



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)

OVERSIGHT COMMITTEE

Monterey County Business Council Office
1732 Fremont Boulevard, Seaside, CA 93955

Thursday, April 14, 2011

8:30 a.m.

Erik Cushman,
WIB & Executive Chair

Joanne Webster,
WIB Vice Chair

Anthony Aniello,
WIB 2nd Vice Chair

David Bernahl,
Past WIB Chair

Oversight Committee Members:

Mary Ann Leffel,
Chair

Al Davis
Dr. Phoebe Helm
Cesar Lara
Lupe Palacio
Judith Profeta
Ken Scherpinski
Larry Silva
Teresa Sullivan
Brian Turlington

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

730 La Guardia Street
Salinas, CA 93905
(831) 759-6644
Fax (831) 796-3512
flinnlg@co.monterey.ca.us
www.montereycountywib.org

AGENDA

CALL TO ORDER/INTRODUCTIONS

Mary Ann Leffel,
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 10 November 2010 Oversight Committee meeting (<i>Attachment</i>) | Mary Ann Leffel |
| 2. Information: Review the notes of the 10 February 2011 Oversight Committee meeting (<i>Attachment</i>) | Mary Ann Leffel |
| 3. Action: Review the Final Monitoring Report for Shoreline's PY 2010-2011 On-the-Job Training (OJT) program (<i>Attachment</i>) | Miguel Banda |
| 4. Action: Review the Final Monitoring Report for Turning Point's PY 2010-2011 On-the-Job Training (OJT) program (<i>Attachment</i>) | Miguel Banda |
| 5. Information: Presentation of Fiscal reports for WIA Title I Adult Subcontractors for PY 2010-2011 (<i>Attachment</i>) | Miguel Banda |
| 6. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11 (<i>Attachment</i>) | Wil Moore |
| 7. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-2011 (<i>Attachment</i>) | Rosie Chavez |
| 8. Information: Discussion and review regarding the services and activities of OET and the One-Stop Operation for PY2010-2011 (<i>Attachment</i>) | Lynda Dunn |
| 9. Information: Staff salary schedules follow up discussion (<i>Attachment</i>) | Loyanne Flinn |
| ANNOUNCEMENTS OF EVENTS OR SERVICES | Mary Ann Leffel |

This agenda will be posted for public view at the following locations:

- Monterey County Business Council, 1732 Fremont Blvd, Suite 200, Seaside, CA 93955
- Monterey County One-Stop Career Centers:
 - 1730 Fremont Blvd, Suite D-2, Seaside, CA 93955
 - 730 La Guardia St. Salinas, CA 93905
 - 200 Broadway St. Suite 62, King City, CA 93930

Upcoming Oversight Meetings:

- 12 May 2011 – (Marina Library)
- 9 June 2011 – (Location TBD)

Upcoming WIB Meetings:

- 1 June 2011 – location TBD
- 3 August 2011 - location TBD

ADJOURN

Mary Ann Leffel

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 www.montereycountywib.org.



Erik Cushman
WIB & Executive Chair

Joanne Webster,
WIB 1st Vice Chair

Anthony Aniello
WIB 2nd Vice Chair

RDavid Bernahl, II,
WIB Past Chair

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
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Monterey County Workforce Investment Board (WIB)

Contact Information

Loyanne Flinn, WIB Acting Director

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WIB STAFF:

Miguel Banda, (831) 796-3311, bandam@co.monterey.ca.us
Manley Bush, (831) 796-3320, bushm@co.monterey.ca.us
Marleen Esquerra, (831) 796-3381, esquerraml@co.monterey.ca.us
Stephanie Shonley, (831) 796-3387, shonleys@co.monterey.ca.us
Gloria Torrez, (831) 796-3313, torrezg@co.monterey.ca.us

Monterey County One-Stop Career Center Operators

Contact Information



Office for Employment Training (OET)

Lynda Dunn, Deputy Director
Phone: (831) 796-3330
Email: dunnl@co.monterey.ca.us
Website:
www.onestopmonterey.org

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)

Ruben Garcia, Manager
Phone: (831) 796-3632
Email: RGarcia@edd.ca.gov
Website:
www.edd.ca.gov

Monterey County One-Stop Career Center Locations

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 1

UNADOPTED

Minutes of the Monterey County Workforce Investment Board Oversight Committee Meeting

Thursday, November 10, 2010, 8:30 A.M.

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

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel (<i>Chair</i>)	Business
Al Davis	Community Based Organization
Lupe Palacio	Community Based Organization
Ken Scherpinski	Labor Organizations
Dr. Phoebe Helm	Economic Development/Education
Brian Turlington	Business
Teresa Sullivan	Older Americans
Judith Profeta	Business
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Larry Silva	Business
OTHERS PRESENT	REPRESENTING
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Harry Gamotan	OET
Lynda Dunn	OET
Miguel Banda	WIB Staff
Manley Bush	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:46am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: NONE

PUBLIC COMMENT: NONE.

BUSINESS MEETING:

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

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

Second: Ms. Palacio

Abstain: Mr. Turlington

Motion Passed Unanimously

2. Action: Approve the updated monitoring schedule for PY2010-11 WIA Title I Adult, Dislocated Worker and Youth programs.

Mr. Bush reviewed the schedule with the committee. He noted that the monitoring date for Unity Care was changed to November. He invited committee members to join WIB Staff in the monitoring process.

Motion: Ms. Helm moved to accept the action, as stated.

Second: Mr. Scherpinski

3. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11.

Mr. Moore reviewed the report as provided in the packet. In response to Ms. Helm's question, Mr. Moore replied that they are allowed to enroll clients to their services but they don't all get an OJT. Ms. Profeta stated that she would like to see a breakdown of the cost of OJT placements. In response to Ms. Flinn's question, Mr. Moore replied education sector placements are in daycare centers. Mr. Moore continued to say that they have enrolled more participants in previously underserved geographic areas and there will be no exits till December. In response to Ms. Profeta's question, Mr. Moore replied that they can stay on an OJT for 2-3 months. In response to Ms. Sullivan's question, Mr. Moore replied that under special circumstances participants can receive more than one OJT.

4. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-11.

Ms. Chavez reviewed the handout. She stated that South County clients are requesting vocational classroom training. She continued to say that when a client requests training they are referred to OET, CET, or Shoreline. She added that they have more walk-ins than

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before because people are referring their friends to Turning Point. In response to Ms. Flinn's question, Ms. Chavez stated that they have not seen any non-revocable parolees yet but they anticipate that they will next year.

5. Information: Discussion and review regarding the services and activities of OET and the One-Stop Operation for PY2010-11.

