



Erik Cushman,
WIB Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd 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

168 W. Alisal St., 2nd Floor
Salinas, CA 93901
(831) 759-6644
flinnlg@co.monterey.ca.us
www.montereycountywib.org

PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)

EXECUTIVE COMMITTEE

Government Center, 168 W. Alisal Street, 2nd Floor, Salinas, CA

PUBLIC WORKS CONFERENCE ROOM

Thursday, September 29, 2011

8am

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

- | | |
|---|--------------|
| 1. Action: Approve the minutes of the June 15, 2011, Monterey County Workforce Investment Board (WIB) Executive Committee meeting. (<i>See attached</i>) | Erik Cushman |
|---|--------------|

APPOINTMENTS & RESIGNATIONS

- | | |
|--|-------------------------------|
| 2. Information: Discussion and update on WIB member composition. (<i>See attached</i>) | Manley Bush
Joanne Webster |
| 3. Action: Consider and approve the resignation of Richard Gillis, representing Business (Alternative Energy) from the MCWIB and Planning Committee. (<i>See attached</i>) | Joanne Webster |
| 4. Action: Consider and approve the resignation of Lupe Palacio, representing Community Base Organizations (CBO) from the MCWIB and Oversight Committee. (<i>See attached</i>) | Joanne Webster |
| 5. Action: Consider and approve the reappointment of Elliott Robinson, representing Welfare to Work, Community Service Block Grant Employment & Training programs on the MCWIB for a period of three years or October 2014. (<i>See attached</i>) | Joanne Webster |

BUSINESS MEETING

- | | |
|---|-----------------------------|
| 6. Action: Consider and approve the final WIB On-The-Job training policy. (<i>See attached</i>) | Loyanne Flinn |
| 7. Action: Consider and approve the amended MCWIB Bylaws. (<i>See attached</i>) | Manley Bush |
| 8. Action: Consider and approve the Agency Needs Assessment program proposal and Scope of Work by Workforce 2.0. (<i>See attached</i>) | Manley Bush |
| 9. Information: Presentation and discussion on the Community Impact Grant Guidelines by Ms. Janet Shing of Community Foundation for Monterey County. (<i>See attached</i>) | Janet Shing |
| 10. Action: Consider and approve the MCWIB Budget. (<i>See attached</i>) | Loyanne Flinn |
| 11. Information: Discussion and update on a Regional Rapid Response Collaboration with the Santa Cruz County WIB. (<i>See attached</i>) | Rob Gamble
Loyanne Flinn |
| 12. Information: Discussion and update on the Economic Development Committee regarding the SRI International report. (<i>See attached</i>) | Jim Cook |
| 13. Information: Review of the Monterey County Local Workforce Investment Area's (LWIA) Revenue and Expenditures, Workforce Services, Businesses and Job Seekers Served. (<i>See attached</i>) | Loyanne Flinn |
| 14. Action: Consider and approve the US Department of Labor new Innovation Grant for Job Creation for the unemployed (CAMEO). (<i>See attached</i>) | Loyanne Flinn |



Erik Cushman,
WIB Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
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David Bernahl, II.,
WIB Past Chair

**Executive Committee
Members:**

Erik Cushman, *Chair*

Anthony Aniello
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15. Information: Discussion and update on the Regional NEG-OJT Grant. (<i>See attached</i>)	Stephanie Shonley
16. Action: Review and approve the joint letter from the Labor and Workforce Development Agency (LWDA) and Department of Industrial Relations (DIR) to the Local Workforce Investment Boards (LWIBs). (<i>See attached</i>)	Loyanne Flinn
17. Information: Discussion and update on the Employment Development Department Audit and Evaluation Division draft report and response. (<i>See attached</i>)	Loyanne Flinn
18. Information: Discussion and update on the California Workforce Association's (CWA) Meeting of the Minds Conference. (<i>See attached</i>)	Erik Cushman Joanne Webster MaryAnn Leffel
19. Information: Discussion and update on the President's American Jobs Act. (<i>See attached</i>)	Loyanne Flinn
20. Information: Discussion and review of the Draft WIB Agenda for October 5, 2011. (<i>See attached</i>)	Loyanne Flinn

ANNOUNCEMENTS OF EVENTS OR SERVICES Erik Cushman

Upcoming Executive Committee Meetings:

- October, 19, 2011, 8am, Location TBD
- November 16, 2011, 8am, Location TBD

Upcoming WIB Meetings:

- October 5, 2011, 8:30am, 1000 S. Main Street, Room#110, Salinas, CA 93901
- November 2, 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.

Note: The Community Alliance for Safety and Peace (CASP) meeting will be held on Wednesday, October 5, 2011, 7am at the Salinas City Elementary School District, located at 840 S. Main Street, Salinas, CA. 93901



Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl, II.,
WIB Past Chair



Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Executive Director

Economic Opportunity
168 W. Alisal Street, 2nd Floor, Salinas, CA 93901
Phone: (831) 759-6644
Email: flinnlg@co.monterey.ca.us
Website: www.montereycountywib.org
General Phone: (831) 796-6434

WIB STAFF:

Manley Bush, (831) 796-6414, bushm@co.monterey.ca.us
Marleen Esquerra, (831) 796-6412, esquerraml@co.monterey.ca.us
Flor Galvan, (831)796-6434, galvanf@co.monterey.ca.us
Stephanie Shonley, (831) 796-6410, shonleys@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Department of Social and Employment Services, Employment Services – Office for Employment Training (OET)

Barbara Verba, Deputy Director
Phone: (831) 796-1520
Email: verbab@co.monterey.ca.us
Website: <http://mcdses.co.monterey.ca.us>

CalWORKs Employment Services (CWES), Community Action Partnership (CAP), Monterey County Child Care Planning Council (CCPC)

Barbara Verba, Deputy Director
Phone: (831) 796-1520
Email: verbab@co.monterey.ca.us
Website: <http://mcdses.co.monterey.ca.us>

Employment Development Department (EDD)

Yuko Duckworth
Phone: (831) 796-3632
Email: DuckworthY@co.monterey.ca.us
Website: www.edd.ca.gov

Monterey County One-Stop Career Center Locations

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

168 W. Alisal St, 2nd floor
Salinas, CA 93901
(831) 759-6644
Fax (831) 755-5398
flinnlg@co.monterey.ca.us
www.montereycountywib.org

Salinas One-Stop

Salinas Airport Business Park
730 La Guardia Street
Salinas, CA 93905
(831) 796-3600

Seaside One-Stop

University Plaza Shopping Center
1760 Fremont Blvd, Ste. D-2
Seaside, CA 93955
(831) 899-8236

King City One-Stop

Towne Square Shopping Center
200 Broadway Street, Ste. 62
King City, CA 93930
(831) 386-6801

ACTION 01

UNADOPTED

Minutes of the June 15, 2011– 8am

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Joanne Webster, <i>Vice Chair</i>	Business
Tony Aniello	Business
Diana Carrillo	Migrant Seasonal Farm Worker
Cesar Lara	Labor Organizations
Mary Ann Leffel	Business
Robert Weakley	Business
Dave Potter	WIA Programs
David Bernahl	Business
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
OTHERS PRESENT	REPRESENTING
Rosie Chavez	Turning Point
Deborah Carrillo	Turning Point
Wil Moore	Shoreline
Rod Powell	OET
Manley Bush	WIB Staff
Stephanie Shonley	WIB Staff
Marleen Esquerria	WIB Staff
Gloria Torrez	WIB Staff
Susan Barich	Project 17

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:40am. He welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: None.

PUBLIC COMMENT: None.

1.Action: Approve the minutes of the April 20, 2011, Workforce Investment Board (WIB) Executive Committee meeting.

Motion: Mr. Potter motioned to accept the minutes, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

2.Information: Review the notes of the May 18, 2011, WIB Executive Committee meeting.

The committee reviewed the notes. Mr. Cushman stated that although there was no quorum established those in attendance heard a presentation made by the Green Pre-Apprenticeship partners.

3.Action: Approve the minutes of the May 20, 2011, Workforce Investment Board (WIB) Executive Committee Meeting.

Motion: Ms. Webster motioned to accept the action, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

4. Action: Consider and approve the reappointment of Rick Deraiche representing One-Stop partners for a three-year term beginning June 28, 2011.

Motion: Mr. Potter motioned to accept the action as stated.

Second: Ms. Leffel

Motion Passed Unanimously

5. Action: Consider and approve the reappointment of Patricia Carter representing Parent of WIA Youth for a two-year term beginning June 28, 2011.

Ms. Carrillo stated that Ms. Carter is an engaged parent.

Motion: Ms. Leffel motioned to accept the action as stated.

Second: Ms. Carrillo

Motion Passed Unanimously

ACTION 01

6. Action: Consider and approve the Final WIB Local Plan Modification for PY2011-12

Ms. Esquerra stated that no public comment was received. She continued to say that the signed copy will be sent to the State. She added that the Local Plan is available on the WIB website.

Motion: Ms. Leffel motioned to accept the action, as stated.

Second: Ms. Webster

Motion Passed Unanimous

7. Information: Discussion and update on the Summer Youth Enrichment Program 2011.

Mr. Cushman stated that OET is committed to serving 300 youth in the summer. He stated that the program will be six weeks long at approximately 25 hours a week. Mr. Powell stated that OET staff is hosting participant eligibility orientations. Mr. Cushman stated that due to budget cuts OET youth staff can potentially be reduced. He added unaffected staff will be reassigned to the program. He noted that a letter has been sent out encouraging public sector employers to hire a youth and receive a youth for free. Mr. Cushman continued to say that the letter was intended to set a pipeline for next year's Summer Youth Enrichment program which will involve more community organizations. He stated that the CASP committee has been working on new incentives for next year's program.

8. Information: Discussion and update on the Monterey County Board of Supervisors Board Report on the contract negotiations for Subcontractors.

Ms. Flinn stated that the Board of Supervisors approved the negotiation of the WIB subcontracts. She continued to say that the subcontractors will serve the needs of the community and will dedicate their time to serving those that cannot be served in the One-Stops. She added that she acknowledges that next program year will be a challenge for everyone due to staffing levels being decreased by the reduction in funding.

9. Information: Discussion and update on the WorkKeys program.

Mr. Bush stated that he is working with the Monterey County Business Council to get a report that shows how many WorkKeys certificates were issued. Ms. Leffel stated that the WorkKeys exam is beneficial to both the participant and the employer. She stated that Ms. Johnson is available to meet with employers when requested.

10. Information: Discussion and update on WIB grant activities and special projects.

Ms. Flinn stated that a letter of support for Hartnell's grant has been submitted. Ms. Barich of Project 17 requested a letter of support for the Jobs Innovation Accelerator Challenge. She stated that the grant will help continue and expand the work of the cluster initiatives. Ms. Leffel stated that the Monterey County Business Council will also be applying to the grant. She added that they will be collaborating with the three counties in the south.

11. Information: Discussion and presentation by on-line video on the Workforce 2.0 Agency Needs Assessment (ANA) program.

The committee heard a presentation by Mr. Abraham Jankans, CEO, Workforce 2.0. The consultants stated they do needs assessment free of cost. They added that they would conduct interviews to determine the needs of the Monterey County One-Stop system. Mr. Powell suggested that the assessment be done after July 1, 2011. The committee stated that they would like to participate in the assessment.

12. Information: Discussion on WIB retreat for Program Year 2011-12

Ms. Flinn presented the WIB retreat agenda. Mr. Potter stated that he would like to see the agenda focus on Economic Development. He stated that a review of County policies and procedures for new business should be discussed. He continued to say that it should focus on job creation and the effect on existing county policies impacting potential new business in the area.

ANNOCEMENTS:

Mr. Cushman thanked Ms. Shonley, Ms. Torrez and Mr. Banda for all their hard work. He wished them success in all of their future career plans.

ADJOURNMENT:

Motion: Mr. Bernahl moved to adjourn the meeting.

Second: Ms. Carrillo

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 9:15am

MEMORANDUM


TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON THE CURRENT WIB MEMBERSHIP COMPOSITION FOR PROGRAM YEAR 2011-12
DATE: SEPTEMBER 29, 2011

DISCUSSION:

At the Executive Committee meeting on September 29, 2011, Ms. Joanne Webster, WIB 1st Vice Chair and Manley Bush will present an update on the status of the WIB membership composition as of September 21, 2011 for Program Year (PY) 2011-12.

