIA staff in the employment center at the One-Stops. Customers are registered for core services and are either enrolled or referred to our local partners for services. Employer services are available and utilized by local migrant and seasonal farm worker employers and are often used for recruitment and hiring. EDD Workforce Services staff also reach out to the migrant and seasonal farm workers by going out to the fields, and visit community based organizations, employers and their housing camps

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to provide the information about available services at the One-Stop locations, since those clients often do not come into the One-Stop facilities.

We also coordinate with the Center for Employment Training (CET) and refer migrant and seasonal farm worker clients for hands-on skills training, support services and job placement. Other partners we coordinate with include the Agriculture and Land-Based Training Association (ALBA), who provides educational and business opportunities for farm workers and aspiring farmers to grow and sell crops grown on organic farms and El Pájaro Community Development Corporation (CDC) who promote micro-enterprise and small business development by supporting low-income and minority entrepreneurs by providing bi-lingual, bi-cultural business education and training, and professional consulting and technical assistance.

**24. Local areas may decide locally, based on their prior years' experiences that they will need to change their strategies in order to meet their performance goals. Discuss any strategic changes in your local area to meet performance goals. [Title 20 CFR Part 661.355]**

During the economic downturn, the One-Stop system adopted the **integrated service delivery** model for disadvantaged adults and dislocated workers to serve the dramatically increased number of individuals seeking employment and training services. Adapting performance strategies was a necessity as the number served increased from 1,000 to 3,000. Monterey County's percentages for entered and retained employment decreased from previous years' performance while the number of individuals achieving those performance measures increased by 100-300%. As the economy recovers and the number of job seekers in the One-Stop system increase, we plan to continue the integrated service delivery model and develop strategies to increase the percentages while maintaining the numbers served.

**25. Discuss any applicable changes to the local board structure (do not include changes to specific individuals on the board). Please attach a copy of your local bylaws that reflect these changes. [Title 20 CFR Part 661.355 and CUI Section 14202]**

The attached bylaws approved by the Monterey County WIB on April 6, 2011 and forwarded to the Board of Supervisors for approval include changes to the local board structure that **reduce the membership of the Monterey County WIB from 43 to 35**, by identifying opportunities where one entity can represent multiple mandated areas and reducing representation to the minimum required.

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## I. MEMORANDUM OF UNDERSTANDING

The WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in specific terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

The MOU must describe: [WIA Section 121(c)(1) and (2) and CUIIC Section 14230(d)]

- What services will be provided through the One-Stop system.
- How the costs of services and operating costs will be funded, including cost-sharing strategies. Please include any Resource Sharing Agreements.
- What methods will be used for referral of individuals between the One-Stop operator and partners.
- How long the MOU will be in effect.
- What procedures have been developed for amending the MOU.
- Other provisions consistent or as deemed necessary by the local board.
- The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.

## II. ASSURANCES

- A. The Local Workforce Investment Board assures that it will comply with the uniform administrative requirements referred to in WIA Section 184(a)(3).
- B. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA Section 189(c).

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- F. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- G. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- H. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law or policy, including the Workforce Investment Act or State legislation.
- I. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and CUI Section 14230(a)(6)]
- J. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code, and CUI Section 14233]
- K. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- L. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- M. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:
  - 1. Through a consortium of at least three or more required One-Stop partners; or

# ACTION 2

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2. Through competitive process such as a Request for Proposal; or
3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

# ACTION 2

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## PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Monterey County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of July 1, 2011 through June 30, 2012 in accordance with the provisions of the WIA.

Local Workforce Investment Board Chair

Chief Elected Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Erik Cushman

\_\_\_\_\_  
Jane Parker

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Chair, Monterey County Workforce  
Investment Board

\_\_\_\_\_  
Chair, Monterey County Board of  
Supervisors

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ACTION 3

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## MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR  
**SUBJECT:** CONSIDER THE MAY 18, 2011 EXECUTIVE COMMITTEE ACTION TO APPROVE THE TRANSFER OF \$750,000 IN WIA TITLE I FUNDS FROM DISLOCATED WORKER FORMULA TO ADULT FORMULA PROGRAMS FOR FISCAL YEAR 2010-11  
**DATE:** MAY 20, 2011

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**RECOMMENDATION:**

It is recommended that the Executive Committee consider and approve the transfer of \$750,000 in WIA Title I funds from Dislocated Worker formula to Adult formula programs for fiscal year 2010-11.

**INFORMATION:**

In order to maximize customer service and provide local Workforce Investment Boards (LWIB) with greater flexibility to respond to changes in the local labor markets, the Workforce Investment Act (WIA) allows the transfer of funds between WIA Title I Adult and Dislocated Worker Programs.

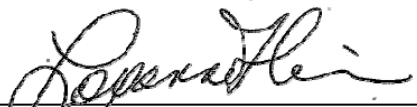
On September 17, 2010 the Employment Development Department (EDD) released a Directive (WSD10-5) that allows LWIBs to transfer up to 50 percent of the WIA formula adult funds and up to 50 percent dislocated worker funds allocated to the local area between the adult and dislocated worker funding streams.