Ms. Dunn reviewed the report as provided in the packet. In response to Ms. Sullivan's question, Ms. Dunn replied that OJT's are just a minimal part of the services that OET offers. She stated that they have resume workshops and job clubs. She continued to say that they are offering the KickStart program for ex-offenders. She stated that OET has been seeing an increase in walk ins. Ms. Flinn stated that OET has hired 6 permanent staff. In response to Ms. Profeta's question, Ms. Flinn replied that county policy does not allow temporary workers to become permanent employees; permanent positions are filled through the county recruitment process.

Ms. Dunn stated that she would like the committee to review the report she prepared and give her any feedback that they might have. Ms. Helm replied that she would like Ms. Dunn to present the information that she finds relevant to the committee.

In response to Mr. Scherpinki's question, Ms. Dunn replied that the goal is to have participants costs equal 40-60% of total WIA funding. She stated that the cost per participant includes staff salaries. The committee requested information on staff salaries.

6. Information: Update on the Mobile Career Center in Collaboration with the Monterey County Free Libraries.

Ms. Dunn stated that the mobile career center has given OET visibility throughout the county. She continued to say that they have been able to register people in previously underserved geographic areas. In response to Ms. Profeta's question, Ms. Dunn replied that a calendar for the mobile career center is on the WIB website. In response to Ms. Sullivan's question, Ms. Dunn replied that they post flyers at the locations where the mobile career center is scheduled to provide services.

ANOUNCEMENTS: NONE

ADJOURNMENT:

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

Second: Ms. Sullivan

Ms. Leffel adjourned the meeting at 10:11

INFORMATION 2

UNADOPTED

Notes of the Monterey County Workforce Investment Board Oversight Committee Meeting

Thursday, February 10, 2011, 8:30 A.M.

Marina Branch Library, 190 Seaside Circle, Marina, CA 93933

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel (<i>Chair</i>)	Business
Larry Silva	Business
Lupe Palacio	Community Based Organization
Ken Scherpinski	Labor Organizations
Brian Turlington	Business
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Judith Profeta	Business
Dr. Phoebe Helm	Economic Development/Education
Al Davis	Community Based Organization
Cesar Lara	Labor Organizations
Teresa Sullivan	Older Americans
OTHERS PRESENT	REPRESENTING
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Harry Gamotan	OET
Chris Berthiaume	OET
Miguel Banda	WIB Staff
Manley Bush	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS:

Ms. Leffel called the meeting to order at 8:42am. She welcomed those in attendance and called for introductions. A quorum was not established.

CHANGES TO THE AGENDA: NONE

PUBLIC COMMENT: NONE.

BUSINESS MEETING:

1. Action: Approve the minutes of the November 10, 2010 Oversight Committee meeting

Due to the lack of a quorum, this item has been deferred to the next meeting.

2. Information: Update and discussion regarding Layoff Aversion grant

Mr. Bush reviewed the monitoring report as provided in the packet. He added that WIB staff made recommendations to ensure the success of any future lay off aversion projects. Ms. Leffel stated that due to this grant she learned about Monterey Gourmet Foods and provided services which resulted in the company remaining and expanding in our region. She requested that this be reflected in the monitoring report. Ms. Leffel commented that there were many challenges with the implementation of the grant which are reflected in the outcomes. She added that some of the challenges were the timing and effectiveness of the partnerships. In response to Mr. Scherpinski's question, Ms. Leffel replied that unspent funds were returned to the WIB. Ms. Flinn stated that OET planned to spend the \$150,000 to continue Layoff Aversion services throughout the County; the funds expire June 2011. The committee reviewed the request by Ms. Leffel and concluded that although work was done to keep Monterey Gourmet Foods in the region, it was not within the scope of the grant; therefore, it should not be reflected in the numbers served. However, the committee requested that a notation be added to the monitoring report acknowledging the related outcomes reported by Ms. Leffel.

3. Information: Presentation of Fiscal reports for WIA Title I Adult Subcontractors for PY 2010-11

Mr. Banda reviewed the report, as provided in the packet.

4. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY2010-11

Mr. Moore stated that Shoreline's fiscal department would submit the December invoices soon. He added that Shoreline has reached their contract goal. Mr. Moore added that Shoreline is working on implementing the Work Keys exam. He noted that Shoreline staff has been implementing the work readiness pre-assessments. In response to Ms. Leffel's question, Mr. Berthiaume stated that Turning Point has been referring clients to the One-Stop for testing. He continued to say that system-wide referrals for WorkKeys testing are a

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work in progress. Ms. Flinn stated that the work readiness pre assessments determine if participants are either ready, or not, to take the WorkKeys exams. Ms. Flinn stated that she would like to see a report of how many participants have scored ready or not ready.

5. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-11

Ms. Chavez reviewed the report as provided in the packet. She added that limited English participants are requesting vocational classroom training. She continued to say that participants requesting training are referred to Shoreline or OET.

6. Information: Discussion and review regarding the services and activities of OET and the One-Stop Operation for PY2010-11

Mr. Berthiaume stated that OET has continued to increase their enrollments. He reviewed the handout. Ms. Leffel requested that all reports be submitted in time to be included in the packet. Mr. Berthiaume added that OET is reaching out to businesses in the Castroville and Pajaro areas. He added that the goal is to survey 50 businesses.

7. Information: Discussion and update on 2010-11 WIB monitoring

Mr. Banda stated that EDD's is currently monitoring OET. Once the EDD monitors are done, WIB staff will move forward with monitoring. He added that he would email board members the dates and times of the monitoring interviews so they can notify him of their availability.

8. Information: Discussion and update on current grant activities for PY 2010-11

Ms. Flinn reviewed the report as provided in the packet. She added that Rancho Cielo is still waiting for the Youth Build announcement.

9. Information: Staff salary schedules follow up discussion

Ms. Flinn reviewed the report as provided in the packet. The committee requested a 2009-10 report of staff salaries.

ANOUNCEMENTS: Ms. Leffel requested that an overview of the NAWB conference be provided by the attendees.

ADJOURNMENT:

Ms. Leffel adjourned the meeting at 10:16am

ACTION 3

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE FINAL MONITORING REPORT FOR SHORELINE'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: 14 APRIL 2011

DISCUSSION:

The monitoring review of Shoreline's Adult OJT program for program year 2010-2011 covered the period of 1 July 2010 – 31 December 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

Upon completion of monitoring activity a program exit interview was conducted with Mr. Wil Moore, Employment Services Manager, Vanessa Estrada, Placement Specialist, Lorena Garcia, Placement Specialist, and Daniela Au Clair-Valdez, Placement Assistant. A draft monitoring report was issued to Shoreline on 25 March 2011. WIB staff received Shoreline's corrective action response on 8 April 2011. Shoreline was issued their final report on 8 April 2011. WIB staff have accepted Shoreline's response and no further action is necessary. Any finding/s or observation/s discovered will be reevaluated for improvement in upcoming OJT program assessments.