ATTACHMENTS:

2a WIB Composition Roster



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/12/2011
Date

Monterey County Local WIB Composition - As of September 21, 2011

Board Representation	Industry / Category of Representation	Incumbents	Name of Business / Organization	Geographic Area
1. Business	Other - Technology Manufacturing	Anthony Aniello	AJ Associates	West
2. Business	Other - Retail	David Bernahl, II	Pacific Tweed, Incorporated	West
3. Business	Other - Marketing	Wendy Brickman	Brickman Marketing	West
4. Business	Other - Media	Erik Cushman	Monterey County Weekly	West
5. Business VACANT	-	-	-	-
6. Business	Building/Design	Scott Grover	Boundword INC dba art-f/x greetings	West
7. Business	Other - Services	Neal Heckman	Palace Office Interiors	West
8. Business	Healthcare	Maggie Melone-Echiburu	Clinica de Salud del Valle de Salinas	Central
9. Business	Building/Design	Salvador Munoz	Munoz and Associates	Central
10. Business	Other - Real Estate	Judith Profeta	Alain Pinel Realtors, Carmel	West
11. Business	Agriculture	Lawrence Silva	Tanimura & Antle Fresh Foods, Inc.	Central
12. Business	Other - Law/Legal	Brian Turlington	Fenton & Keller	West
13. Business	Hospitality/Tourism	Mark Verbonich	Pebble Beach Company	West
14. Business	Hospitality/Tourism	Robert Weakley	Coastal Luxury Management	West
15. Business	Healthcare	Joanne Webster	Community Hospital of the Monterey Peninsula	West
16. Business	Other - Transportation	Hunter Harvath	Monterey-Salinas Transit	West
17. Business VACANT	-	-	-	-
18. Business VACANT	-	-	-	-
Community Based Organization	Community Based Organization	Al Davis	National Association for the Advancement of Colored People (NAACP)	
19. Community Based Organization	Community Based Organization	Teresa Sullivan	Alliance On Aging	Central
20. Community Based Organization VACANT, but not required	Candelaria American Indian Council	<i>Not applicable, CAIC does not exist in LWIA</i>		
21. Economic Development	Economic Development	Mary Ann Leffel	Veritas Associates LLC	West
22. Economic Development	Economic Development & Small Business Development Centers	Andrea Zeller-Nield	CSUMB, Small Business Development Center	South
23. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Douglas Garrison	Monterey Peninsula College	West
24. Educational Entities	Adult Education/Literacy & Post Secondary Vocational Programs	Dr. Phoebe Helm	Hartnell College	Central
25. One-Stop Partner	Migrant Seasonal Farmworker Programs	Diana Carrillo	Center for Employment Training	Central
26. One-Stop Partner	Wagner-Peyser & TAA/NAFTA TAA & Veterans & UI Programs	Rick Deraiche	Employment Development Department	North
27. One-Stop Partner	Rehabilitation Programs	David Dwyer	Department of Rehabilitation	Central
28. One-Stop Partner	Welfare to Work & CSBG Employment & Training Programs	Elliott Robinson	Department of Social and Employment Services	Salinas
29. One-Stop Partner				West
30. One-Stop Partner	WIA Programs (Adult, DW, Youth)	Dave Potter	County of Monterey, Board of Supervisors	West
- One-Stop Partner VACANT, but not required	HUD Employment & Training Programs	<i>Not applicable. HUD does not exist in LWIA.</i>		n/a
- One-Stop Partner VACANT, but not required	Job Corps	<i>Not applicable. Job Corps does not exist in LWIA.</i>		n/a
31. Organized Labor	Organized Labor	Maria Castillo	Monterey Bay Central Labor Council	Central
32. Organized Labor	Organized Labor	Cesar Lara	Monterey Bay Central Labor Council	North
33. Organized Labor	Organized Labor	Steve MacArthur	Plumbers and Steamfitters Local 62	North
34. Organized Labor	Organized Labor	Ralph Rubio	Carpenters Local 605, Monterey County	West
35. Organized Labor	Organized Labor	Ken Scherpinski	International Brotherhood of Electrical Workers (IBEW) LU 234	North

WIB Member Composition	Current	Minimum Required
Business	15	18
Community Based Organizations	2	2
Economic Development Agencies	2	2
Educational Entities	2	2
One-Stop Partners (1 person may represent multiple programs)	6	6
Organized Labor	5	4
Total # of WIB Members	32	35
Total # of Vacancies		3 (Business)

Local Board Membership

Required categories of representation under WIA § 117(b) (2). [20 CFR 661.315] and SB 293

1. Representatives of business in LWIA with optimum policy-making or hiring authority. Business owners must make up the majority of the Board.
2. At least two representatives of community based organizations.
3. At least two representatives of economic development agencies including private sector.
4. At least two representatives of local educational agencies, local school boards, post-secondary educational institutions.
5. One or more representatives of each One-Stop partner.
6. At least 15% of local WIB members shall be labor organization reps unless the local Central Labor Council does not nominate enough members.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: ACCEPT THE RESIGNATION OF MR. RICHARD GILLIS REPRESENTING BUSINESS (ALTERNATIVE ENERGY) EFFECTIVE UPON APPROVAL
DATE: SEPTEMBER 29, 2011

RECOMMENDATION:

It is recommended that the Executive Committee accept the resignation of Mr. Richard Gillis, representing Business (Alternative Energy) from the Monterey County Workforce Investment Board (MCWIB) and Planning Committee effective upon approval.

INFORMATION:

WIB staff received an email dated July 7, 2011, regarding the letter of resignation from Mr. Gillis.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/12/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: ACCEPT THE RESIGNATION OF MS. LUPE PALACIO REPRESENTING COMMUNITY BASED ORGANIZATION (CBO) FROM THE MCWIB AND OVERSIGHT COMMITTEE.
DATE: SEPTEMBER 29, 2011

RECOMMENDATION:

It is recommended that the Executive Committee accept the resignation of Ms. Lupe Palacio, representing CBO from the MCWIB and Oversight Committee effective upon approval.

INFORMATION:

WIB staff received an email letter of notification dated September 7, 2011, regarding the closure of Candelaria American Indian Council (CAIC), Native American Program services in Monterey County prompting a letter of resignation from Ms. Palacio.

ATTACHMENT:

4a. CAIC Letter of Notification



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/12/2011
Date



Date: September 7, 2011

To: Community Partners

From: Candelaria American Indian Council
Lupe Palacio, Program Coordinator
210 Capitol St. Suite 7
Salinas, CA 93901

Candelaria American Indian Council is in the process of making changes in the Program. The smaller counties served, Monterey, San Benito and Santa Cruz have been directly affected and our Salinas office will be no longer open to provide direct service to these areas.

Beginning September, 19th 2011 Candelaria American Indian Council in Ventura CA will continue to provide service to the Native American Community by phone at the Toll Free number (866) 441-2242.

Office Hours: Monday-Thursday 8:00am-4:00pm.

We apologize for any inconvenience this may cause and appreciate your patience during this transitional period.

Lupe Palacio
CAIC Program Coordinator

“Together Serving Our Community”

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF ELLIOTT ROBINSON, REPRESENTING WELFARE TO WORK AND COMMUNITY SERVICE BLOCK GRANT EMPLOYMENT & TRAINING PROGRAMS ON THE MONTEREY COUNTY WORKFORCE INVESTMENT BOARD (MCWIB) FOR A PERIOD OF THREE YEARS OR UNTIL OCTOBER 2014.
DATE: SEPTEMBER 29, 2011

RECOMMENDATION:

It is recommended that the Executive Committee approve the reappointment of Mr. Elliott Robinson of Welfare to Work, Community Service Block Grant Employment & Training programs on the MCWIB for a period of three years or until October 2014.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/12/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE FINAL WIB ON THE JOB (OJT) TRAINING POLICY.
DATE: SEPTEMBER 29, 2011

RECOMMENDATION:

It is recommended that the Workforce Investment Board consider and approve the final WIB On-The-Job Training Policy.

ATTACHMENT:

06a. New OJT Policy 2011-05



Loyanne Flinn, Acting WIB Executive Director,
Monterey County Workforce Investment Board
This report was prepared by Manley Bush, Management Analyst

09/12/2011
Date

Effective Date: August 3, 2011, WIB meeting

TO: All Monterey County System Providers

SUBJECT: On-the-Job Training (OJT) Policy

PURPOSE: The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts.

REFERENCE: WIA 101(31), WIA Final Rule, 20 CFR; Part 652, 663.700 through 663.720.

POLICY:

I. Overview of OJT

OJT is one strategy for individuals to receive training funded through the Workforce Investment Act (WIA). The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the costs associated with training the OJT trainee, which are usually calculated at half the pay rate for the agreed-upon training period; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

II. Length of Training

An OJT contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan or service strategy. The training plan must describe a timeline for completion of the training.

III. Training Reimbursement

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50% -- which is considered payment for extraordinary costs to the employer associated with training a new employee.

IV. Outreach Strategies

Outreach can be done directly or indirectly to both employers and job seekers. Outreach includes, but is not limited to: face-to-face contacts, direct mailers, press releases, involvement with the Chamber of Commerce and networking with other agencies.

V. Employer Pre-Screening for OJT

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, a pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee. Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under title I of WIA, the OJT would be inconsistent with a collective bargaining agreement, the program obtains written concurrence from the appropriate labor



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- organization and employer before the OJT activity begins;
- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
 - ✓ \$11 per hour
 - ✓ Other employees in the same occupation with similar experience;
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees; and
- The employer will comply with the non-discrimination and equal opportunity provisions of WIA and its regulations.

VI. OJT Trainee Requirements

Only those individuals who meet the eligibility requirements for intensive 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 have received an assessment and for whom an Individual Employment Plan (IEP) has been developed may be considered for OJT, as well as any type of training under WIA.

An individual referred to a One Stop Career Center by an employer may be considered for OJT with that employer only after the individual has met intensive services eligibility requirements for the identified funding stream, received an assessment, and for whom an IEP has been developed which indicates an OJT is appropriate based upon the skill requirements of the occupation; the academic and occupational skill level of the participant; the participant's prior work history and experience; and the participant's level of commitment to program services and likeliness to succeed. The IEP documentation of a participant's appropriateness for OJT is required prior to employer selection.

A variety of assessment instruments are available to assist in the determination of participant/trainee suitability, to include the WorkKeys Readiness Indicator. The selection of appropriate assessment instruments is based upon the individual needs of the participant and training employer.

VII. Required Documents

To encourage the use of OJT by employers and job seekers, it is critical that the OJT providers keep paperwork to a minimum. However, there are several documents required to effectively implement an OJT including OJT contracts, training plans (IEPs), invoicing and monitoring documentation. An OJT is considered a program cost under WIA and should be reported as such on financial reports.

A. OJT Contract Minimum Requirements

Contracts are the terms and conditions that the employer and OJT provider agree to provide for an OJT experience. At a minimum, an OJT contract must comply with the requirements of WIA rules and regulations including identifying the occupation, skills and competencies to be learned, and the length of time the training will be provided. Contracts should also include requirements specific to the state and local areas and the requirements specific to OJTs funded through other federal programs. An OJT contract is considered to be a legally binding agreement between the employer and OJT provider.

Local OJT providers must conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. OJT employers must be aware of the following:

- OJT participants must receive wages and fringe benefits equal to those similarly employed by the employer;
- The reimbursement mechanisms of an OJT are not a wage subsidy;
- It is expected that the participant will continue working after the payments to the employer end; and
- It is expected that participants who complete an OJT will continue to receive compensation and benefits commensurate with the job performance.

B. Training Plans

After determination of the occupation in which the participant will be trained, an OJT training plan must be developed to allow for the monitoring of agreed upon contract provisions and the progression of the established training program. The training plan becomes the work statement of the contract and should serve as a guide when delivering training. This plan will

Monterey County
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Board (WIB)

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be a formal and written program of the structured job training that will provide participants with an orderly combination of instruction in work maturity skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. OJT providers can use O*NET and/or a company job description as a basis to begin listing skills or tasks. Skill descriptions should be concise and comprehensive and ensure that individual tasks are both measurable and observable. All OJT Training Plans must include:

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;
3. OJT information – start and end dates, wage rate, and reimbursement rates;
4. Occupational information – job title & description, O*NET code, and # of hours per week. O*NET should not be relied upon exclusively at the risk of overlooking the needs, skills, and abilities of the participant and the specific needs of the employer;
5. Job skills – skills necessary to perform the job and the trainee's skill level for each;
6. Training information - list of specific skills or tasks the employer agrees to provide to the participant, estimated training hours for each skill, and acknowledgement of skill obtained; and
7. Signatures - of trainee and date, of employer and date, and of OJT provider and date.

C. Invoicing

Payments to employers for OJT shall be in compliance with WIA program guidelines and must not be in excess of 50 percent of the wage rate of the OJT participant. Payments to employers are in compensation for the “extraordinary costs” associated with training participants. Employers are not required to document these extraordinary costs associated with training of participants, which may include more intense supervision; abnormal wear on tools; down time; and lower rates of production.

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

D. Other Terms & Conditions, WIA General Assurances and Certifications

All contacts and OJT employers must adhere to the Other Terms & Conditions, WIA General Assurances and Certifications as written by the Monterey County WIB.

E. Monitoring

Monitoring is the responsibility of both the state and the local area, though the duty may be assigned to another designated entity or individual. Monitoring at the local level will include oversight of the participant training and corresponding employer payroll records. To ensure validity and propriety of the reimbursement amounts claimed, and that the training for which the contract is written is actually delivered, on site monitoring of OJT employers is required. The on-site monitoring of the OJT must include documenting information received directly from the trainees, should capture the trainee supervisor's perspective about how the training is progressing, and should include review of the employer payroll records.

