



PUBLIC MEETING NOTICE

Monterey County Workforce Investment Board (WIB)

OVERSIGHT COMMITTEE

Shoreline Workforce Development Services
249 10th Street, Conference Room, Marina, CA 93933

Thursday, November 10, 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
Judith Profeta
Larry Silva
Teresa Sullivan
Brian Turlington

Monterey County
Workforce Investment
Board (WIB)

Loyanne Flinn,
Acting Executive Director

168 West Alisal Street
Salinas, CA 93901
(831) 759-6644
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 August 11, 2011 Oversight Committee meeting. (<i>Attachment</i>) | Mary Ann Leffel |
| 2. Action: Approve the monitoring schedule for Program Year (PY) 2011-12 WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Programs and Special Discretionary Grant Projects. (<i>Attachment</i>) | Marleen Esquerra |
| 3. Action: Review and approve the final monitoring report for the Office for Employment Training's Rapid Response Program for PY 2009-10 and 2010-11. (<i>Attachment</i>) | Marleen Esquerra |
| 4. Action: Review and approve the final monitoring report for the Office for Employment Training's Adult and Dislocated Worker Programs for PY 2010-11. (<i>Attachment</i>) | Marleen Esquerra |
| 5. Action: Review and approve the final monitoring report for the California Gang Reduction Intervention and Prevention (CalGRIP) Program for PY 2009-10. (<i>Attachment</i>) | Marleen Esquerra |
| 6. Information: Review of Monterey County WIB's local monitoring log and status of monitoring activities. (<i>Attachment</i>) | Marleen Esquerra |
| 7. Information: Review of Monterey County WIB's State and Federal monitoring log and status of monitoring activities. (<i>Attachment</i>) | Marleen Esquerra |
| 8. Information: Review of Monterey County's local workforce investment system revenue and expenditures. (<i>Reference handout</i>) | Loyanne Flinn |
| 9. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY 2011-12. (<i>Attachment</i>) | Wil Moore |
| 10. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY 2011-12. (<i>Attachment</i>) | Rosie Chavez |
| 11. Information: Discussion and review regarding the services and activities of the Employment Services Branch – Office for Employment Training Program for PY 2011-12. (<i>Attachment</i>) | Rod Powell |
| 12. Information: Review the status of Monterey County WIB member attendance for Calendar Year July - Sept 2011. (<i>See attached</i>) | Flor Galvan |

ANNOUNCEMENTS OF EVENTS OR SERVICES

Mary Ann Leffel

Upcoming Oversight Meetings:

- December 8, 2011 – (Location TBD)
- January 12, 2012 – (Location TBD)

Upcoming WIB Meetings:

- December 7, 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) 796-6434 or visit our website www.montereycountywib.org.



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

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

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

ACTION #1

UNADOPTED

Monterey County Workforce Investment Board Oversight Committee Meeting

Thursday, August 11, 2011, 8:30 A.M.

100 Campus Center/University Corporation Bldg. 201, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
Mary Ann Leffel (<i>Chair</i>)	Business
Dr. Phoebe Helm	Economic Development/Education
Lupe Palacio	Community Based Organization
Ken Scherpinski	Labor Organizations
Brian Turlington	Business
Al Davis	Community Based Organization
Cesar Lara	Labor Organizations
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
Rod Powell	Office for Employment Training
Bertha Gonzalez	Office for Employment Training
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services
Mary Adams	Office Star
Marleen Esquerra	WIB Staff
Flor Galvan	WIB Staff
Manley Bush	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Ms. Leffel called the meeting to order at 8:44am. She welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: The chair approved and distributed a handout for information item #5 regarding a review of Monterey County's Local Workforce Investment Area (LWIA) revenue and expenditures.

PUBLIC COMMENT: NONE.

BUSINESS MEETING:

1. Action: Approve the minutes of the April 14, 2011 Oversight Committee meeting

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

Second: Dr. Phoebe Helm

Motion Passed Unanimously

2. Information: Presentation on Green Careers Partnership.

A presentation was given on the Green Careers Partnership by Blair Mandell. The purpose of the project is to provide training in green careers including carpentry, entry level electricians, and solar paneling installation. Out of 61 participants that were previously in the program, 33 are currently working, 18 are actively searching for work and 10 were unable to be reached. Less than 10% have received On-the-Job Training (OJT) funds. The partnership attends quarterly meetings and keeps in touch with many businesses to place the participants. The next graduating class is currently being placed.

3. Information: Review of Monterey County WIB's local monitoring log.

Ms. Esquerra presented a review on Monterey County's local monitoring activities. Monitoring is a requirement of the State of all WIA sub-recipients to ensure they are in compliance with regulations and policies related to WIA. Notices are sent prior to all monitoring visits. Draft monitoring reports summarizing any findings and or observations are provided to the sub-recipient with details of the review. A 15-day period is provided to sub-recipients to respond to any findings and or observations with any necessary corrective actions. On some occasions, follow-up is required by WIB staff and therefore the "Conclusion" portion of the log will remain open. A final report is due to OET for the close out of their Adult and Dislocated Worker programs review as well as their Youth program.

ACTION #1

4. Information: Review of Monterey County WIB's State and Federal

Ms. Flinn stated that a State monitoring report was opened in March 2010. A follow-up audit was completed in March/April 2011. The WIB received a draft report from the State and are presently working on a response due by September 22, 2011. WIB staff is currently working with John Chamberlin for technical support to address the issues identified in the draft report.

5. Information: Review of Monterey County Local Workforce Investment Areas (LWIA)

Ms. Flinn provided the committee with an updated version of the revenue and expenditures report for review. Due to a 30% reduction in the LWIA budget, training costs were reduced along with staffing. The WIB is also competitively and actively applying for grants to increase funds for training.