ATTACHMENT:

2010-2011 Shoreline Adult Program Monitoring Report



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

04/08/2011
Date

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WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

ERIK CUSHMAN, CHAIR

LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR

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P.O. Box 2135
Salinas, CA 93902
Phone (831) 759-6644
Fax (831) 796-3512
flinnlg@co.monterey.ca.us

8 April 2011

Objective: 2010-2011 Shoreline Workforce Development Services Draft Monitoring Report.

Service Provider: Shoreline Workforce Development Services

Workforce Investment Board Analyst/s:

Miguel Banda
(831) 796 – 3311

bandam@co.monterey.ca.us

Manley Bush
(831)796 – 3320

bushm@co.monterey.ca.us

Monitoring Dates: Onsite at Salinas Office - 7 February 2011
Onsite at Santa Cruz Office - 10 February 2011

Overview/ Scope of Work:

This project targets low-income individuals with significant barriers to employment to include participants in one or more of the following categories: a) substantial language and /or cultural barriers; b) offenders; c) homeless; d) other hard-to-serve populations.

Shoreline will serve 61 Intensive Service adult candidates, 58 of whom will participate in On-the-Job Training (OJT) programs. Shoreline is to also place 52 participants in unsubsidized employment and accomplish the following goals:

- An overall employment retention rate of 88%. As a historical reference, Shoreline had an actual employment retention rate of 79% for the first two quarters of program year 2009-2010.
- Exceed the per hour earnings goal (\$10.00) with \$11.25 per hour, or \$23,400 per year. As a historical reference, Actual Average Earnings for Shoreline participants were \$12,355 for the first two quarters of PY 2009-2010 (\$24,710 Annual).
- Achieve WIB established demographic, geographic and industry cluster placement goals

Shoreline's responsibilities include Work Keys Readiness Indicator Test and WIN testing, matching job seekers with employers, developing Individual Learning Plans, entering into contracts with employers to provide training, arranging for supportive services as needed by the participant, and generally managing the overall training process to ensure a successful outcome. Other project activities include outreach to both participants and employers, selecting and screening potential OJT training candidates, processing WIA applications, determining WIA eligibility, and providing assessment, case management and follow up services as needed.

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Current Findings:

1. One of eleven participant case files reviewed indicated that the Work Keys Readiness Indicator test was taken. Shoreline staff reported that Work Keys Readiness Indicator training was not provided until October 25, 2010, although it was ordered late June 2010 but not authorized by ACT until September 2010.

Recommendation

1. It is recommended that Shoreline staff work to ensure all OJT participants take the Work Keys Readiness Indicator test.

Shoreline Response

As noted in the Monitoring Report, Shoreline ordered the WorkKeys Readiness Indicator Instrument prior to the program year. However, Shoreline was advised by ACT that testing could not commence due to administrative requirements. Following approval in September from ACT to initiate testing, training was conducted by the Business Consortium on 10/25/11. All subsequent OJT (11) participants completed testing (see attached sample testing result form). Seven participants received the written recommendation that “you are probably ready to test.” Four participants received the recommendation that “you may need additional training.” Shoreline is currently in discussion with the Office of Employment Training to establish a referral system for WIN and WorkKeys testing for eligible participants. As an authorized vendor Shoreline intends to carry Work Readiness testing over to P/Y 2011/12, collaborating with OET as an authorized WIN and WorkKeys provider. This system will include a standard letter of eligibility that will be sent to participants.

Shoreline is currently administrating the assessment for all NEG eligible participants.

Update

Shoreline’s Corrective Action Plan is accepted. Upcoming WIB monitoring activity will include an emphasis on assessing improvement in coordinating Workkeys Readiness Indicator tests to OJT participants.

Observations:

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent fiscal reports available indicates Shoreline has had some difficulty meeting the 30 day contract requirement for submission of monthly invoices.
4. Data provided in Shoreline’s most recent monthly report reflects a 1% shortage of the minimum enrollment requirement (10%) on the Peninsula.

Recommendations

1. It is recommended that Shoreline develop a Corrective Action Plan to increase Peninsula enrollments.
2. It is recommended that Shoreline Fiscal staff work to improve their timeframe for submitting payment invoices for program operations expenses.

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Shoreline Response

Shoreline appreciates the kind observations concerning the professionalism of program staff and the organization of participant files. Shoreline is committed to a program that emphasizes strong employment outcomes. Shoreline also believes the dedication of the staff in providing services in a professional manner, paying particular attention to the needs of the participant and employer is essential for quality outcomes.

As noted above, Shoreline acknowledges the need for timely submission of invoices and will continue to work hard to improve in this area.

As always, Shoreline pays close attention to the geographic goals of the program and will dedicate staff time in the future to raise the percentage of contracts in the West area of the county; Shoreline is approximately one percent off the contract goal and feels that in the next contract year, this percentage goal will be met to complement this program years percentage increases the North and South.

Interviews:

Entrance Conference: Conducted with Employment Services Manager Wil Moore, Placement Specialist Vanessa Estrada, Placement Specialist Veronica Tamayo, Placement Specialist Lorena Garcia, Placement Specialist Juan Carlos Ortega, and Placement Assistant Daniela Au Clair-Valdez.

Clients/Employers: Interviewed Clients Alex B, Ruby M, and Adrian L. Interviewed employers Gayle C, Idris M, and Peggy K.

Program Staff: Conducted by phone with Lorena Garcia, Placement Specialist, and Vanessa Estrada, Placement Specialist.

Fiscal Staff: Conducted with Annie Jardine, Accounting Manager, and Bill Barker, Finance Director.

Exit Conference: Conducted with Wil Moore, Employment Services Manager, Vanessa Estrada, Placement Specialist, Lorena Garcia, Placement Specialist and Placement Assistant Daniela Au Clair-Valdez.

Planned Versus Actual Performance and Expenditures:

Performance

Program Year 2010-2011 *As of Jan 31, 2010	Enrollments	OJT's	Central 10% Min	North 10% Min	South 10% Min	West 10% Min	Industry Clusters
Annual Plan	61	58	55%	11%	18%	16%	50%
Actual	55	55	25	10	15	5	22
% of Annual Plan	90%	95%	41%	16%	25%	8%	36%

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Expenditures

Program Year 2010-2011	Total	OJT	Supportive Services	Staff Salaries
31 Dec 2010 Plan	\$159,500	\$58,000	\$8,700	\$139,911
31 Dec 2010 Actual	\$144,651	\$84,188	\$14,070	\$118,285
Percent of Plan	91%	145%	162%	85%

File Review:

Eleven participant files were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by shoreline. Virtual One Stop (VOS) entries were also reviewed and all required entries were accurately completed.

Participant and Employer Interview Results:

Three participants and three employers were interviewed to determine satisfaction with the program. All were satisfied and indicated they would participate in future Shoreline OJT programs if given the opportunity.