VIII. Additional Resources

The **OJT Toolkit** (available at www.ojttoolkit.workforce3one.org) has a variety of OJT resources, documents and samples to aid OJT providers in implementing their OJT policy and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

For the purposes of administering OJT contracts under the **National Emergency Grant (NEG) OJT** grant, visit http://www.doleta.gov/layoff/OJT_Policy_QA.cfm for a list of OJT NEG program and policy information.

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board (MCWIB) staff at (831) 796-6434.

This policy will be posted to the MCWIB website located at: www.montereycountywib.org/policies/

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MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE AMENDED WORKFORCE INVESTMENT BOARD (WIB) BYLAWS
DATE: SEPTEMBER 29, 2011

DISCUSSION:

On April 6, 2011, the WIB reviewed and approved the amended Bylaws. Thereafter, WIB staff circulated the Bylaws through the County's routing chain of approval. County Counsel reviewed the newly amended bylaws previously approved by the WIB and recommended the following revisions:

- To ensure the format was in alignment with current Federal and State laws and to the extent to which they support the board in doing its business; and
- To ensure the legal language contains provisions that are not in accordance with applicable (or correct) state and federal law.

The attached amended WIB Bylaws is provided for the Executive Committee's review and approval. It is our goal to present final revisions for action at the full Board meeting on October 5, 2011.

Next steps in this process are:

- WIB Executive Committee to consider and approve the proposed amendments for subsequent approval by the full Board; and
- Upon adoption by the full Board, any amendments to the bylaws will be forwarded to the Board of Supervisors for final approval.

ATTACHMENTS:

7a. New Proposed WIB Bylaws (10 pages)



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

09/12/2011
Date

BYLAWS of the MONTEREY COUNTY WORKFORCE INVESTMENT BOARD

Approved by the Monterey County Board of Supervisors on May 29, 2001, amended on June 6, 2007, and amended and restated on June 14, 2011.

The State of California, pursuant to the Federal Workforce Investment Act of 1998, and the California Unemployment Insurance Code (Section 14000, et seq.) has designated the Monterey County Workforce Investment Board as the entity responsible for the direction and oversight of employment and training programs at the local level and provides funding thereto.

Federal and State rules and regulations provide for program activities and require the Monterey County Board of Supervisors, as Chief Local Elected Officials, for the Monterey County Workforce Investment Area to appoint a local Workforce Investment Board.

ARTICLE I. NAME

The name of the local Board shall be the Monterey County Workforce Investment Board, hereinafter referred to as "MCWIB".

ARTICLE II. LEGAL AUTHORITY OF THE BOARD

The MCWIB is organized in accordance with the Federal Workforce Investment Act of 1998, (29 U.S.C. Section 2832, et seq.), and under the California Unemployment Insurance Code (Section 14000, et seq.), hereinafter jointly referred to as "WIA".

ARTICLE III. AREA SERVED

The geographical region to be served by the MCWIB shall be the County of Monterey and the labor market areas contained therein.

ARTICLE IV. DUTIES & METHODS OF THE BOARD

Section 1. Duties

- A. The MCWIB shall be established to assist the Chief Local Elected Officials, Monterey County Board of Supervisors, hereinafter referred to as "BOS", in strategic planning, oversight, and evaluation of the local workforce investment area, and shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance.
- B. Duties of the MCWIB shall be in accordance with the WIA including, but not limited to:
 - 1. In partnership with the BOS, develop a local workforce investment area plan;
 - 2. Negotiate local performance measures with the BOS and the Governor;
 - 3. Subject to the approval of the BOS, develop a budget;
 - 4. Work with the BOS, as the local grant recipient, to disburse funds for workforce investment activities;
 - 5. With agreement from the BOS, select operators of the One-Stop Career Center(s);
 - 6. With approval from the BOS, select providers of training and intensive services;
 - 7. Conduct oversight of local WIA programs;
 - 8. In cooperation with the BOS, appoint a Youth Council;
 - 9. Based on recommendations of the Youth Council, identify eligible providers of youth services;
 - 10. Promote the participation of private-sector employers in the workforce investment system; and
 - 11. Coordinate workforce investment activities with economic development strategies.

Section 2. Methods

The MCWIB shall perform all duties in accordance with these methods:

- A. *Convener* – Bring together business, labor, education, and economic development to focus on community workforce issues.
- B. *Workforce Analyst* – Develop, disseminate and understand current labor market and economic information and trends.
- C. *Broker* – Bring together systems to solve common problems, or broker new relationships with businesses and workers.
- D. *Community Voice* – Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.
- E. *Capacity Builder* – Enhance the region's ability to meet the workforce needs of local employers.

ARTICLE V. STAFFING AND SUPPORT

- A. Staffing and support of the MCWIB shall be provided by the Monterey County through a designated County Department.
- B. MCWIB staff shall include an Executive Director and such staff necessary to support the activities of the MCWIB. The MCWIB Executive Director shall serve as a non-voting member of all meetings of the MCWIB and its committees.
- C. The MCWIB staff will work on implementation of the policies, goals and activities recommended by the MCWIB. The staff shall make regular reports to the MCWIB on implementation. MCWIB staff shall be responsible for preparing and distributing agendas for all public meetings.
- D. Staff of the MCWIB shall maintain an official membership list, attendance records, a record of all actions of the MCWIB, minutes of all public meetings and other documents of the MCWIB and its committees.

ARTICLE VI. MEMBERSHIP

Section 1. Composition

The BOS shall ensure the membership of the MCWIB conforms to all requirements of the WIA, including, but not limited to:

- A. *Business representatives* – At least the majority (51%) of MCWIB membership must be representatives of business in the local area. The business representatives shall include owners of businesses, chief executives or operating officers of business or other business executives, including human resources executives, or employers with optimum policy-making or hiring authority. Efforts will be made to include broad representation of businesses throughout the County, consisting of both large and small employers.
- B. *Local Educational Entities* – At least two (2) representatives of local educational entities shall be selected from individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities. Representatives shall be from the K-12 public educational system in Monterey County and selected from administrators and principals and/or shall be from the public or private post-secondary educational system and selected from executives with optimum policy authority, including community college presidents and school board members and/or representatives of local educational systems eligible under the WIA.
- C. *Labor Organizations* – At least 15 percent (15%) of MCWIB members must be representatives of labor organizations nominated by local labor federations, including an apprenticeship program, unless the local labor federation fails to nominate enough members, in which case at least 10 percent (10%) of MCWIB members shall be representatives of local labor organizations.
- D. *Community-Based Organizations* – At least one (1) member must represent community-based organizations serving populations with barriers to employment, including, but not limited to, those

ACTION 07a

that represent or provide service to individuals with disabilities, veterans, youth, farm workers, homeless and immigrants.

- E. *Economic Development Agencies* – At least one (1) member must represent economic development agencies, including private sector economic development entities and/or Small Business Development Centers.
- F. *One-Stop Partners* – Each One-Stop Partner shall be represented by a minimum of one representative.
- G. Membership may include other individuals or representatives of entities as the BOS may determine to be appropriate. In all cases regarding an appointee, a single member of the MCWIB may be appointed to represent multiple constituencies on the MCWIB.

Section 2. Appointments

- A. Members of the MCWIB shall be appointed by the BOS.
- B. The BOS shall ensure the membership and appointment of MCWIB members are in compliance with WIA rules and regulations.
- C. The composition of the MCWIB shall be subject to certification by the Governor.
- D. Members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the BOS.
- E. MCWIB representatives, except institutional members (i.e., One-Stop Partners, etc.) shall serve as individuals and may not designate alternates/proxies.

Section 3. Term

- A. The term of each MCWIB representative shall be three (3) years, upon which time consideration for reappointment shall occur. The terms of all representatives may be staggered at the discretion of the BOS.
- B. There shall be no term limits.
- C. Members who are no longer actively involved in the work of his/her membership category within the County of Monterey shall be required to resign his/her MCWIB seat.
- D. Members shall immediately inform the MCWIB of a change in employer or employment status, at which time it shall be determined if the member is eligible to continue serving on the MCWIB.

Section 4. Recruitments and Nominations

- A. In the event of a vacancy, the MCWIB Executive Committee is responsible for maintaining the required composition of the MCWIB, as stated in these bylaws. A vacancy may not necessarily be filled if the required composition of the MCWIB can be maintained without filling the vacancy.
- B. The MCWIB shall solicit and accept nominations for MCWIB membership in accordance with representation as needed.
- C. All nominees shall be required to submit a membership application.
- D. Any qualified community member may nominate his/herself for appointment to the MCWIB by submitting a membership application to the MCWIB Executive Director.
- E. Nominations shall be reviewed by the Executive Committee to ensure that nominees meet the membership criteria as stated in these bylaws. If a nomination is approved by the Executive Committee, the Executive Committee shall bring forth the nomination to the full MCWIB for consideration.
- F. The recommendation for appointment of a new member shall require a two-thirds affirmative vote of MCWIB members present at a regular scheduled meeting in which a quorum has been established.

ACTION 07a

- G. The recommendation of the full MCWIB shall be forwarded to the BOS for action on the recommendation for appointment. If, for any reason, no recommendation for appointment is made within three (3) months of the date of vacancy, the MCWIB shall inform the BOS of that fact.

Section 5. Vacancies

- A. A vacancy on the MCWIB shall exist on the occurrence of noncompliance of applicable Federal and State regulations, or change in employment status from active employment in the classification that served as the basis for the appointment.
- B. Vacancies will not necessarily be filled by individuals from a like organization; industry, employer, or association so long as the required membership composition is maintained.

Section 6. Resignations

- A. Any member may resign by providing written or oral notice to the MCWIB Chair and/or MCWIB Executive Director.
- B. The MCWIB Executive Director shall provide written notice of all resignations to the MCWIB and BOS.
- C. A member shall be deemed to have resigned MCWIB membership if s/he is absent from 60% of regularly schedule MCWIB and assigned committee meetings in the program year (July-June) for which attendance is reviewed. Only unexcused absences shall be considered in determining the number/percentage of absences.
- D. In the event of resignation due to excessive unexcused absence, the MCWIB Executive Director shall act on behalf of the MCWIB to determine cause of such absences and shall provide such cause to the MCWIB for consideration.

Section 7. Removal

- A. A MCWIB member may be removed from the MCWIB if the member's conduct or action, in his/her capacity as a member or personal/professional dealings, is having or will have a severe detrimental affect on the ability of the MCWIB to conduct its business.
- B. Procedures for Removal by MCWIB:
 - 1. A removal is proposed and discussed at an Executive Committee meeting called for that purpose;
 - 2. The recommendation for removal from the Executive Committee shall be brought before the full MCWIB for discussion and vote;
 - 3. The member whose removal is being considered shall be invited to present reason(s) why his/her removal should be reconsidered at both the Executive Committee and full MCWIB meeting;
 - 4. Removal from the MCWIB shall require a two-thirds majority and affirmative vote of the MCWIB at a regularly scheduled meeting, in which a quorum has been established; and
 - 5. The MCWIB shall forward the recommendation for removal to the BOS for approval.
- C. Procedures for Removal by BOS:
 - 1. A removal is proposed and discussed at a BOS meeting;
 - 2. The recommendation for removal shall be brought before the full BOS for discussion and vote;
 - 3. The member whose removal is being considered shall be invited to present reason(s) why he/she should not be removed; and
 - 4. Removal from the MCWIB shall require a two-thirds majority and affirmative vote of the BOS at a regularly scheduled meeting, in which a quorum has been established.

Section 8. Size

- A. The membership size of the MCWIB shall be that which is required by the WIA, and to fulfill the duties of the MCWIB.
- B. An individual may serve as a representative of more than one membership category so long as adequate justification for his/her expertise in each area is established. No matter how many membership categories an individual represents, he/she is only entitled to one vote and may only be counted as a single member of the MCWIB.

Section 9. Compensation

Youth members of the Youth Council may receive reimbursement of travel expenses for attendance at regular meetings of the MCWIB, out of the County travel, as well as overnight travel, when required as a result of MCWIB membership in accordance with written policies and guidelines of the MCWIB and the County of Monterey. In the event MCWIB and County policy differ, the latter shall be applied and controls. Adult members of the MCWIB are not entitled to compensation or reimbursement for duties performed for the MCWIB.

ARTICLE VII. OFFICERS AND THEIR ELECTIONS

Section 1. Officers

- A. The officers of the MCWIB shall be Chair, Vice Chair, and Second Vice Chair.
- B. There shall be elected one (1) individual to serve in each designated office.
- C. The Chair of the MCWIB shall be elected by the MCWIB from among the Business representatives. The remainder of the officers may be elected from any of the representative groups.

Section 2. Election of Officers

The MCWIB shall elect officers in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term shall commence on the first subsequent meeting.

Section 3. Term of Officers

- A. The term of each officer shall be two (2) years.
- B. There shall be no consecutive term limits for officers.
- C. An officer shall serve his or her term until a successor is elected or until death, resignation or removal from office for cause.
- D. An officer vacancy shall be filled by vote at a subsequent full MCWIB meeting.
- E. An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy s/he is selected to fill.