**Requirements:**

- Up to 50% of the adult funds and up to 50% dislocated worker funds for PY 2010-11 funds may be transferred between each of these funding streams.
- The LWIBs must submit transfer requests in writing to the appropriate Regional Advisor. All requests must contain the reason(s) for the transfer, including effects on local services and proposed changes to the local plan.
- To complete the transfer request, three documents must be submitted to the State of CA EDD to include the transfer request form, participant and budget summary plan based on the new transfer amounts.

**ATTACHMENTS**

4a. \$750K Transfer Request Documents (3 pages)

  
\_\_\_\_\_  
Lorraine Flinn, Acting Director  
Monterey County Workforce Investment Board  
This report was written by: Manley Bush, WIB Management Analyst

05/12/2011  
\_\_\_\_\_  
Date

# ACTION 3

## WIA TRANSFER REQUEST

1. LWIA Name MONTEREY COUNTY Transfer Request No. 01
2. Subgrant Number K178671
3. Program Year 2010
4. Direction of Transfer (check one)  
Adult to Dislocated Worker  
 201 → 299  
 202 → 200  
Dislocated Worker to Adult  
 501 → 499  
 502 → 500
5. Amount of Transfer \$750,000.00
6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

Monterey County has had a substantial increase in requests for both Adult Disadvantaged and Dislocated Worker Services. Increasing at a tremendous rate, (over 100% in most cases) are the number of program services being provided to the customers, both in Disadvantaged Adults and Dislocated Workers. Because we have doubled the program services provided to Adult Disadvantaged Workers we find it necessary to transfer \$750,000.00 of the Dislocated Worker Funds to offset these increased services. In addition, the local board has adopted a more appropriate eligibility criteria for Disadvantaged Workers allowing us to serve a larger population with the funds in that grant.

7. Date of LWIB Meeting to Discuss Transfer May 18, 2011
8. Print Name of LWIA Administrator/Designee Loyanne Flinn /Acting WIB Director
9. "I certify this transfer request was approved at the LWIB meeting date of May 18, 2011".
10. Signature of LWIA Administrator/Designee 
11. Contact Person Loyanne Flinn, Acting Executive Director
12. Telephone Number 831-759-6644
13. Date of Request May 18, 2011

# ACTION 3

LWIA: MON  
 Date: 18-May-11

## TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

	Original	Revised	Diff	Original	Revised	Diff
Totals for PY 2010 (07/01/10 through 06/30/11)	ADULT	ADULT	Adult	DW	DW	DW
1. Registered Participants Carried in from PY 2009	400	131	(269)	350	350	-
2. New Registered Participants for PY 2010	800	921	121	600	550	(50)
3. Total Registered Participants for PY 2010 (Line 1 plus 2)	1,200	1,052	(148)	950	900	(50)
4. Exiters for PY 2010	800	920	120	600	600	-
5. Registered Participants Carried Out to PY 2011 (Line 3 minus 4)	400	132	(268)	350	300	(50)

PROGRAM SERVICES						
6. Core Self Services	1,200	1,052	(148)	1,500	1,500	-
7. Core Registered Services	1,200	1,052	(148)	600	550	(50)
8. Intensive Services	1,200	1,052	(148)	600	550	(50)
9. Training Services (Subcontractors OJT)	143	261	118			-

YOUTH MEASURES						
10. Attainment of a Literacy and/or Numeracy Gain						
11. Attainment of a High School Diploma, GED, or Certificate						

EXIT STATUS						
12. Entered Employment	608	698	(90)	420	420	-
12A. Training-related (Subcontractors OJT)	125	243	118			
13. Remained with Layoff Employer						
14. Entered Military Service						
15. Entered Advanced Training						
16. Entered Postsecondary Education						
17. Entered Apprenticeship Program						
18. Returned to Secondary School						
19. Exited for Other Reasons						

Loyanne Flinn, Acting WIB Executive Director (831) 759-6644  
 Contact Person, Title Telephone Number Date Prepared

Comments:

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# ACTION 3 TRANSFER REQUEST BUDGET PLAN

LWIA: Monterey County

Date: 18-May-11

## TITLE IB BUDGET PLAN SUMMARY (Adult and Dislocated Worker Funds)

WIA 118; 20 CFR 661.350(a)(13)

Subgrant # k178671

Year of Appropriation 2010

Grant  
Code

Adult to Dislocated Worker

Dislocated Worker to Adult

<input type="checkbox"/>	201 → 299	<input type="checkbox"/>	501 → 499
<input type="checkbox"/>	202 → 200	<input checked="" type="checkbox"/>	502 → 500

FUNDING IDENTIFICATION	ADULT	DISLOCATED
1. Formula Allocation	1,911,145	2,197,340
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	750,000	(750,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 thru 4)	2,661,145	1,447,340

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6A through 6E)	2,414,145	1,303,340
A. Core Self Services	220,859	98,836
B. Core Registered Services	401,391	366,871
C. Intensive Services	1,310,728	601,874
D. Training Services	481,167	235,759
E. Other		
7. Administration	247,000	144,000
8. TOTAL (Lines 6 plus 7)	2,661,145	1,447,340