Program Monitoring Questionnaire:

Review of the responses indicates continued compliance in all areas and no areas of concern.

Financial Monitoring Questionnaire:

Review of the responses indicates compliance in all areas and no areas of concern.

We thank you and your staff for working with us in the completion of this review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796 – 3311



Loyanne Flinn
Acting Executive Director
Monterey County Workforce Investment Board

04/08/2011

Date

ACTION 4

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE FINAL MONITORING REPORT FOR TURNING POINT'S PY 2010-2011 ON-THE-JOB TRAINING (OJT) PROGRAM
DATE: 14 APRIL 2011

DISCUSSION:

The monitoring review of Turning Point's Adult OJT program for program year 2010-2011 covered the period of 1 July 2010 – 31 December 2010. The purpose of this review was to evaluate compliance with the provisions of the WIA, associated regulations, policies and the provisions of the subcontract. Information collected for this report was obtained through MIS reports, interviews with enrolled participants, employers, staff, file reviews, and observations. The general ledger was monitored as well as supportive services to determine if in practice; adequate fiscal controls have been established.

Upon completion of monitoring activity a program exit interview was conducted with Rosie Chavez, Program Director. A draft monitoring report was issued to Turning Point on 25 March 2011. WIB staff received Turning Point's corrective action response on 8 April 2011. Turning Point was issued their final report on 8 April 2011. WIB staff have accepted Turning Point's response and no further action is necessary. Any finding/s or observation/s discovered will be reevaluated for improvement in upcoming OJT program assessments

ATTACHMENT:

2010-2011 Turning Point Adult Program Monitoring Report



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

04/08/2011
Date

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WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

Erik Cushman, CHAIR
Loyanne Flinn, ACTING EXECUTIVE DIRECTOR



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P.O. Box 2135
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Fax (831) 796-3512
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8 April 2011

Objective: 2010-2011 Turning Point of the Central Coast Draft Monitoring Report.

Service Provider: Turning Point of the Central Coast

Workforce Investment Board Analyst/s:

Miguel Banda
(831) 796 – 3311
bandam@co.monterey.ca.us

Manley Bush
(831)796 – 3320
bushm@co.monterey.ca.us

Monitoring Dates: Onsite at Salinas Office - 28 February 2011
Onsite at Visalia Office – 3 March 2011

Overview/ Scope of Work:

Placement of adult offenders and ex-offenders in productive work through on-the-job training (OJT) is the focus of this project. Comprehensive services leading to increased employment, retention, earnings and occupational skill attainment will be provided by Turning Point. Special emphasis will be placed on job retention and placement in unsubsidized employment as the measure of success and primary outcome of the program. Turning Point will enroll 60 individuals into Intensive Services, place 46 in unsubsidized employment, ensure at least 46 will retain employment three quarters after exiting the program and accomplish the following goals:

- An overall employment retention rate of 76%. As a historical reference, Turning Point had an actual employment retention rate of 76% for the first two quarters of PY 2009-2010.
- \$10.00 hourly earnings rate for OJT's, or \$20,800 per year. As a historical reference, Actual Average Earnings for Turning Point participants were \$9,232 for the first two quarters of PY 2009-2010 (\$18,464).
- Achieve WIB established demographic, geographic and industry cluster placement goals.

Turning Point's responsibilities include Work Keys and WIN testing, matching job seekers with employers, developing Individual Learning Plans, entering into

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contracts with employers to provide training, arranging for supportive services as needed by the participant, and generally managing the overall training process to ensure a successful outcome. Other project activities include outreach to both participants and employers, selecting and screening potential OJT training candidates, processing WIA applications, determining WIA eligibility, and providing assessment, case management and follow up services as needed.

Current Findings and Related Recommendations:

1. None

Observations:

1. Upon arrival for onsite review, copies of administrative procedure guides addressing WIA requirements and case documents were provided. Said documents were well-organized and easy to navigate.
2. Program staff are professional, knowledgeable and focused on the needs of participants and employers. They also maintain excellent working relationships with WIA Contract Staff.
3. A review of the most recent VOS entries indicates Turning Point has not updated VOS case files with current WIA activity.
4. Data for December 2010 indicates Turning Point fell short of geographic and demographic goals. Turning Point reported 3% and 5% enrollment levels in the North and South regions, respectively. Enrollments for Older workers and Limited English Speakers were reported as 3% and 0%, respectively.
5. Seven of Seven participant case files reviewed indicated the Work Keys Readiness Indicator Test was taken. Four participants went on to earn a Work Keys Certificate, and the remaining three were referred to the Office for Employment Training for WIN training.

Recommendations

1. It is recommended that Turning Point staff work to update VOS case files with current WIA activities completed, and participant achievements.

Turning Point Response

All VOS entries reflect current WIA activities and participant achievements as of March 30, 2011. Turning Point commits to maintaining updated VOS entries no less than monthly.

ACTION 4

Update

VOS file updates have been reviewed by WIB staff. Updates on WIA activity for OJT participants have been confirmed.

2. It is recommended that Turning Point staff work to increase their enrollments in the North and South regions of the county.

Turning Point Response

Turning Point is committed to utilizing their North and South County partners more effectively to increase enrollments in those regions of the county. Strategic identified partners in North County are Pajaro Rescue Mission and the Santa Cruz Parole Office. Center for Employment Training in Soledad is a significant collaborative for South County referrals. Orientation, eligibility and assessment will be offered at the aforementioned sites and partnership staff will be encouraged to participate in Collaborative Monthly meetings.

Update

Turning Point's corrective action plan and related strategies addressing geographic service levels in the northern and southern regions of the county have been accepted. Future WIB monitoring activity will include an assessment of service level improvement in the two previously mentioned regions of the county.

3. It is recommended that Turning Point develop a Corrective Action Plan to increase enrollments of Older Workers and Limited English Speakers.

Turning Point Response

A corrective action plan has been developed that includes but is not limited to: increase Community College and Adult School partnership activities; development of a new collaborative with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance with Alliance on Aging; utilization of a Spanish television station "Univision"; increased attendance at community events targeting Limited English Speakers; utilization of United Way Monterey County partner agencies.

Update

The Corrective Action Plan provided by Turning Point has been accepted. Future WIB monitoring activity will include an assessment of service level improvement among Older Workers and Limited English Speakers.

Interviews:

Entrance Conference: Conducted with Deborah Carillo, Deputy Regional/Program Director Region V, and Rosie Chavez, Program Director WIA Adult Employment Program.

ACTION 4

Clients/Employers: Interviewed clients Derek P, Luis S, and James I.
Interviewed employers Rachel H, David W, and Ken M.

Program Staff: Conducted by phone with Timothy Jones, Employment Specialist.

Fiscal Staff: Conducted with David Lozano, Director of Finance

Exit Conference: Conducted with Rosie Chavez, program Director WIA Adult Employment Program.