Section 4. Duties of Officers

- A. *Chair.* The MCWIB Chair shall:
 - 1. Represent the MCWIB to the BOS and the general public;
 - 2. Preside over all regular and special meetings of the MCWIB;
 - 3. Serve as Chair of the Executive Committee of the MCWIB;
 - 4. Prepare the agenda for MCWIB meetings in consultation with the MCWIB Executive Director;
 - 5. Appoint all committee Chairs and committee members, in consultation with the MCWIB Executive Director;
 - 6. In cooperation with the BOS, determine the number and composition of the Youth Council;

ACTION 07a

7. Determine the sections of the annual WIA Local Plan that are to be developed by the Youth Council because those sections relate to eligible youth, and determine the duties of the Youth Council in addition to those described in the WIA; and
8. Assign and delegate such responsibilities from time to time.

B. Vice Chair. The MCWIB Vice Chair shall:

1. In the absence of the MCWIB Chair, perform all the duties of the MCWIB Chair; and
2. Assign and delegate such responsibilities from time to time.

C. Second Vice Chair. The MCWIB Second Vice Chair shall:

1. In the absence of the MCWIB Chair and MCWIB Vice Chair, perform all duties of the MCWIB Chair; and
2. Assign and delegate such responsibilities from time to time.

Section 5. Removal of Officers

The removal of an officer shall require a two-thirds majority vote of the MCWIB and conform to the procedures for member removal as outlined in these bylaws.

ARTICLE VIII. MEETINGS

Section 1. Public Meetings

- A. All meetings of the MCWIB and its committees shall be called and conducted in conformity with provisions of the Ralph M. Brown Act, hereinafter referred to as the "Brown Act".
- B. Robert's Rules of Order, New Revised, shall govern MCWIB meetings in all cases in which they are applicable and to the extent in which they are not in conflict with these bylaws and other applicable law.
- C. Regular meetings of the MCWIB and its standing and/or ad hoc committees shall be published annually in June for the period of July 1st to June 30th of the coming program year.
- D. Special meetings of the MCWIB may be called at any time by any officer of the MCWIB for any purpose in accordance with the Brown Act.
- E. Notice of the time and place of special meetings shall be provided to each member and the public in accordance with the Brown Act.
- F. The presiding officer of a meeting, at his/her discretion, may adjourn any meeting, whether a quorum has been established or not, to another time and place. The same meeting may not be adjourned more than once.

Section 2. Quorum

- A. A simple majority of appointed members shall constitute a quorum for the transaction of business at all MCWIB, committee and Youth Council meetings.
- B. A meeting at which a quorum is initially established may not continue to transact business if the quorum is not maintained due to the withdrawal or departure of members.

Section 3. Voting

- A. Each member of the MCWIB shall be entitled to one vote on an action.
- B. No member of the MCWIB shall cast a vote on any matter which has direct bearing on services to be provided by the member or any organization with which that member is associated, or would otherwise be the basis for a conflict of interest, as outlined in these bylaws in Article X. Conflict of Interest, Ethics & Economic Interests, Section 1.

ACTION 07a

- C. Action brought before the MCWIB shall be resolved by a vote of a simple majority of the members present, provided a quorum is present.
- D. At the request of any member, or upon the discretion of the Chair, a roll-call or ballot vote may be requested for any action of the MCWIB.

ARTICLE IX. COMMITTEES

Section 1. General

- A. All committees established under the MCWIB shall conform to the bylaws of the full MCWIB.
- B. All actions of MCWIB standing committees and workgroups are advisory to the MCWIB.
- C. Chairs of the MCWIB committees, in consultation with the MCWIB Executive Director, shall prepare the agenda for committee meetings.
- D. Members who are designated as a One-Stop Career Center Operator shall not serve on any committee that deals with the oversight of the One-Stop system or allocation of resources that would potentially be allocated to that member's program or might otherwise be the basis of a conflict of interest, as outlined in these bylaws in Article X. Conflict of Interest, Ethics & Economic Interests, Section 1.

Section 2. Standing Committees

- A. There shall be established two standing committees of the MCWIB to include the Executive Committee and Oversight & Evaluation Committee.
- B. To the extent possible, standing committees shall be comprised of at least one representative from each of the required MCWIB representative categories as outlined in the WIA, with the majority of committee members being Business representatives.
- C. The term of the Chair of any standing committee shall be for two (2) years, concurrent with the term of the Chair of the MCWIB, who shall either reappoint or designate a new committee Chair at the beginning of his/her (MCWIB Chair) term.

Section 3. Executive Committee

- A. The Executive Committee shall be comprised of the following Board members: Chair, Vice Chair, Second Vice Chair, Immediate Past Chair, Youth Council Chair, the Chair of any other standing committee, and up to two other MCWIB members appointed at the discretion of the MCWIB Chair.
- B. The MCWIB Chair shall serve as Chair of the Executive Committee.
- C. Responsibilities of the Executive Committee shall include:
 - 1. Report upon all action taken by the committee at regularly schedule MCWIB meetings;
 - (a) Emergency actions and all other actions taken by the Executive Committee without the prior approval of the full MCWIB are conditional and subject to either ratification or rescission by the full MCWIB at its subsequent meeting.
 - 2. Make recommendations for membership to the MCWIB and Youth Council in compliance with membership requirements as outlined in the WIA;
 - 3. Determine responsibilities of all standing committees and workgroups and review work plans of such bodies;
 - 4. Review the attendance of MCWIB and Youth Council members and make recommendations for removal of a member as outlined in Article VI. Membership, Section 7 of these bylaws; and
 - 5. Perform other duties as the MCWIB may deem necessary.

Section 4. Oversight & Evaluation Committee

ACTION 07a

- A. An Oversight & Evaluation Committee shall be established and composed of fully appointed MCWIB members as directed by the MCWIB Chair.
- B. Responsibilities of the Oversight & Evaluation Committee shall include:
 - 1. Conduct monitoring and evaluation of services, activities and grants or contracts, including the Monterey County One-Stop Career Center(s), funded by the WIA or otherwise and awarded by the MCWIB, as related to all adult, dislocated worker, rapid response programs;
 - 2. Negotiate a Memorandum of Understanding between the MCWIB and each required Monterey County One-Stop Career Center delivery system partner, such MOU being subject to approval by the full MCWIB; and
 - 3. Report back to the full MCWIB on issues, as directed by the full MCWIB.

Section 5. Youth Council

- A. A Youth Council shall be established in accordance with the WIA and be comprised of members in compliance with the WIA.
- B. Responsibilities of the Youth Council shall include, but not be limited to the following.
 - 1. Conduct monitoring and evaluation of youth services, activities and grants or contracts funded by the WIA and other funding procured by the MCWIB;
 - 2. Make recommendations to the Executive Committee and the full MCWIB relating to youth programs and eligible providers for those programs;
 - 3. Foster integration and collaboration of youth activities in the local area; and
 - 4. Report back to the full MCWIB on issues as directed by the full MCWIB.
- C. The Youth Council shall elect its Chair from its members.
- D. The term of each Youth Council member, shall be two (2) years and follow guidelines for removal and appointment as established in these bylaws.
- E. Members of the Youth Council who are not members of the MCWIB shall be voting members of the Youth Council and nonvoting members of the MCWIB.

Section 6. Other Committees

- A. The MCWIB Chair may from time to time establish other standing committees or workgroups to assist the MCWIB in carrying out its duties or current work, by appointing a MCWIB member as Chair of that committee or workgroup.
- B. Workgroups may include individuals who are not appointed to the MCWIB so long as the individual has expertise in the topic/task of such body.
- C. The MCWIB Chair and chair of the standing committee shall be responsible for appointing members of the respective committee including MCWIB members and other interested stakeholders, as appropriate.

ARTICLE X. CONFLICT OF INTEREST, ETHICS & ECONOMIC INTERESTS

Section 1. Conflict of Interest

- A. Members of the MCWIB shall comply with applicable Conflict of Interest laws, including but not limited to the Political Reform Act (Government Code, Section 87100, et seq.) and applicable administrative regulations (2 Cal. Code of Regulations, Section 18100, et seq.), and any amendments to the Act or regulations.
- B. A conflict of interest exists if the basis of selections is by:
 - 1. Reason of ownership in that business; or
 - 2. Annual income or salary derived from such entity; or

ACTION 07a

3. Other compensation, fringe benefits or benefits from the use of property, or any combination thereof paid or provided by such entities submitting response to a Request for Proposal; or
 4. If a relative by blood, adoption or marriage and/or a close personal friend receives favorable treatment.
- C. No member shall either cast a vote on, or participate in, any decision-making capacity on the provision of services by such member or by an organization that such members directly represents or any matter which would provide any direct benefit to such member or the immediate family of such member.
- D. Any member, or specific entity represented by that member, who participates in the development of grant and/or contract specifications or standards is prohibited from requesting or receiving any direct financial benefit from any resulting award.
- E. Any member who participates in a MCWIB or Youth Council decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of RFP of other such bid processes leading to a grant or contract, or any similar decision, is prohibited from receiving any direct financial benefit from any resulting contract.
- F. No corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the grant and/or contract if it would create a conflict of interest for the member who participated in this manner.
- G. If a grant, contract and/or purchase involving a member is made, the Board shall:
1. Ensure the non-involvement of the member in the decision making process;
 2. Justify the terms and conditions of the grant, contract and/or purchase; and
 3. Document that grant, contract and/or purchase was adequately bid or negotiated and that the terms of the contract or price of purchase are fair and reasonable.
- H. Each member is responsible for determining whether any potential or actual conflict of interest exists or arises for him/herself during tenure on the MCWIB or Youth Council.
- I. Any member with a potential or actual conflict of interest must:
1. Disclose that fact to the Board as soon as the potential conflict is discovered and to the extent possible, before the agenda of the meeting involving the matter at issue is prepared; and
 2. Verbally (in writing or orally) declare such conflict, such declaration must be clearly noted in the minutes, and such member must recuse him/herself from the remainder of the discussion and voting on that item.

Section 2. Ethics Training

Each member shall receive training in ethics in accordance with MCWIB written policies and guidelines and applicable Federal or State law and regulations.

Section 3. Economic Interest

Each member shall file a statement of economic interest as a condition of assuming membership and then annually while serving as a member. State law and the BOS shall determine the composition of the statement of economic interest.

ARTICLE XI. AMENDMENTS

- A. Amendments to these bylaws may be made at any regularly scheduled meeting of the MCWIB, provided the amendment has been submitted in writing at the previous regular meeting or at least seven (7) days in advance of the meeting at which the amendments will be presented for action.
- B. Amendments require an affirmative vote of the majority of the membership present at a meeting where a quorum is present.

ACTION 07a

- C. Amendments to these bylaws shall be reviewed and approved by the Monterey County County Counsel prior to the approval of the MCWIB.
- D. Amendments to these bylaws require approval of the BOS.

ARTICLE XII. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

ARTICLE XIII. ENACTMENT

These bylaws shall become effective upon adoption by a majority vote of the MCWIB, and shall remain in effect, as amended by Article XII, until dissolution of the MCWIB.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: CONSIDER AND APPROVE THE WIB AND SUBCONTRACTORS
AGENCY NEEDS ASSESSMENT (ANA) SCOPE OF WORK PROPOSAL
OFFERED THROUGH WORKFORCE 2.0
DATE: SEPTEMBER 29, 2011

DISCUSSION:

It is recommended that the WIB Executive Committee review and approve the Workforce 2.0 ANA Scope of Work Proposal offered through Workforce 2.0, a division of Launchpad Careers, Inc. to provide a review of our Business Services processes and develop a training recommendation.

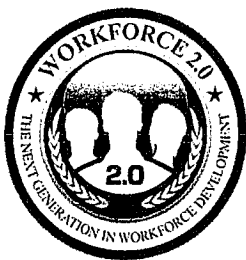
ATTACHMENTS

8a. Workforce 2.0 Scope of Work proposal



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

09/12/2011
Date



WORKFORCE 2.0

OFFICE
2152 Dupont, Suite 214
Irvine, CA 92612

PHONE
Work Phone: (949) 748-8011

EMAIL
Work Email:
aj@workforce20.com

WEB
Work URL:
www.workforce20.com

August 9, 2011
Mr. Manley Bush
Monterey County Workforce Investment Board
168 W. Alisal St., 2nd Floor
Salinas, CA 93901

Dear Mr. Bush,

Thank you for the opportunity to present our assessment to your board last Wednesday. Per your request, we are providing a scope of work for the recommendations covered in the assessment. Please feel free to contact me should you have any questions regarding this information.

SCOPE OF WORK	
<p>Develop & Implement Agency-Wide Rhythm, Metrics & Reporting System: Work with WIB and providers to develop standardized, real-time reporting metric using existing technologies.</p>	
<p>Conduct OET Agency Needs Analysis: Conduct "deeper-dive" ANA on OET with specific focus on client intake and business services.</p>	
<p>Based on preliminary assessment we anticipate the following training needs for OET.</p> <ul style="list-style-type: none"> • OET Business Development Training - Business Services training based on a proven staffing industry model to increasing the core staff's ability to identify, connect, and successfully partner with employers, ultimately leading to increase in quality job orders. • OET Job Order and Fulfillment Procedure Development and Training - Order fulfillment training based on a proven staffing industry model to enhancing staff's ability to accurately screen, match, present, coordinate interviews, and assist job seekers, increasing the ratio of candidates receiving interviews and job offers, ultimately leading to more placements. 	
SUB-TOTAL	\$ 14,000.00
EDD REIMBURSEMENT	\$ 2,100.00
TOTAL	\$ 11,900.00

Sincerely yours,

Abraham J. Jankans

Chief Employment Officer, Workforce 2.0

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: PRESENTATION AND DISCUSSION ON THE COMMUNITY IMPACT GRANT GUIDELINES BY MS. JANET SHING OF COMMUNITY FOUNDATION FOR MONTEREY COUNTY.
DATE: SEPTEMBER 29, 2011

RECOMMENDATION:

Ms. Janet Shing of the Community Foundation for Monterey County will present to the WIB Executive Committee information on the Community Impact Grant Guidelines.