QUARTERLY TOTAL EXPENDITURE PLAN (Cumulative)		
9. September 2010	0	0
10. December 2010	1,245,189	1,010,299
11. March 2011	1,361,364	248,763
12. June 2011	2,401,084	976,461
13. September 2011	2,661,145	1,447,340
14. December 2011		
15. March 2012		
16. June 2012		
17. September 2012		
18. December 2012		
19. March 2012		
20. June 20		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	9.28%	9.95%

Loyanne Flinn, Acting WIB Executive Director

831-759-6644

Contact Person, Title

Telephone Number



Date Prepared

18-May-11

Comments:

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# ACTION 4

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## MEMORANDUM

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**TO:** WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE  
**FROM:** LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR  
**SUBJECT:** APPROVE WIB POLICY #2011-04 – INDIVIDUAL TRAINING ACCOUNTS  
**DATE:** MAY 20, 2011

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**RECOMMENDATION:**

It is recommended that the Executive Committee consider and approve the following WIB policy:

- **#2011-04 –Individual Training Accounts, supersedes WIB Policy 2000**

The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that is flexible and maximizes informed customer choice in selecting an eligible training provider. This policy sets the training limit amount and duration of ITAs developed for eligible individuals funded under the Workforce Investment Act (WIA) within Monterey County.

**INFORMATION/DISCUSSION:**


The new policy was developed to simplify how our local area administers ITAs to include the local limit of \$5,000, the maximum training time for an ITA is twelve (12) months and how exceptions are granted to exceed the amount cap of \$5,000 and or the duration cap of 12 months.

Specific changes include: removal of outdated collaborative language, addition of references to new WIB policies regarding the eligibility requirements for training services, and clarification on the State's Eligible Training Providers List (ETPL) with a link to the information online.

This policy was circulated for review by the One Stop Career Center partners and WIB subcontractors for comment on the proposed changes. All recommended changes were incorporated into the policy.

**ATTACHMENT:**

5a. WIB Policy #2011-04 (1 page)



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Loyanne Flinn, Acting Director  
Monterey County Workforce Investment Board

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5/12/2011  
Date

This report was written by: Marleen Esquerra, WIB Management Analyst

# ACTION 4

## Monterey County Workforce Investment Board (WIB)

LOCAL POLICY BULLETIN #2011-04

**DRAFT**

Effective Date: June 29, 2000  
Proposed Revision Date: June 2011 WIB meeting  
Supersedes WIB Policies: ITA Policy 2000  
Full WIB Adopted: June 2011 WIB meeting

**TO:** All Monterey County Program Operators, One-Stop Service Providers and WIB Subcontractors who provide training services to eligible individuals funded under the Workforce Investment Act (WIA).

### **SUBJECT: Individual Training Accounts (ITA)**

**PURPOSE:** The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that is flexible and maximizes informed customer choice in selecting an eligible training provider. This policy sets the training limit amount and duration of ITAs developed for eligible individuals funded under the WIA within Monterey County.

### **REFERENCE:**

WIA Section 134(d)(4)(G)(iv), Required Local Employment and Training Activities  
WIA Section 195(12), General Program Requirements  
WIA Final Rule Sections 663.310(b)(c)(d)  
WIA Final Rule Section 663.320, Amount or Duration Limits on ITAs  
WIA Final Rule Section 663.400-440, Individual Training Accounts  
EDD WIAD04-4, Recovery of WIA Tuition and Training Refunds  
EDD WIAD06-21, Workforce Training Act (SB 293) Implementation Guidance

**POLICY:** Training services may be made available to employed and unemployed adults and dislocated workers:

- Who have met the eligibility requirements for training services. (*Reference WIA Eligibility Technical Assistance Guide, WIB Policy 2011-03 Tiered Service Levels – Core, Intensive and Training Services and WIB Policy 2011-01 Lower Living Standard Income Level and Poverty Guidelines*);
- Who are unable to obtain grant assistance from other sources such as PELL grants or Trade Adjustment Act or require WIA assistance in addition to other sources of grant assistance;
- Who select a program of training services that is directly linked to employment opportunities in either the local area in which they reside or in areas where they are willing to locate; and
- Who select a program that maximizes informed customer choice and may only be purchased through training providers that are on the State's list of eligible training providers (ETPL) located at [www.montereycountywib.org/programs/training/](http://www.montereycountywib.org/programs/training/).

Individual Training Accounts may not exceed the following restrictions:

- ITA may not be written in amounts that exceed five thousand (\$5,000) dollars;
- Maximum training time for an ITA will be twelve (12) months; and
- Monterey County WIA funded service providers must request, in writing, and receive permission from the Monterey County WIB staff to exceed the amount cap of \$5,000 and or the duration cap of 12 months.

**INQUIRIES:** For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board (MCWIB) staff at (831) 796-3313.

This policy will be posted to the MCWIB website located at:  
[www.montereycountywib.org/policies/](http://www.montereycountywib.org/policies/)

Local Policy Bulletin #2011-04



Monterey County  
Workforce Investment  
Board (WIB)

Loyanne Flinn,  
Acting Executive Director

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