Planned Versus Actual Performance and Expenditures:

Performance

Program Year 2010-2011 *As of Dec 31, 2010	Enrollments	OJT's	Central 10% Min	North 10% Min	South 10% Min	West 10% Min	Industry Clusters
Annual Plan	60	60	55%	11%	18%	16%	50%
Actual	40	40	28	1	2	9	22
% of Annual Plan	67%	67%	47%	2%	3%	15%	37%

Expenditures

Program Year 2010-2011	Total	OJT	Supportive Services	Staff Salaries
31 Dec 2010 Plan	\$182,963	\$ 40,163	\$11,340	\$117,644
31 Dec 2010 Actual	\$151,610	\$ 37,925	\$12,547	\$94,158
Percent of Plan	83%	94%	111%	80%

File Review:

Seven participant files were randomly selected for review. All case files reviewed were complete and included eligibility documentation, documentation of core and assessment services provided, completed individual employment plans and documentation of intensive and training services provided by Turning Point. Virtual One Stop (VOS) entries were also reviewed.

Participant and Employer Interview Results:

Three participants and three employers were interviewed to determine satisfaction with the program. All were satisfied and indicated they would participate in future Turning Point OJT programs if given the opportunity.

ACTION 4

Program Monitoring Questionnaire:

Review of the responses indicates continued compliance in all areas and no areas of concern.

Financial Monitoring Questionnaire:

Review of the responses indicates compliance in all areas and no areas of concern.

We thank you and your staff for working with us in the completion of this review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 796 – 3311



Loyanne Flinn
Acting Executive Director
Monterey County Workforce Investment Board

03/25/2011

Date

INFORMATION 5

MEMORANDUM

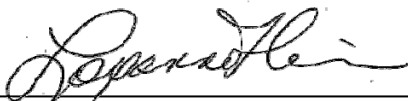
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: PRESENTATION OF FISCAL REPORTS FOR WIA TITLE I ADULT
SUBCONTRACTORS FOR PY 2010-11
DATE: 14 APRIL 2011

INFORMATION/DISCUSSION:

Information related to program year 2010-2011 fiscal plan vs. actual performance will be reported by WIB staff. Following this report, program and performance updates from adult subcontractors will be provided.

ATTACHMENTS:

Attachment – Consolidated Fiscal Report for Subcontractors



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board

This report was written by: Miguel Banda, WIB Management Analyst

04/08/2011

Date

INFORMATION 5

Adult Subcontractors
Program Year 2010-2011

<i>Program Year 2010-11</i>		Shoreline Adult	Turning Point Adult
Expenditures		12/31/10	1/31/11
Total Expenditure (Less OJT Expenditures)			
	Actual	\$144,651	\$203,487
	Plan	\$159,500	\$212,237
	Total Plan	\$319,000	\$365,925
	% of Qtr Plan	91%	96%
OJT Expenditure			
	Actual	\$84,188	\$50,479
	Plan	\$58,000	\$46,589
	Total Plan	\$116,000	\$80,325
	% of Qtr Plan	145%	108%
Supportive Services Expenditure			
	Actual	\$14,070	\$15,728
	Plan	\$8,700	\$15,660
	Total Plan	\$17,400	\$27,000
	% of Qtr Plan	162%	100%
Staff Salaries and Benefits			
	Actual	\$118,285	\$128,153
	Plan	\$139,911	\$136,468
	Total Plan	\$279,822	\$235,289
	% of Qtr Plan	85%	94%

Prepared by M. Banda 04/08/2011

INFORMATION 6

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND
ACTIVITIES OF SHORELINE'S ADULT PROGRAM FOR PY2010-11
DATE: 14 APRIL 2011

DISCUSSION:

Wil Moore will present a monthly update of the Shoreline's plan vs. actual achievement goals of enrollments and On-the-Job Training for 14 April 2011. Mr. Moore will report on the Number of Placements by Industry Clusters, Geographical Areas Served, Target Population Served, Current Performance goals and Upcoming Activities.

ATTACHMENTS:

Shoreline Monthly Report for March, 2011



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Miguel Banda, Management Analyst

04/08/2011

Date

INFORMATION 6



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report On-the-Job Training (OJT)

kl

Subcontractor / Program: Shoreline Workforce Development Services

For the period ending: 3/11

ENROLLMENT & ON-THE-JOB TRAINING (OJT) GOALS

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	61	61	59	96.72%
2. Total number of On-the-Job Training (OJT) contracts	58	58	59	101.72%
3. Total number of Work Key Readiness assessments completed			11	
▪ Applied Mathematics				
▪ Reading for Information				
▪ Locating Information				

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	23	38.98%
▪ Agriculture:	1	
▪ Building/Design (<i>Green jobs</i>):	2	
▪ Healthcare:	14	
▪ Education:	6	
▪ Hospitality/Tourism:		
▪ Creative/Technology:		
▪ Other (<i>Finance, Retail, Sales, etc.</i>):	36	

GEOGRAPHIC AREAS SERVED

Quarter ending 3/11	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	29	49%
North	11%	10%	10	17%
South	18%	10%	15	25%
West	16%	10%	5	9%

TARGET POPULATIONS SERVED

Quarter ending 3/11	Plan	Actual	%
Veterans	10%	1	1.69%
Older Workers	5%	2	3.38%
Receiving Temporary Assistance for Needy Families (TANF)	12%	30	50.84%
High School Dropout	20%	12	20.33%
Disabled	16%	2	3.38%
Limited English	10%	4	6.77%
Ex Offender	20%	4	6.77%
Homeless	5%	3	5.08%

PERFORMANCE GOALS

Quarter ending 3/11	Plan	Actual
1. Total number of exits	0	45
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	75.5%	91.11
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	76.5%	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	\$10,500	n/a
5. Average hourly wage		\$10.66

*1ST Qtr Follow up

UPCOMING ACTIVITIES

Activities during the last month:

- Received and reviewed VCED training curriculum
- Arranged for the purchase of thin client technology for use in designated service points in Monterey, San Luis Obispo and Santa Cruz counties
- Attended GII Spring Learning Event in Washington DC
- Continued to market and promote NEG/OJT program
- Co-sponsored Monterey County Job Fair
- Submitted low income participant RFP for next P/Y
- Participated in 10 Year Plan to End Homelessness Project employment sub-committee

TESTIMONIAL

n/a

INFORMATION 7

MEMORANDUM

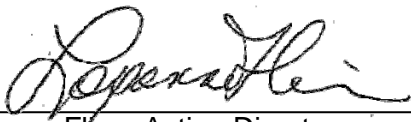
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND
ACTIVITIES OF TURNING POINT'S ADULT PROGRAM FOR PY2010-11
DATE: 14 APRIL 2011

DISCUSSION:

Rosie Chavez, Turning Point's Adult Program Director, will present a monthly update of the agency's plan vs. actual achievement goals of enrollments and On-the-Job Training. Ms. Chavez will report on the Number of Placements by Industry Clusters, Geographical Areas Served, Target Population Served, Current Performance goals and Upcoming Activities.