ATTACHMENT:

09a. Letter on Community Impact Grant Guidelines



Loyanne Flinn, Acting WIB Executive Director,
Monterey County Workforce Investment Board
This report was prepared by Manley Bush, Management Analyst

09/12/2011
Date



COMMUNITY IMPACT GRANT GUIDELINES

Community Impact Grants are made from the numerous unrestricted and field of interest funds established by donors over the years. Approximately \$2 million will be available for impact grants. Grant awards are expected to range from \$10,000 to \$50,000. Grants greater than \$50,000 may be considered for larger and collaborative ventures, but are the exception.

These grants focus on work aligned with one or more of the Community Foundation for Monterey County (CFMC)'s priorities described in our grantmaking framework. In selecting grantees, we seek to invest in community organizations that share our goals and demonstrate the potential to accomplish meaningful results. We are particularly interested in supporting innovation, collaboration and effective approaches that address critical community challenges, underserved populations and service gaps. Funded organizations will have evidence of strong community support, capable leadership, and deep knowledge of and involvement in the communities they serve.

ELIGIBILITY Community Impact Grants are open to 501(c)3 nonprofit organizations and public agencies serving Monterey County residents. Organizations and collaboratives that are not legally incorporated may partner with a tax-exempt, 501(c)3 organization which will serve as the Fiscal Sponsor for the proposed grant. The Fiscal Sponsor must agree to be accountable to the CFMC for the programmatic and financial outcomes of the grant and have a signed agreement with the sponsored group verifying the terms of the arrangement. Fiscal Sponsors may submit more than one application on behalf of different sponsored groups and/or their own organization. All organizations applying for a grant should be current on reporting obligations for past CFMC general endowment (competitive) grants. Individuals are not funded through this program.

Only one Community Impact Grant per organization will be awarded annually, unless the grant is to a Fiscal Sponsor or for a multi-organization collaborative project.

TYPES OF SUPPORT Healthy, safe and vibrant communities require a range of strategies. Therefore, grants are considered for one or a combination of the following types of support:

- ▶ **PROGRAM** The CFMC is most interested in supporting sustainable programs that have the potential for realizing meaningful results on community priorities. Programs are encouraged that reflect fresh, entrepreneurial approaches and that are based on research, experience and best practices in the field. Funding is provided for the expansion or refinement of existing programs as well as seed grants for new programs that show promise for efficacy and sustainability. Grants to programs with a successful track record are also considered. In reviewing proposals for new or existing programs, the CFMC looks for clarity of outcomes (desired results), effective approaches, and viable, plans for maintaining ongoing projects.
- ▶ **NETWORKS AND COLLABORATIONS** High priority is given to collaborative strategies that build leadership and social networks for achieving broader systems change and/or to strengthen the effectiveness of community organizations. This may include networks of organizations, learning communities or coalitions engaging multiple stakeholders around a common goal. Also of interest are nonprofit alliances aimed at increasing the effectiveness and sustainability of service providers through group business ventures and other strategic restructuring such as administrative consolidations or mergers of two or more organizations. Services that support efficiencies, capacity building and cost effectiveness in the nonprofit sector, such as incubation and fiscal sponsorship, will also be considered.
- ▶ **ORGANIZATIONAL DEVELOPMENT** The CFMC recognizes great value in developing the internal capacities of nonprofit organizations to increase their effectiveness and community impact. Proposals are welcome to support major organizational development efforts (non-recurring activities intended to develop the internal capacity and infrastructure of organizations). Funded projects might include: strategic planning, agency restructuring, fund development planning, moving to new business models, reaching out to new audiences, or conducting needs assessments or community engagement activities. Organizations proposing a capacity-building grant should address how the project strengthens the organization and how it will enhance its mission and the community served.

COMMUNITY IMPACT GRANT GUIDELINES, continued

- ▶ **CAPITAL SUPPORT** The CFMC supports capital costs when those capital improvements have the potential to advance greater social benefit. Capital support will be considered for pre-development expenses and/or for construction costs (after the agency has raised at least half of the goal). Receipt of a grant for pre-development costs does not preclude an agency from also applying for a one-time grant for capital project costs (for the same project) at a later date.
- ▶ **OPERATING SUPPORT** Under limited circumstances, the CFMC may provide unrestricted operating grants to organizations that have a proven track record of community benefit in Monterey County. Organizations must have a base of operations in Monterey County, have a positive and stable history, and be a previous CFMC grantee within the last three years. Operating support grants are most often provided in conjunction with organizational development efforts to provide bridge funding while new revenue sources and internal enhancements are undertaken. Funding for the start-up of new organizations is also considered.

EXCLUSIONS Grant funds cannot be used for the following types of activities:

1. Religious activities/organizations that are non-secular and/or promote a religious doctrine
2. Academic research
3. Funding to schools and public agencies that would supplant tax-supported, mandated services
4. Annual fundraising campaigns or events
5. Creation of, or addition to, endowment funds
6. Payment of debt or legal settlements
7. Political or partisan purposes
8. Expenses incurred prior to the grant award date

DURATION OF GRANTS Community Impact Grants typically cover a period of one year; however, organizations awarded a grant may reapply up to three years for the same purpose. Funding in the second or third year is contingent on successful completion of the previous year's goals and progress on sustainability plans. Multi-year proposals may be considered for larger collaborative or nonprofit sector initiatives, but are the exception.

COMMUNITY IMPACT GRANTS CALENDAR

Deadline	Program Area	Decision
February (1st Friday)	INVESTING IN OUR PEOPLE (Building Blocks, Basic Needs, Wellness)	June
August (1st Friday)	STRENGTHENING OUR COMMUNITIES (Community Engagement, Economic Opportunity, Healthy Places and Spaces)	December
August (1st Friday)	CELEBRATING OUR CULTURES (Experiences, Creativity, Heritage)	December
August (1st Friday)	STEWARDED OUR ENVIRONMENT (Engagement, Animal Welfare)	December

SUBMITTING A GRANT PROPOSAL Before applying for a grant, please carefully review the CFMC's grantmaking priorities and guidelines. Our program staff is available to answer your questions about the interest areas and application procedures. Please call 831.375.9712 or visit www.cfmco.org for application materials, staff contact information and a complete schedule of all of our grant opportunities.



STRENGTHENING OUR COMMUNITIES

Communities throughout Monterey County are cohesive, safe and prosperous places where people work together to build and sustain community assets.

COMMUNITY ENGAGEMENT We support community-building activities that empower individuals and communities to act on their own behalf and that create opportunities for local problem-solving.

Interest Areas:

- ▶ Empowering residents to lead positive change in their communities
- ▶ Nurturing youth leadership and involvement in community building
- ▶ Supporting citizenship programs and other immigrant services
- ▶ Promoting volunteerism, civic participation and leadership development

ECONOMIC OPPORTUNITY We invest in activities that increase opportunities for the economic security and advancement of low-income residents.

Interest Areas:

- ▶ Basic adult literacy and English language acquisition
- ▶ Financial education and asset building, including homeownership and foreclosure prevention programs
- ▶ Technological (digital) literacy and access to computers/equipment
- ▶ Entrepreneurism and small business development support
- ▶ Access to employment readiness support, basic skills training and other high-need employment resources

HEALTHY PLACES AND SPACES We support strategies to enhance community environments so that all residents have safe, welcoming and accessible places and spaces to live, work and play.

Interest Areas:

- ▶ Neighborhood revitalization and beautification
- ▶ Improvements to make neighborhood parks and public spaces family-friendly and inviting for exercise and recreation
- ▶ Access to fresh, affordable and nutritious food choices
- ▶ Strategies to leverage access to schools, libraries and other community facilities as accessible gathering spaces
- ▶ Emergency preparedness, response and recovery efforts

NEIGHBORHOOD GRANTS PROGRAM (NGP) Another way we strengthen communities is through NGP grants of up to \$4,000 to grassroots neighborhood groups and voluntary associations. These groups come together to benefit their community in a variety of ways, including arts and cultural programs, youth recreation, parent education, neighborhood improvement and community health promotion. The program also provides training and information sharing opportunities to support the development of leadership and organizational skills. Guidelines and application for Neighborhood Grants are available at www.cfmco.org/NGP.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE WIB BUDGET FOR FY2011-12
DATE: SEPTEMBER 29, 2011

RECOMMENDATION: Review and approve the WIB budget for FY 2011-12

DISCUSSION:

The table below shows that the WIB budget plan and actual expenditures for 2010-11, and the planned budget for 2011-12, which is \$43,092 less than actual expenditures for the previous year. The 2011-12 budget includes a \$47,098 increase to the salaries and benefits line and a \$90,190 decrease to the operating expenditures line.

	<i>2010-11 Plan</i>	2010-11 Actual	<i>2011-12 Plan</i>
Salaries and Benefits	\$604,505	\$608,337	\$655,435
Operating Expenditures	\$232,335	\$232,320	\$142,130
Total	\$836,840	\$840,657	\$797,565

The increase in salaries and benefits is due to the creation of the new county Economic Opportunity Department that incorporates the WIB staff and operations. The table below shows the positions that were funded in 2010-11 by WIA in support of the WIB and the positions funded in 2011-12 by WIA in support of the new department. Some positions are funded for less than a full year because of recruitments and additional funding requirements. Some positions are funded by WIA and other sources (% WIA). The overall staff support funded by WIA for the new department increased by 2.55 FTE and includes fiscal and MIS support.

Position	2010-11	% WIA	2011-12	% WIA
Director DEO-WIB			75%	33%
Senior Analyst-DEO			100%	33%
Senior Analyst-WIB (Acting WIB ED)	100%	100%	50%	100%
Allocation TBD			50%	33%
Analyst II	100%	100%	100%	100%
Analyst II/I	100%	100%	100%	100%
Analyst II/I	100%	100%	30%	100%
Analyst II/I	100%	100%		
Senior Secretary-WIB	100%	100%	100%	100%
Senior Secretary-DEO			100%	33%
Senior Analyst – DEO Finance			100%	20%
Senior Information Systems			50%	33%
	6 FTE		8.55 FTE	

ACTION 10

Operating Expenditures include allocated county costs such as information technology and insurance. The next table shows the line items under operating expenditures for the WIB to provide direction. Generally, line items have been reduced by 70%. Two line items increased: mileage reimbursement and professional services. Proposals for professional services will be brought to the Executive Committee for approval.

For PY 2010-11, \$11,195 was expended on membership fees as listed in the table below to include the National Association of Workforce Boards (NAWB), Salinas Valley and Monterey Peninsula Chambers of Commerce and the California Workforce Association (CWA). For 2011-12, the plan is to expend \$11,000 towards the NAWB and CWA annual memberships.

Line Item	2010-11 Actual	2011-12 Plan	Description
Membership Fees	\$11,195	\$11,000	NAWB and CWA annual
Office Supplies	\$6,419	\$4,000	Paper, toner, business cards
Professional Services	\$20,362	\$60,480	Workforce 2.0; Legal
Rents and Leases - Equipment	\$5,455	\$5,000	Copier
Conference/Lodging/Meals Travel and Training DEO - WIB Staff	\$7,293	\$24,800	CWA MMM, Spring and Youth Conferences NAWB; Retreat
WIB Member s	\$24,836		
Mileage Reimbursement	\$993	\$1,200	WIB staff, CWA quarterly, statewide/regional meetings
Fleet Service Charge	\$347	\$350	County vehicle
Indirect Charges	\$60,769	\$35,300	COWCAP, ITD, Insurance
		\$142,130	TOTAL

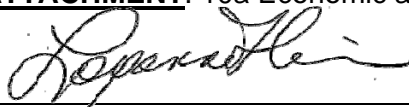
The plan for Conferences/Lodging/Meals/ Travel and Training is detailed below based on past expenditures. A balance of \$2,000 remains for 2011-12 allowing for additional participation to support the needs of the new department.

	2010-11 Actual		2011-12 Plan	
	WIB Member	WIB Staff	WIB Member	WIB Staff
Conference/Training				
WIB Retreat	\$ 6,035		\$4,225	
Meeting of the Minds	\$3,000	\$1,500	\$2,510 ¹	
CWA Youth Conference	\$ 4,348	\$2,248	\$3,044	\$1,455
CWA Spring Conference	\$0	\$1,450	\$0	\$1,454
NAWB	\$11,453	\$2,095	\$8,017	\$2,095
Total	\$24,836	\$7,293	\$17,796	\$5,004
	\$31,923		\$22,800	

¹ The September 2011 MMM expenditure includes two paid registrations for WIB officers/MMM panelists and \$1,500 to sponsor the welcome reception as a collaboration between Monterey County Economic Opportunity – WIB, the Monterey County Business Council and Project 17. The total sponsorship of \$7,500 included two additional registrations for MCBC and Project 17.