ATTACHMENTS:

Turning Point's Monthly Report for March 2011



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was written by: Miguel Banda, Management Analyst

04/08/2011
Date

INFORMATION 7



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report On-the-Job Training (OJT)

Subcontractor / Program: Turning Point of Central California, Inc.

For the period ending: March 31, 2011

ENROLLMENT & ON-THE-JOB TRAINING (OJT) GOALS

Monthly Participant Plan Summary	Annual Plan	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments	60	60	66	110%
2. Total number of On-the-Job Training (OJT) contracts	60	60	66	110%
3. Total number of WorkKeys assessments completed	60	60	65	108%
▪ Applied Mathematics	60	60	65	108%
▪ Reading for Information	60	60	65	108%
▪ Locating Information	60	60	65	108%

INDUSTRY CLUSTERS – OJT PLACEMENTS

Monthly Placements	Actual	%
1. Total number and percentage of OJT placements, based on the following industry clusters:	41	68%
▪ Agriculture:	9	
▪ Building/Design (<i>Green jobs</i>): construction	12	
▪ Healthcare:	4	
▪ Education:		
▪ Hospitality/Tourism: Driver, Host	14	
▪ Creative/Technology:	2	
▪ Other (<i>Finance, Retail, Sales, etc.</i>): Cashier, Maintenance, Financial Manager, Office Manager, Transportation, Cashier, Automotive, Sales, Pest Control, Marketing, Stocker, Landscaper	25	42%

GEOGRAPHIC AREAS SERVED

Quarter ending _____	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	47	78%
North	11%	10%	3	5%
South	18%	10%	2	3%
West	16%	10%	14	23%

TARGET POPULATIONS SERVED

Quarter ending _____	Plan	Actual	%
Veterans	10%	5	8%
Older Workers	5%	2	3%
Receiving Temporary Assistance for Needy Families (TANF)	12%	N/A	N/A
High School Dropout	20%	33	55%
Disabled	16%	30	77%
Limited English	10%	0	0
Ex Offender	20%	66	110%
Homeless	5%	25	42%

PERFORMANCE GOALS

Quarter ending _____	Plan	Actual
1. Total number of exits	28	40
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>	74%	71%
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>	76.5%	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>	10,500	
5. Average hourly wage		\$11.21

ACTIVITIES

- Attended Intercontinental The Clement Monterey Job Fair at Cannery Row on March 14th.
- Attended Community Job Fair at Monterey Plaza Hotel on March 28th.
- Administered 66 WorkKeys Assessments.
- Provided 37 WorkKeys certificates.
- Provided direct placement employment to 50 individuals in addition to the 66 OJT's.
- Added 28 new businesses to the employer data base.

INFORMATION 7



Monterey County Workforce Investment Board
Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report
On-the-Job Training (OJT)

TESTIMONIAL

After losing my job and housing, I volunteered for three months of residency at the Turning Point Residential Reentry Program (RRC). After completing the RRC's initial programming requirements, I was referred to the WIA Employment Program across the street. I was a little nervous with the assessment process but the employment workshop was awesome. Turning Point helped me improve my interview skills, develop a resume, and learn how to use the internet for job search. With Turning Point's assistance, I am now employed and I love my job. I plan on staying at the RRC until I save enough money for housing and a vehicle. This experience has changed me. I feel blessed again. I would say to anyone who will listen, "don't give up!" There is a job out there with your name on it, and Turning Point can help you find it.

Jeff

INFORMATION 8

MEMORANDUM

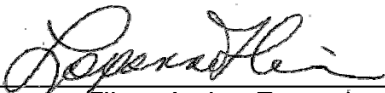
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING DIRECTOR
SUBJECT: DISCUSSION AND REVIEW REGARDING THE SERVICES AND ACTIVITIES OF THE OFFICE FOR EMPLOYMENT TRAINING (OET) AND ONE-STOP OPERATIONS FOR PROGRAM YEAR 2010-2011.
DATE: 14 APRIL 2011

INFORMATION:

Ms. Lynda Dunn, Deputy Director for OET, plans to present the services and activities of the LWIA with the fiscal and One-Stop operational costs update for program year 2010-2011 and 2010-11, to the Oversight Committee meeting on 14 April 2011. OET will also provide update on expenditures. The report will illustrate number of enrollments, cost per participant, employer services and geographical percentages by region.

ATTACHMENTS:

A: OET Title IB Participant Plan Summary Report
B: OET Adult and Dislocated Worker Funds Report
C: OET PY 2010-2011 Expenditures Report



Loyanne Flinn, Acting Executive Director
Monterey County Workforce Investment Board
This report was prepared by: Miguel Banda, Management Analyst

04/08/2011

Date

INFORMATION 8A

TITLE IB PARTICIPANT PLAN SUMMARY - OFFICE FOR EMPLOYMENT TRAINING

Totals for PY 2010 (07/01/10 through 06/30/11)						
	ADULT	3/31/2011	DW	3/31/2011	YOUTH	3/31/2011
1. Registered Participants Carried in from PY 2009	126	126	292	292	357	332
2. New Registered Participants for PY 2010	800	354	800	263	300	106
3. Total Registered Participants for PY 2010 (Line 1 plus 2)	926	480	1,092	555	657	438
4. Exiters for PY 2010	800	350	800	395	400	206
5. Registered Participants Carried Out to PY 2011 (Line 3 minus 4)	126		292		257	
PROGRAM SERVICES						
6. Core Self Services	800		800			
7. Core Registered Services	800	2,406	800	2,450		
8. Intensive Services	900	739	1,000	921		2504
9. Training Services	143	9	75	123		
YOUTH MEASURES						
10. Attainment of a Literacy and/or Numeracy Gain					150	77
11. Attainment of a High School Diploma, GED, or Certificate					150	100
EXIT STATUS						
12. Entered Employment	600		800		90	48
12A. Training-related	125		70		4	19
13. Remained with Layoff Employer						
14. Entered Military Service					3	1
15. Entered Advanced Training						
16. Entered Postsecondary Education					35	85
17. Entered Apprenticeship Program						
18. Returned to Secondary School						
19. Exited for Other Reasons	280		152		10	5
Geographic Region						
Central (**)	61.5%	295	52.4%	291	56.6%	248
North County (*) (**)	12.1%	58	11.9%	66	8.2%	36
South County	11.9%	57	12.8%	71	19.9%	87
West County	14.2%	68	22.3%	124	15.3%	67
Unknown or Out-of-County	1.5%	7	1.3%	7		1