The WIB budget 2011-12 plan to actual will be brought back to the Executive Committee after midyear for review and direction.

ATTACHMENT: 10a Economic and Workforce Organization


 Loyanne Flinn, Acting Director
 Monterey County Workforce Investment Board

09/02/2011
 Date

Monterey County Board of Supervisors
 CLEO under WIA
 County Administrative Officer, Lew Bauman

EOC Economic Opportunity Committee
 Chair, Lorri Koster

WIB Workforce Investment Board
 Chair, Erik Cushman

DSES Department of Social & Employment Services
 Director, Elliott Robinson

DEO Department of Economic Opportunity
 Interim Director, Jim Cook
Recruiting for DEO/WIB Director

Social Services,
 Community Benefits, HR

Employment Services
 Branch Director,
 Barbara Verba

Administrative Services
 Branch Director,
 Janet Johnson

Administrative Services
 Finance Manager,
 Carol Bouchard

Economic Opportunity
 Acting WIB Dir,
 Loyanne Flinn

Housing and Redevelopment
 Assistant Director,
 Marti Noel

CWES
 CalWORKS (TANF)
 Employment Services

OET Office for Employment Training
 Program Manager,
 Rod Powell
 Staff: 39

Partially and fully WIA funded staff in Admin Services
 Staff: 8

Partially WIA funded staff in Admin Services
 Staff: 2

Partially and fully WIA funded staff in
 Staff: 5

One Stop Career Center – Consortium Operator		
CWES CalWORKS Employment Services Staff: 73	OET Office for Employment Training Staff: 47	EDD State Employment Development Dept Staff: 13
16 MOUs between WIB and mandatory partners under WIA		

Community Career Centers – WIB Subcontractor	
Adult Services Turning Point Shoreline Staff: 5 Staff Other WIA: 16 Staff non-WIA: 12	Youth Services Turning Point Santa Cruz Office of Education Staff:


MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON REGIONAL COLLABORATION WITH SANTA CRUZ COUNTY WIB
DATE: SEPTEMBER 29, 2011

DISCUSSION:

Rob Gamble will join us for a discussion on regional collaboration including:

- Regional One-Stop Career Center in Watsonville
- Coordinated regional Proactive Rapid Response (Job Retention)
- Business Services
- Community Corrections Partnership – AB109/117 realignment from state prison to local supervision and treatment
- Shared subcontractor planning and evaluation
- Shared NEG OJT evaluation
- Subsidized employment with CalWORKS



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

Report submitted by Manley Bush, WIB Management Analyst

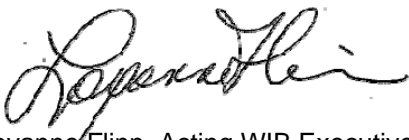
09/12/11
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON THE ECONOMIC DEVELOPMENT COMMITTEE
DATE: SEPTEMBER 29, 2011

INFORMATION/DISCUSSION:

The Economic Development Committee was created to guide development and implementation of the County-wide economic development strategy. To facilitate this effort, the County retained the Stanford Research Institute (SRI) to prepare an economic development strategy in three primary phases. A report summarizing the results of phase one, includes a component focusing on existing conditions and opportunities in the County. This will be presented by Mr. Jim Cook, the Interim Economic Opportunity/WIB Director.



Loyanne Flinn, Acting WIB Executive Director,
Monterey County Workforce Investment Board
This report was prepared by Manley Bush, WIB Management Analyst

09/21/2011

Date

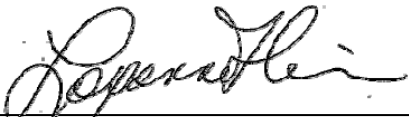
MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF MONTEREY COUNTY LOCAL WORKFORCE INVESTMENT AREAS (LWIA) REVENUE AND EXPENDITURES, WORKFORCE SERVICES, BUSINESSES AND JOB SEEKERS SERVED
DATE: SEPTEMBER 29, 2011

DISCUSSION: At the Executive Committee meeting on September 21, 2011, WIB staff plan to review the Monterey County Local Workforce Investment Area's (LWIA) revenue and expenditures, workforce services, as well as businesses and job seekers served for Program Years 2007-08 through 2010-11.

ATTACHMENT:

- 13a. Workforce Revenue and Expenditures
- 13b. Workforce Services, Businesses and Job Seekers



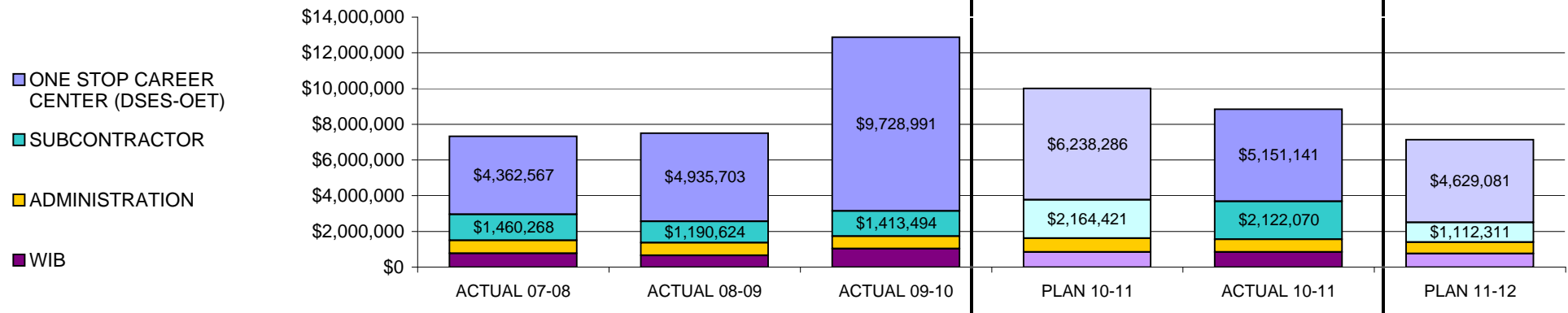
Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

09/13/2011
Date

WORKFORCE INVESTMENT SYSTEM

Revenue and Expenditures	Actual		Actual		Actual		PLAN		Actual		PLAN	
	07/08		08/09		09/10		10/11		10/11		11/12	
TOTAL REVENUE	\$7,514,316		\$14,965,167		\$15,262,355		\$10,012,826		\$10,012,826		\$6,620,803	
WIA FORMULA (Youth, Adult, Dislocated Worker)	\$5,757,404	77%	\$6,895,213	46%	\$6,994,201	46%	\$6,080,592	61%	\$6,080,592	61%	\$5,190,392	78%
TOTAL ALLOCATION including WIA FORMULA	\$7,039,916		\$14,773,293		\$7,841,287		\$7,614,268		\$7,275,300		\$5,486,346	
CARRY-IN	\$474,400.0	6%	\$191,874	1%	\$7,421,068	49%	\$2,398,558	24%	\$2,737,526	27%	\$1,134,457	17%
TOTAL EXPENDITURES - SUMMARY	\$7,322,442		\$7,496,581		\$12,881,646		\$10,012,826		\$8,836,018		\$7,141,177	
ONE STOP CAREER CENTER (DSES-OET)	\$4,362,567	60%	\$4,935,703	66%	\$9,728,991	76%	\$6,238,286	62%	\$5,151,141	58%	\$4,629,081	65%
SUBCONTRACTOR	\$1,460,268	20%	\$1,190,624	16%	\$1,413,494	11%	\$2,164,421	22%	\$2,122,070	24%	\$1,112,311	16%
ADMINISTRATION	\$730,679	10%	\$709,929	9%	\$699,789	5%	\$767,207	8%	\$716,063	8%	\$637,933	9%
WIB	\$768,928	11%	\$660,325	9%	\$1,039,372	8%	\$842,912	8%	\$846,744	10%	\$761,852	11%
TRAINING dollars and percent	\$603,464	8%	\$463,804	6%	\$1,461,230	11%	\$1,416,269	14%	\$383,748	4%		
TRAINING = Total Participant Costs	\$1,030,116	14%	\$927,524	12%	\$4,451,973	35%	\$2,347,469	23%	\$2,353,111	27%	\$683,647	10%

TOTAL EXPENDITURES - COST CATEGORY	\$7,322,442		\$7,496,581		\$12,881,646		\$10,012,826		\$8,836,018		\$7,141,177	
Total Salaries and Benefits	\$5,114,334		\$5,283,919		\$6,303,460		\$6,639,803		\$5,602,956		\$5,364,782	
<i>One Stop OET Salaries and Benefits</i>	<i>\$2,830,065</i>		<i>\$3,202,827</i>		<i>\$3,858,250</i>		<i>\$3,646,452</i>		<i>\$2,704,910</i>		<i>\$3,482,547</i>	
<i>Subcontractor Salaries and Benefits (+operating)</i>	<i>\$1,180,016</i>		<i>\$988,708</i>		<i>\$1,078,423</i>		<i>\$1,786,315</i>		<i>\$1,738,322</i>		<i>\$762,681</i>	
<i>Administration Salaries and Benefits</i>	<i>\$572,815</i>		<i>\$553,083</i>		<i>\$600,397</i>		<i>\$536,834</i>		<i>\$485,690</i>		<i>\$499,832</i>	
<i>WIB Salaries and Benefits</i>	<i>\$531,438</i>		<i>\$539,301</i>		<i>\$766,390</i>		<i>\$670,202</i>		<i>\$674,034</i>		<i>\$619,722</i>	
Total Operating Costs (Services & Supplies)	\$1,177,992		\$1,285,138		\$2,126,213		\$1,025,554		\$879,951		\$1,092,748	
<i>One Stop OET Operating Costs</i>	<i>\$782,638</i>		<i>\$1,007,268</i>		<i>\$1,753,839</i>		<i>\$622,471</i>		<i>\$476,868</i>		<i>\$812,517</i>	
<i>Subcontractor Operating Costs</i>												
<i>Administrative Operating Costs</i>	<i>\$157,864</i>		<i>\$156,846</i>		<i>\$99,392</i>		<i>\$230,373</i>		<i>\$230,373</i>		<i>\$138,101</i>	
<i>WIB Operating Costs</i>	<i>\$237,490</i>		<i>\$121,024</i>		<i>\$272,982</i>		<i>\$172,710</i>		<i>\$172,710</i>		<i>\$142,130</i>	
Total Participant Costs	\$1,030,116		\$927,524		\$4,451,973		\$2,347,469		\$2,353,111		\$683,647	
Total One-Stop OET Participant Costs	\$749,864		\$725,608		\$4,116,902		\$1,969,363		\$1,969,363		\$334,017	
One-Stop OET Work Exp/Internships	\$426,652		\$463,720		\$2,990,743		\$931,200					
TRAINING One Stop OET CRT / OJT	\$162,057		\$109,157		\$517,995		\$650,000				\$334,017	
TRAINING One-Stop Support Services	\$161,155		\$152,731		\$608,164		\$388,163					
TRAINING Subcontractor	\$280,252		\$201,916		\$335,071		\$378,106		\$383,748		\$349,630	



WORKFORCE INVESTMENT SYSTEM

Information 13b_ Workforce Services, businesses and Jobseekers

Workforce Services, Businesses and Job Seekers	Actual		Actual		Actual		PLAN		Actual		PLAN	
	07/08		08/09		09/10		10/11		06/30/2011		11/12	
TOTAL JOB SEEKERS SERVED	1,321		3,002		6,324		2,878		2,049		1,900	
NEW Job Seekers	803	61%	2,714	90%	5,229	83%	2,098	73%	1,290	63%	1,150	61%
TOTAL BUSINESSES SERVICES	294		2,403		2,140				3,626			
New Businesses Registered	93		117		186				180			
ONE STOP CAREER CENTER (W-P)	4,196		5,632		7,464				3,537			
TOTAL JOB SEEKERS ENROLLED - SUMMARY	1,321		3,002		6,324		2,878		2,049		1,900	
ONE STOP CAREER CENTER (DSES-OET)	1,125	85%	2,831	94%	6,086	96%	2,668	93%	1,831	89%	1,631	86%
SUBCONTRACTOR	196	15%	171	6%	238	4%	210	7%	218	11%	269	14%
TOTAL TRAINING - Support/Training Services	1,575		1,308		4,409				1,798			
Total Participant Services	7,660		21,512		50,108				16,219			
Total One-Stop OET Participant Services	6,020		19,492		46,718				12,378			
One-Stop OET Core/Intensive/Youth	4,702		18,598		42,764				11,853			
TRAINING One Stop Support/Training	1,318	84%	894	68%	3,954	90%			525	29%		
Total Subcontractor Participant Services	1,640		2,020		3,390				3,841			
Subcontractor Core/Intensive/Youth	1,383		1,606		2,935				2,568			
TRAINING Subcontractor Support/Training	257	16%	414	32%	455	10%			1,273	71%		
NEW BUSINESSES REGISTERED - INDUSTRY	93		117		186				180			
Agriculture, Forestry, Fishing & Hunting	2	2%	4	3%	8	4%			6	3%		
Construction	16	17%	9	8%	17	9%			9	5%		
Manufacturing (31-33)	1	1%	2	2%	3	2%			5	3%		
Wholesale Trade	1	1%	4	3%	5	3%			4	2%		
Retail Trade (44 & 45)	4	4%	6	5%	13	7%			12	7%		
Transportation and Warehousing (48 & 49)	4	4%	2	2%	5	3%			8	4%		
Information	2	2%	1	1%	4	2%			3	2%		
Finance and Insurance	11	12%	8	7%	13	7%			9	5%		
Real Estate and Rental and Leasing	2	2%	5	4%	11	6%			2	1%		
Professional, Scientific & Technical Svc	5	5%	9	8%	14	8%			13	7%		
Management of Companies and Enterprises	1	1%	0	0%	0	0%			19	11%		
Admin., Support, Waste Mgmt, Remediation	13	14%	21	18%	19	10%			0	0%		
Education Services	5	5%	6	5%	5	3%			9	5%		
Health Care and Social Assistance	3	3%	16	14%	18	10%			26	14%		
Arts, Entertainment, and Recreation	3	3%	3	3%	10	5%			4	2%		
Accommodation and Food Services	3	3%	9	8%	10	5%			15	8%		
Other Services (except Public Admin.)	12	13%	6	5%	23	12%			26	14%		
NEW BUSINESSES REGISTERED -SIZE												
1-4	20	32%	12	24%	95	49%			105	54%		
5-19	19	30%	11	22%	60	31%			51	26%		
20-99	12	19%	15	30%	23	12%			16	9%		
100-999	7	11%	8	16%	10	5%			15	8%		
1,000 +	5	9%	3	6%	6	3%			9	5%		

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE LETTER OF SUPPORT FOR CAMEO TO
WORK WITH THE STATE ON A GRANT FOR DOL WORKFORCE
INNOVATION FUNDS FOR SELF EMPLOYMENT AND
ENTREPRENEURSHIP
DATE: SEPTEMBER 29, 2011


RECOMMENDATION: It's recommended that the Executive Committee review and approve the attached letter of support for CAMEO to work with the State on a grant for DOL Workforce Innovation funds for self-employment and entrepreneurship.

DISCUSSION:

The letter was submitted, with WIB officer approval, to meet a deadline and is presented to the Executive Committee for concurrence.

ATTACHMENTS:

14a. Letter of support for \$5 Million Grant Opportunity for Job Creation


Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

09/14/2011
Date



WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY ECONOMIC OPPORTUNITY

ERIK CUSHMAN, WIB CHAIR

LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR

168 WAlisal St. 2nd Floor
Salinas, CA 93901
Phone (831) 759-6644
Fax (831) 755-5398
flinnlg@co.monterey.ca.us

August 22, 2011

Honorable Marty Morgenstern, Secretary
California Labor and Workforce Development Agency
Sacramento, CA 95814
Fax: 916-653-6913

\$5 Million Grant Opportunity for Job Creation

California has the opportunity to obtain a \$5 million grant from the U.S. Department of Labor's (DOL) new Workforce Innovation grants program to support self-employment and entrepreneurship for our unemployed. California Association for Micro Enterprise Opportunity (CAMEO) has a proposal to use these funds to create jobs that would benefit local Workforce Investment Boards (WIB). These funds could support 1,500 entrepreneurs and generate 3,000 new jobs through training and business assistance utilizing an existing microenterprise infrastructure.

Monterey County WIB stands ready to grow our partnership with CAMEO. I would ask you to urge California's Labor and Workforce Development Agency and the State WIB to work with CAMEO on delivering their plan as briefly described:

This new Workforce Innovation grant would provide money to local WIBs to integrate self-employment training in addition to traditional job training and placement activities. The grant would grow partnerships between WIBs and microenterprise organizations to serve potential entrepreneurs; it would permit more flexible performance measures; and, it would enable our workforce development system to take advantage of job creation trends highlighting the contribution of very small and small business.

The California Employment Development Department estimates that 5% of the unemployed have entrepreneurial potential and would benefit from self-employment training offered through the 100 microenterprise development organizations and Small Business Development Centers throughout the state. This could be a first step in setting a new vision for economic and workforce development in California. Let's harness our state's entrepreneurial spirit to create new businesses and grow new jobs by cultivating homegrown business opportunities.

Please feel free to contact me if you have any questions.

Sincerely,

Loyanne Flinn

cc: Governor Jerry Brown
WIB Officers
Jim Cook, County Economic Opportunity
Elliott Robinson, Barbara Verba, County Social and Employment Services

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON THE REGIONAL NEG-OJT GRANT
DATE: SEPTEMBER 29, 2011

DISCUSSION:

Per grant terms, a total of **43** long-term, unemployed participants must be enrolled into the National Emergency Grant by November 30, 2011. To best serve participants and to best comply with the terms of the grant, an amendment to the project has been accepted by the collaborative to reduce the Office for Employment Training's OJT contract fulfillment from 12 to 6 and increase Shoreline's OJT contract fulfillment to 37 from 30. The amended goal is to have all participants enrolled into an OJT by December 2011, exited by March 2012 and placed into unsubsidized employment in the first quarter after exit (Jan-Mar 2012). The grant ends June 30, 2012. Direct participant costs for this grant equal \$215,000 (58%) of the total grant amount of \$369,988.


July 1, 2010-June 30, 2012	2010-2012 OET & Shoreline Quarterly Expenditure Plan				
		Sept-10	Dec-10	March-11	June-11
	Planned	\$ 0	\$ 22,430	\$ 58,565	\$108,781
	Actual	\$0	\$22,430	\$58,565	\$108,781
OET & Shoreline Total Budget \$ 369,988		Sept-11	Dec-11	March-12	June-12
	Planned	\$ 182,000	\$ 272,000	\$ 369,988	\$369,988
	Actual	* As of 8/31/11 \$ 135,623	-	-	-

OET: 1/6 Amended Goal: 6 OJT Contracts- Previous Goal: 13 OJT's

OET Goal Enrollments 6	2010-2012 OET Quarterly Participant Plan				
		Sept-10	Dec-10	March-11	June-11
	Planned	0 participants	0 participants	0 participants	0 participants
	Actual	0	0	0	0
		Sept-11	Dec-11	March-12	June-12
	Planned	1 participants	6 participants	6 participants	6 participants
	Actual	1	-	-	-

Shoreline: 27/37 Amended Goal: 37 OJT Contracts- Previous Goal: 30 OJT's

Shoreline Goal Enrollments 37	2010-2012 Shoreline Quarterly Participant Plan				
		Sept-10	Dec-10	March-11	June-11
	Planned	0 participants	2 participants	7 participants	18 participants
	Actual	0	2	7	18
		Sept-11	Dec-11	March-12	June-12
	Planned	27 participants	37 participants	37 participants	37 participants
	Actual	27	-	-	-


 Loyanne Flinn, Acting Executive Director
 Monterey County Workforce Investment Board
 Report submitted by Stephanie Shonley, WIB Analyst

08/29/11
 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE JOINT LETTER FROM THE LABOR AND WORKFORCE DEVELOPMENT AGENCY (LWDA) AND DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) TO THE LOCAL WORKFORCE INVESTMENT BOARDS (LWIBS)
DATE: SEPTEMBER 29, 2011

RECOMMENDATION: It's recommended that the Executive Committee review and approve the joint letter from the Labor and Workforce Development Agency (LWDA) and Department of Industrial Relations (DIR) to the Local Workforce Investment Boards (LWIBs) for the purpose of listing Community College programs and state registered apprenticeship programs on the ETPL for use by Monterey County.

DISCUSSION:

At the direction of Governor Brown's administration, the California Workforce Investment Board (State Board) is working with the Labor and Workforce Development Agency (LWDA), California Workforce Association, Department of Industrial Relations (DIR) and the Chancellor's Office of Community Colleges, to more effectively leverage the resources of the public workforce system to achieve the economic development goals of the state.

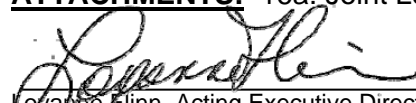
Attached is a joint letter from Marty Morgenstern, Secretary of LWDA and Christine Baker, the Acting Director for DIR, which outlines the benefits of using apprenticeships as a strategy for developing the labor pool in skilled occupations through a model of talent development that preserves institutional knowledge while growing the next generation of workers.

To receive Workforce Investment Act (WIA) funds, with a few exceptions, all training providers must be listed on the Eligible Training Provider List (ETPL). The WIA designates the local workforce boards with the responsibility to review, approve, and accept these applications. For a majority of California's postsecondary institutions and state registered apprenticeship programs, the administrative burden imposed by the application process has hindered their participation and therefore, the listing of a wide range of training programs which are otherwise available to the general public.

Therefore, the State Board is seeking your approval to list the Community College programs and state registered apprenticeship programs on the ETPL. This action will:

- Expand the availability of training programs that provide pathways to high-wage, high-growth careers.
- Reduce training costs through the leveraging of resources currently within the public workforce system.
- Reduce the administrative burden and cost at the local level to list these training programs on the statewide list, and
- Confirm eligibility and listing of these educational programs that would otherwise be included on the ETPL.

ATTACHMENTS: 16a. Joint Letter from Secretary of LWDA and Director of DIR



Loyanne Flinn, Acting Executive Director
 Monterey County Workforce Investment Board

This report was written by: Manley Bush, WIB Management Analyst

09/12/2011

Date



STATE OF CALIFORNIA
 Labor & Workforce Development Agency

GOVERNOR Edmund G. Brown Jr. • SECRETARY Marty Morgenstern

Agricultural Labor Relations Board • California Unemployment Insurance Appeals Board
 California Workforce Investment Board • Department of Industrial Relations
 Employment Development Department • Employment Training Panel

Dear Executive Directors and Local Board Chairs,

The Department of Industrial Relations (DIR) and the Division of Apprenticeship Standards (DAS) within DIR are working hard to help build a prepared California workforce. As part of this effort, DIR and the Labor Workforce and Development Agency Secretary Marty Morgenstern are jointly requesting that all local Workforce Investment Boards (WIBs) in California include state-registered apprenticeship programs on their Eligible Training Provider Lists (ETPL).

According to the California Budget Project's Mapping of the California's Workforce Development System, the DAS accounts for only 0.23 percent of funding from both federal and state funding, yet they graduate an average of 7,580 apprentices per year in a variety of occupations in high-wage sectors. Graduating from an apprenticeship program, the individual is highly employable and most often has a job with the employer they worked for and trained with.

Apprenticeship has a special importance in the workforce development system. Apprenticeship programs are the ideal workforce model to develop "middle skill jobs." Those are jobs that are complicated enough to need at least a year of classroom study and on-the-job training, but do not require a four year degree. Apprenticeship puts an individual on a career path, pays a livable wage and benefits and provides upward mobility.

The current administration needs to be strategic with California's valuable resources. The governor sees the value of state-registered apprenticeship programs in getting industry to develop the labor pool in skilled occupations through a model of talent development that preserves institutional knowledge while growing the next generation of workers. While it is important to support and encourage the building construction trades, the most commonly thought of apprenticeship program, it is also important to leverage this model and expand to other occupations.

Currently, approximately 22,000 of California's 55,000 apprentices are in non-construction occupations. These occupations include firefighters, safety officers, automotive, and heavy mechanical among others. For one successful program, San Diego Trolley, the light rail system in the city, 80 percent of their workforce is a product of their apprenticeship program. There are plans to expand apprenticeship into high-growth, high-demand sectors that include healthcare, transportation and a variety of emerging occupations, but also specific markets, such as San Diego Trolley, where the labor pool is so specialized it is hard to find workers in a particular region. Apprenticeship is a win for the employer, employee and the community.

There are many benefits for the local WIBs when they include apprenticeship on their Eligible Training Provider List. Apprenticeship is by definition employment and as such counts as a placement for local WIB's obligation to the federal government. Additionally, most programs are paid for by the employer or program sponsor so funding would be partial subsidy as opposed to full support.

Apprenticeship programs run one to five years in duration. For each step of an apprenticeship program, there is a pay increase, a WIB could provide Workforce Investment Act (WIA) funding for a limited amount of time and not have to fund the program for the duration for it to be considered a success. WIA funds could act as seed dollars to inspire new employers to start training apprentices and as they see the value and productivity of the apprentice, continue training beyond the time the WIA funding lasts. Apprenticeship leads to permanent unsubsidized employment.

The individual job seeker does not have to leave, or put off joining the workforce in order to train for a meaningful career; he/she is employed immediately. The employer gets a productive employee trained exactly to their needs and specifications and the WIB has another successful job placement program to add to their list of successes.

With these positive outcomes in mind, I ask you to consider accepting state registered apprenticeship programs on your ETPL.

Thank you for your consideration on this matter.