INFORMATION 8B

MONTEREY COUNTY OFFICE FOR EMPLOYMENT TRAINING

JULY 1, 2010 - JUNE 30, 2011

ADULT AND DISLOCATED WORKER FUNDS

	EXPENSES & OBLIGATIONS		BALANCE
	3/31/2011		
2010-11 ADULT FORMULA ALLOCATION	\$1,911,145	1,286,026	\$625,119
ADULT CARRY-IN FROM 2009-10	\$62,348	62,348	
ARRA ADULT CARRY-IN	\$213,317	213,317	
CAL GRIP FUNDS CARRY-IN	\$177,113	177,113	
DISLOCATED WORKER FORMULA FUNDS	\$2,197,340	1,335,705	\$861,635
DISLOCATED CARRY-IN FROM 2009-10	\$380,029	380,029	
DISLOCATED WORKER ADD'L ASSISTANCE	\$564,697	564,697	
DISLOCATED NEG OJT	\$369,988	234,988	\$135,000
ARRA DISLOCATED WORKER CARRY-IN	\$967,995	967,995	
TOTAL FUNDING	\$6,843,972	\$5,222,218	\$1,621,754

YOUTH FORMULA FUNDS

	EXPENSES & OBLIGATIONS		BALANCE
	3/31/2011		
2010-11 FORMULA ALLOCATION	1,972,107	1,088,553	883,554
CARRY-IN FROM 2009-10	316,665	316,665	-
ARRA CARRY-IN	31,091	31,091	-
HIGH CONCENTRATION GRANT	83,000	9,106	73,894
TOTAL FUNDING	2,402,863	1,445,415	957,448

OTHER NON-PARTICIPANT FUNDS

	EXPENSES & OBLIGATIONS		BALANCE
	3/31/2011		
INCENTIVES 07-08	11,253		11,253
INCENTIVES FOR 08-09	10,018		10,018
DISABILITY NAVIGATOR	44,720	24,468	20,252
RAPID RESPONSE FORMULA FUNDS	232,360	16,791	215,569
RAPID RESPONSE ARRA CARRY-IN	250,000	250,000	-
RICOG FUNDS	250,000	127,794	122,206
TOTAL FUNDING	798,351	419,053	379,298

ADMINISTRATIVE COSTS

	EXPENSES & OBLIGATIONS		BALANCE
	3/31/2011		
SALARIES & BENEFITS	536,834	375,556	161,278
SERVICES AND SUPPLIES	230,373	50,731	179,642
TOTALS	767,207	426,287	340,920

WIB BOARD COSTS

	EXPENSES & OBLIGATIONS		BALANCE
	3/31/2011		
SALARIES & BENEFITS	670,202	432,466	237,736
SERVICES AND SUPPLIES	172,710	103,981	68,729
TOTALS	842,912	536,447	306,465

INFORMATION 8C

**WORKFORCE INVESTMENT SERVICES DIVISION
OFFICE FOR EMPLOYMENT TRAINING**

TOTAL EXPENDITURES

	Actual 06-07	Actual 07/08	Actual 08/09	Actual 09/10	BUDGET 10/11	ACTUAL EXPENSES & OBLIGATIONS 3/31/2011	AVAILABLE FUNDS 4/1/2011
ALLOCATIONS	7,503,620	7,039,916	14,773,293	7,841,287	7,614,268	5,929,646	1,684,622
CARRY-IN	1,078,230	474,400	191,874	7,421,068	2,398,558	2,398,558	
SUBCONTRACTORS	(1,458,845)	(1,460,268)	(1,238,142)	(1,395,645)	(2,164,421)	(2,164,421)	
AVAILABLE FUNDS TO OET	7,123,005	6,054,048	13,727,025	13,866,710	7,848,405	6,163,783	1,684,622

SALARIES AND BENEFITS

OET Customer Support Salaries and Benefits

WIB Staff Salaries and Benefits

Administrative Salaries

TOTAL SALARIES AND BENEFITS

	-	-	-	-	-	-	-
	3,360,889	2,830,065	3,202,827	3,858,250	3,646,452	2,037,672	1,608,780
	604,972	531,438	539,301	766,390	670,202	428,869	241,333
	273,745	572,815	553,083	600,397	536,834	373,565	163,269
	4,239,607	3,934,318	4,295,211	5,225,037	4,853,488	2,840,106	2,013,382

SERVICES AND SUPPLIES

OET Overhead and Supplies

WIB Overhead Costs

Administrative Overhead

TOTAL SERVICES AND SUPPLIES

	-	-	-	-	-	-	-
	1,196,657	782,638	1,007,268	1,156,576	622,471	468,312	154,159
	211,683	237,490	121,024	272,982	172,710	193,454	(20,744)
	151,309	157,864	156,846	99,392	230,373	55,994	174,379
	1,209,969	1,177,992	1,285,138	1,528,950	1,025,554	717,760	307,794

PARTICIPANT SUPPORT AND CARE

Work Exp/Internships

CRT / OJT Contracts

Other

TOTAL PARTICIPANT COSTS

	426,944	426,652	463,720	2,990,743	931,200	632,141	299,059
	495,610	162,057	109,157	517,995	650,000	545,345	104,655
	276,475	161,155	152,731	608,164	388,163	124,045	264,118
	1,199,029	749,864	725,608	4,116,902	1,969,363	1,301,531	667,832

TOTAL EXPENDITURES

	6,648,605	5,862,174	6,305,957	10,870,889	7,848,405	4,859,397	2,989,008
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Carry-In to New Fiscal Year

	474,400	191,874	7,421,068	2,995,821	-	-	-
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INFORMATION 9

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: STAFF SALARY SCHEDULES FOLLOW UP DISCUSSION
DATE: 14 APRIL 2011

DISCUSSION:

As a follow up to a request for information at the February Oversight Committee meeting, the most recent information on Monterey County WIB and OET staff salaries have been provided for discussion. Attached information was obtained from the California State Controller website.