Sincerely,



Marty Morgenstern
Secretary of Labor Workforce and Development Agency




Christine Baker
Acting Director, Department of Industrial Relations

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AUDIT AND EVALUATION DIVISION (A&ED) ONE-STOP SERVICE CENTER REVIEW DRAFT REPORT
DATE: SEPTEMBER 29, 2011

INFORMATION:

The draft report is a review of the Department of Social and Employment Services (DSES) compliance with the Workforce Investment Act (WIA), American Recovery and Reinvestment Act (ARRA) and other Federal requirements. The DSES response is due to the EDD A&ED by September 22, 2011. The following is a summary of the EDD findings and DSES responses. The full draft report and final response documents will be available at the meeting.



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was written by: Manley Bush, Management Analyst

09/13/2011
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING WIB EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON THE CALIFORNIA WORKFORCE ASSOCIATION (CWA) MEETING OF THE MINDS CONFERENCE IN MONTEREY, CA ON SEPTEMBER 6-8, 2011
DATE: SEPTEMBER 29, 2011

INFORMATION/DISCUSSION:

The CWA hosted this year's Meeting of the Minds in Monterey at the Monterey Marriott Hotel on September 6-8, 2011, entitled "Next Practices."

This year's conference focused on where the economy and the workforce systems are going. The CWA guest speakers helped the attendees understand how economic development is evolving, and how global competitiveness continues to drive the business community. The WIB Board attendees Erik Cushman, Joanne Webster and MaryAnn Leffel, and the Acting Executive Director, Loyanne Flinn, will present an update to the Executive Committee on their areas of interest during the conference.

Joanne Webster

The need for **regional collaboration** was a theme that ran through the entire conference.

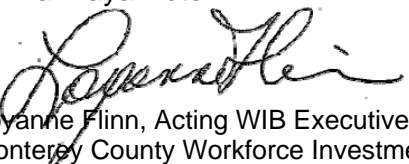
The need for **higher education** was another point that has been brought up in this and past conferences. Data shows that individuals with college degrees earn on average more than those that have no college and they have a lower rate of unemployment than those without any college.

Jobs are, in fact, available. However, we heard that applicants lack the skill mix of technical skills and critical thinking and problem solving skills.

Loyanne Flinn

Marleen and I attended a special workshop for the **National Emergency Grant (NEG) Multi Sector**. The South Bay WIB is the grant recipient and Monterey County is in the central California region being led by the Merced WIB. The grant will provide for 141 participants laid off from identified employers to receive classroom or work-based training and supportive services. Look for a press release notifying employees laid off since March 17, 2011 from the following employers:

- Community Hospital of the Monterey Peninsula
- United Postal Service
- Borders Book Store
- J&L Farms, Inc.
- La Playa Hotel


Loyanne Flinn, Acting WIB Executive Director,
Monterey County Workforce Investment Board

This report was prepared by Manley Bush, WIB Management Analyst

09/14/2011

Date

- County of Monterey
- Ramco Enterprises
- Salinas Valley Memorial

The **Welcoming Reception** was co-sponsored by the **Monterey County Business Council, BBS Project 17 and Monterey County Economic Opportunity – Workforce Investment Board.**

California Association of Micro Enterprise Organizations (CAMEO) facilitated a workshop on self employment and entrepreneurship with local representatives. It was well attended and the proposed next steps are to create a community of workforce and small business serving professionals to continue working on this next practice.

There was a **breakfast with the CSU Extended Education** representatives and we plan to continue the conversation and look for ways to collaborate.

One of the presentations I found very informative was on a **McKinsey report titled: *An Economy that Works: Job Creation and America's Future.***


The three things identified as being essential to future policy around creating jobs:

Skill: Develop the Workforce of Tomorrow

Share: Harness Globalization to Create more US Jobs

Spark: Grow Emerging Industries and New Businesses and Reignite Innovation

Speed: Clear the Path for Investing and Hiring



Loyanne Flinn, Acting WIB Executive Director,
Monterey County Workforce Investment Board

This report was prepared by Manley Bush, WIB Management Analyst

09/14/2011

Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND UPDATE ON THE PRESIDENT'S AMERICA JOBS ACT PROPOSAL
DATE: SEPTEMBER 29, 2011

DISCUSSION:

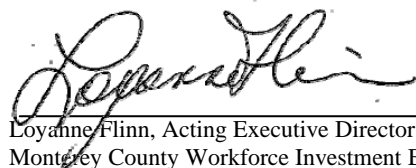
President Obama announced plans Monday to fund his [\\$447 billion jobs bill](#) largely by raising taxes on wealthier families, provoking immediate opposition from congressional Republicans. The sequence of event suggests that despite the recent pledges of greater bipartisanship, many of the fiscal and economic stumbling blocks that have left Washington gridlocked in recent months remain firmly in place.

Information from the National Association of Workforce Boards: The bill would create a new \$5 billion Pathways to Work fund that is comprised of three elements:

- 1) \$2 billion for subsidized employment - this proposal would build off of the Recovery Act's TANF Emergency Fund, which helped put 250,000 workers into transitional jobs. However, there are some differences from the TANF Emergency Fund from this proposal, as the new fund would be targeted to adults and overseen by DOL, allowing states to utilize either their TANF or Workforce agencies (or both) to provide localities with formula funds to operate these transitional jobs programs. The TANF emergency fund had solely been operated by HHS and was also a significant mechanism to provide summer jobs funding.
- 2) \$1.5 billion for summer and year round youth activities - this funding would be provided through the WIA formula to localities to assist youth ages 16-24 in educational and occupational attainment.
- 3) \$1.5 billion competitive grant program to assist low income adults and youth - this fund would allow DOL to provide national grants to local areas and regions to help put people back to work expeditiously utilizing programs of demonstrated effectiveness. The eligible entity for these grants would be the local chief elected official, in partnership with the WIB, and could include a variety of models and additional partners such as adult education and literacy providers, community colleges, and CBOs. High poverty and high unemployment areas would be priorities for funding.

ATTACHMENT:

- 19a. Appointments and Legislation
- 19b. Cost breakdown



Loyanne Flinn, Acting Executive Director
Montgomery County Workforce Investment Board
Report submitted by Manley Bush, WIB Management Analyst

09/12/11
Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) EXECUTIVE COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: WORKFORCE APPOINTMENTS AND LEGISLATION
DATE: SEPTEMBER 29, 2011

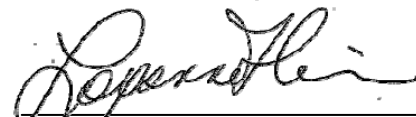
JOBS TZAR - Michael E. Rossi, 67, of Pebble Beach, has been appointed senior jobs advisor in the Office of the Governor. In this role, Rossi will be the point of contact between California's business and workforce leaders and the Administration; he will streamline and invigorate the state's economic development infrastructure; and he will advise Governor Brown on regulatory, legislative and executive actions needed to drive job growth.

SB 678 This bill would require the Governor to establish, through the California Workforce Investment Board, standards for certification of high-performance local workforce investment boards, in accordance with specified criteria. The bill would also require the Governor and the Legislature, in consultation with the California Workforce Investment Board, to reserve specified federal discretionary funds for high-performance local workforce investment boards. This bill would also require the California Workforce Investment Board to establish a policy for the allocation of those funds to those boards.

AB 554 This bill would require the California Workforce Investment Board and each local board to ensure that programs and services funded by the Workforce Investment Act of 1998 and directed to apprenticeable occupations, including preapprenticeship training, are conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area. The bill would also require the California Workforce Investment Board and each local board to develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide preapprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

SB 734 (formerly SB776) This bill would require local workforce investment boards to spend a certain percentage of available federal funds for adults and dislocated workers on workforce training programs in a manner consistent with federal law, as prescribed, and would allow the boards to leverage specified funds to meet the funding requirements, as specified.

This bill would require a local workforce investment board that does not meet the expenditure requirements described above to provide the Employment Development Department with a corrective action plan regarding those expenditures.

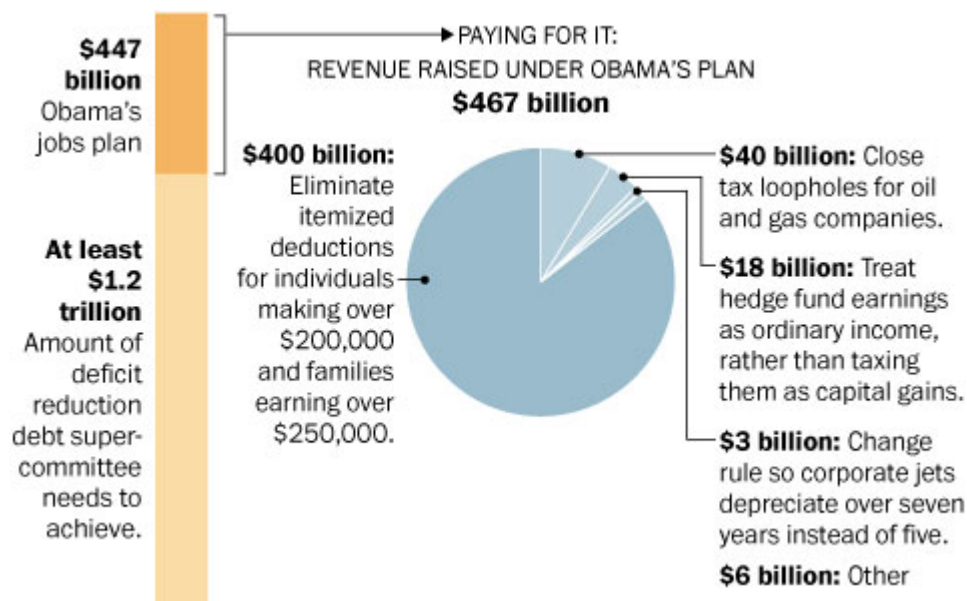


Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board

09/14/11
Date

Paying for the president's job proposal

The cost of President Obama's jobs plan is in addition to at least \$1.2 trillion that a congressional "supercommittee" is tasked with finding to reduce budget deficits. On Monday, the White House outlined how it would pay for the jobs plan. The proposal relies on a series of tax increases that have been previously rejected by Republicans and many Democrats.



Source: White House. The Washington Post. Published on September 12, 2011, 9:30 p.m.



Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello
WIB 2nd Vice Chair

David Bernahl, II,
WIB Past Chair

WIB Members:

Wendy Brickman
Diana Carrillo
Maria Castillo
Al Davis
Rick Deraiche
David Dwyer
Douglas Garrison
Scott Grover
Hunter Harvath
Neal Heckman
Phoebe Helm
Cesar Lara
Mary Ann Leffel
Maggie Melone-Echiburru
Salvador Munoz
Dave Potter
Steve MacArthur
Judith Profeta
Elliott Robinson
Ralph Rubio
Ken Scherpinski
Larry Silva
Teresa Sullivan
Brian Turlington
Mark Verbonich
Robert Weakley
Andrea Zeller-Nield

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director
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flinnlg@co.monterey.ca.us
www.montereycountywib.org

DRAFT

PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board Meeting
Department of Social and Employment Services, 1000 S. Main Street, Salinas, CA
Quadrangle, Room #110
Wednesday, October 5, 2011 - 8:30 am

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.

7:30am BUSINESS MEETING

1. **Action:** Approve the minutes of the Aug 3, 2011 Workforce Investment Board meeting. Erik Cushman

APPOINTMENTS & RESIGNATIONS

2. **Action:** Accept the resignation of Richard Gillis, representing Business (Alternative Energy) from the Monterey County Workforce Investment board (MCWIB) and Planning Committee. Erik Cushman

3. **Action:** Accept the resignation of Lupe Palacios, representing Community Base Organizations (CBO) from the MCWIB and Oversight Committee. Erik Cushman

4. **Action:** Approve the replacement of Elliott Robinson, representing Department of Social and Employment Services (DSES) on the MCWIB with Barbara Verba of DSES. Erik Cushman

BUSINESS MEETING

Director's Report: Summary of workforce development issues and considerations. Loyanne Flinn

OTHER BOARD MATTERS

Board Member Comments and Referrals: The Chair shall receive requests for information from board members for items not appearing on the agenda.

5. **Action:** Approve the Final WIB On the Job training policy. Marleen Esquerra

6. **Action:** Approve the amended Monterey County Workforce Investment Board (MCWIB) Bylaws. Loyanne Flinn

7. **Information:** Discussion and update regarding the Agency Needs Assessment program proposal and Scope of Work by Workforce 2.0. Manley Bush

8. **Information:** Discussion and update of the Economic Development Opportunity Department Stanford Research Institute (SRI) Report. Jim Cook

9. **Information:** Discuss the President's Jobs Bill. Loyanne Flinn

10. **Information:** Discuss and update of the EDD audit response. Loyanne Flinn

11. **Information:** Discussion and update on California Workforce Association (CWA) Meeting of the Minds Conference in Monterey, September 6-8, 2011. Erik Cushman/
Joanne Webster/
MaryAnn Leffel

ANNOUNCEMENTS OF EVENTS OR SERVICES

Upcoming Subcommittee Meetings:

- Executive: 10/19/11
- Planning: 11/03/11
- Oversight: 10/13/11
- Youth Council: 10/11/11

Upcoming WIB Meetings:

- December 7, 2011-TBD

ADJOURN

Erik Cushman

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