ATTACHMENTS:

California State Controller Local Government Compensation Report for Monterey County WIB and OET staff



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

04/08/2011
Date

INFORMATION 9

Local Government Compensation Reports

State Controllers Office www.lgcr.sco.ca.gov

Calendar Year 2009

County of Monterey

Population: 431,892 (as of June 30, 2009)

<u>Classification</u>	<u>Annual Salary Minimum</u>	<u>Annual Salary Maximum</u>	<u>Total 2009 Wages Subject to Medicare (Box 5 of W-2)</u>	<u>Applicable Defined Benefit Pension Formula</u>	<u>Employees' Share of Pension Contributions</u>	<u>Health, Dental, Vision</u>
Accountant III	\$59,928	\$81,850	\$94,019	2% @ 55	\$5,733	\$6,386
Accounting Technician	\$36,982	\$50,512	\$45,938	2% @ 55	\$3,200	\$12,667
Allocation On Loan	\$39,216	\$206,951	—	2% @ 55	—	—
Deputy Director Social Service	\$85,365	\$116,521	\$131,876	2% @ 55	\$8,208	\$5,545
Finance Manager I	\$68,246	\$93,152	—	2% @ 55	—	—
Finance Manager I	\$68,246	\$93,152	—	2% @ 55	—	—
Finance Manager II	\$74,149	\$101,223	\$118,973	2% @ 55	\$7,036	—
Management Analyst II	\$60,222	\$82,251	\$60,185	2% @ 55	\$2,745	\$4,452
Management Analyst II	\$60,222	\$82,251	\$66,226	2% @ 55	\$4,413	\$12,650
Management Analyst II	\$60,222	\$82,251	\$96,518	2% @ 55	\$5,761	\$5,545
Management Analyst II	\$60,222	\$82,251	\$83,948	2% @ 55	\$4,996	\$11,536
Management Analyst II	\$60,222	\$82,251	\$83,969	2% @ 55	\$5,720	\$12,775
Management Analyst II	\$60,222	\$82,251	\$78,401	2% @ 55	\$4,715	\$5,545
Management Analyst III	\$64,896	\$88,641	\$45,270	2% @ 55	\$2,745	\$4,452
Office Assistant II	\$27,826	\$38,001	\$30,774	2% @ 55	\$1,995	\$5,545
Office Assistant II	\$27,826	\$38,001	\$38,840	2% @ 55	\$2,407	\$5,545
Office Assistant III	\$30,442	\$41,572	—	2% @ 55	—	—
Office Assistant III	\$30,442	\$41,572	\$40,591	2% @ 55	\$2,761	\$5,545
Office Assistant III	\$30,442	\$41,572	\$37,874	2% @ 55	\$2,533	\$5,545
Office Maintenance Worker	\$30,282	\$41,369	\$39,617	2% @ 55	\$2,784	\$12,790
Office Maintenance Worker	\$30,282	\$41,369	\$41,894	2% @ 55	\$2,784	\$5,545
Program Manager II	\$71,408	\$97,475	\$106,227	2% @ 55	\$6,848	\$12,775
Senior Account Clerk	\$32,801	\$44,803	\$16,653	2% @ 55	—	—
Senior Dept Info Systems Coord	\$56,349	\$76,914	\$75,028	2% @ 55	\$5,273	\$12,792
Senior Secretary	\$35,898	\$49,029	\$29,497	2% @ 55	\$2,117	\$15,150
Senior Secretary	\$35,898	\$49,029	\$44,693	2% @ 55	\$3,110	\$10,036
Senior Storekeeper	\$33,144	\$45,264	\$45,114	2% @ 55	\$3,033	\$5,545
Suprvsing Dept Info Sys Coord	\$64,789	\$88,449	\$89,153	2% @ 55	\$6,080	\$10,036
Wib Employment Prog Rep II	\$39,728	\$54,229	\$53,322	2% @ 55	\$3,684	\$10,036
Wib Employment Prog Rep II	\$39,728	\$54,229	\$53,937	2% @ 55	\$3,678	\$5,545
Wib Employment Prog Rep II	\$39,728	\$54,229	\$51,214	2% @ 55	\$3,466	\$5,545
Wib Employment Prog Rep II	\$39,728	\$54,229	\$53,496	2% @ 55	\$3,761	\$12,792

INFORMATION 9

Local Government Compensation Reports

State Controllers Office www.lgcr.sco.ca.gov

Calendar Year 2009

County of Monterey

Population: 431,892 (as of June 30, 2009)

Wib Employment Prog Rep II	\$39,728	\$54,229	\$51,610	2% @ 55	\$3,494	\$5,545
Wib Employment Prog Rep II	\$39,728	\$54,229	\$36,216	2% @ 55	\$2,462	\$5,978
Wib Employment Prog Rep II	\$39,728	\$54,229	\$57,581	2% @ 55	\$3,684	\$5,545
Wib Employment Prog Rep II	\$39,728	\$54,229	\$53,910	2% @ 55	\$3,721	\$10,036
Wib Employment Prog Rep II	\$39,728	\$54,229	\$48,761	2% @ 55	\$3,518	\$14,499
Wib Employment Prog Rep II	\$39,728	\$54,229	\$48,133	2% @ 55	\$3,321	\$10,036
Wib Employment Prog Rep II	\$39,728	\$54,229	\$38,694	2% @ 55	\$3,019	\$12,581
Wib Employment Prog Rep II	\$39,728	\$54,229	\$33,528	2% @ 55	\$2,280	\$6,187
Wib Employment Prog Rep II	\$39,728	\$54,229	\$56,868	2% @ 55	\$4,001	\$12,792
Wib Employment Prog Rep II	\$39,728	\$54,229	\$52,442	2% @ 55	\$3,684	\$12,534
Wib Employment Prog Rep II	\$39,728	\$54,229	\$52,343	2% @ 55	\$3,684	\$12,792
Wib Employment Prog Rep II	\$39,728	\$54,229	–	2% @ 55	–	–
Wib Employment Prog Rep II	\$39,728	\$54,229	\$53,435	2% @ 55	\$3,761	\$12,792
Wib Employment Prog Rep II	\$39,728	\$54,229	\$48,111	2% @ 55	\$3,129	\$9,692
Wib Employment Prog Rep II	\$39,728	\$54,229	–	2% @ 55	–	–
Wib Employment Prog Rep II	\$39,728	\$54,229	\$54,329	2% @ 55	\$3,684	\$5,545
Wib Employment Prog Rep II	\$39,728	\$54,229	\$46,832	2% @ 55	\$3,643	\$12,775
Wib Employment Prog Rep II	\$39,728	\$54,229	\$54,994	2% @ 55	\$3,747	\$5,545
Wib Employment Prog Rep III	\$44,014	\$60,082	–	2% @ 55	–	–
Wib Employment Prog Rep III	\$44,014	\$60,082	\$60,088	2% @ 55	\$4,078	\$12,792
Wib Employment Prog Rep III	\$44,014	\$60,082	\$59,355	2% @ 55	\$4,094	\$10,036
Wib Employment Prog Rep III	\$44,014	\$60,082	\$62,512	2% @ 55	\$4,324	\$10,292
Wib Employment Prog Rep III	\$44,014	\$60,082	\$58,273	2% @ 55	\$4,006	\$10,036
Wib Employment Programs Supv	\$52,047	\$71,048	\$75,337	2% @ 55	\$4,938	\$6,338
Wib Employment Programs Supv	\$52,047	\$71,048	\$72,022	2% @ 55	\$4,862	\$11,505
Wib Employment Programs Supv	\$52,047	\$71,048	\$73,670	2% @ 55	\$4,938	\$5,545
Wib Executive Director	\$88,275	\$120,500	\$135,100	2% @ 55	\$8,492	\$10,241