6. Information: Discussion and review regarding the services and activities of Shoreline's Adult Program for PY 2010-11.

Mr. Moore presented an update on Shoreline's adult program, services and activities. Shoreline has reached 101% of its enrollment goal. 88% of the participants have stayed with their job longer than six months, earning a minimum of \$10.60 per hour. Shoreline's latest participants graduated in June. Of these participants, 12 graduated and received their certification. Shoreline is also collaborating with partners to serve veterans and anticipate working with participants starting on August 15, 2011.

7. Information: Discussion and review regarding the services and activities of Turning Point's Adult Program for PY2010-2011

Ms. Chavez presented an update on Turning Point's adult program, services and activities. Turning Point placed 66 participants in their OJT program and 64 were direct hires. 75% of the graduated participants continue to be employed with an average entry wage of \$10.93. Since receiving four (4) computers from Shoreline, Turning Point has been able to serve additional participants. Per Judge Sillman's request, Turning Point does two (2) presentations per month to drug court defendants.

8. Information: Discussion and review regarding the services and activities of the DSES Employment Services – Office for Employment Training Program for PY 2010-11.

Mr. Powell stated that due to the many changes occurring at OET that involve restructuring, transitions and layoffs, he has experienced difficulty in retrieving information requested for reporting to the Oversight Committee. He will be working diligently to provide the pertinent information that is requested by the October Oversight Committee meeting. Many changes have occurred, three (3) grants that OET bid for have been changed by the State and he is working with the local WIB to amend the grants.

9. Information: Discussion regarding Workforce 2.0 agency needs assessment of the One-Stop system and next steps.

Ms. Flinn presented an update on the Workforce 2.0 preliminary needs assessment. The 1st phase is complete with particular interest in the process of gathering data. The WIB is hoping to retain the Workforce 2.0 consultants to provide a more in-depth assessment which is part of the 2nd Phase. WIB staff is currently working on the scope of work.

10. Information: Update regarding grants.

Ms. Flinn reviewed an update on current grant activities.

ANNOUNCEMENTS: Ms. Leffel stated on December 2, 2011, a higher education research cluster breakfast will be held. On August 17, 2011, a first Monterey County Business day in Sacramento will be taking place. Mr. Turlington is requesting board members and volunteers to join the Monterey County Film Commission which last year brought in \$4 million in funds to Monterey County. Please contact him if you are interested and/or visit the website at www.filmmonterey.org. On September 23, 2011 a healthcare symposium will be held. Alliance on Aging has moved their headquarters to 247 Main Street. A ground breaking will take place October 27, 2011.

ADJOURNMENT:

Ms. Leffel adjourned the meeting at 10:40 a.m.

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: APPROVE THE MONITORING SCHEDULE FOR PY 2011-12 WIA TITLE I ADULT, DISLOCATED WORKER, RAPID RESPONSE AND YOUTH PROGRAMS AND SPECIAL DISCRETIONARY GRANT PROJECTS
DATE: NOVEMBER 10, 2011

INFORMATION/DISCUSSION: It is recommended the Oversight Committee consider and approve the following monitoring schedule for program year 2011-12 for WIA Title I Adult and Youth Subcontractors and OET Adult, Dislocated Worker, Youth, and Rapid Response Programs as well as any Special Project and Discretionary Grants.

The Oversight Committee performs periodic evaluation of Workforce Investment Act (WIA) Title I fiscal and program performance of the One Stop Career Center system, service providers and sub-contractors, as well as special projects and discretionary grants. This committee is responsible for making recommendations to the Monterey County Workforce Investment Board (WIB) on all oversight and performance related matters with the exception of youth programs. The Youth Council is responsible for making recommendations to the full WIB regarding youth programs and proposals for funding, and provides oversight of WIA Title I youth programs.

Proposed Adult, Dislocated Worker, Rapid Response & Special Projects Monitoring Schedules and Reporting Periods:

Shoreline Adult Program:

- On-Site: February 6-7, 2012 (Salinas)
- Fiscal: February 8, 2012 (San Luis Obispo)
- Report: March 2012

Turning Point Adult Program:

- On-Site: February 21-22, 2012 (Salinas)
- Fiscal: February 23, 2012 (Visalia)
- Report: March 2012

Office for Employment Training Adult, Dislocated Worker & Rapid Response Programs:

- On-Site: April 2-3, 2012 (Salinas)
- Fiscal: April 5-6, 2012 (Salinas)
- Reports: May 2012

Proposed Youth & Special Projects Monitoring Schedules and Reporting Periods:

Turning Point Youth Program:

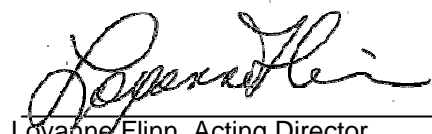
- On-Site: February 21-22, 2012 (Salinas)
- Fiscal: February 23, 2012 (Visalia)
- Report: March 2012

Santa Cruz County Office of Education Youth Program:

- On-Site: March 5-7, 2012 (Santa Cruz)
- Fiscal: March 2012 (Santa Cruz)
- Report: March 2012

Office for Employment Training Youth Programs

- On-Site: April 9-10, 2012 (Salinas)
- Fiscal: April 11-12, 2012 (Salinas)
- Reports: May 2012



Loyanne Flinn, Acting Director
 Monterey County Workforce Investment Board
 This report was prepared by: Marleen Esquerro, Management Analyst

11/3/2011
 Date

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE OFFICE FOR EMPLOYMENT TRAINING'S RAPID RESPONSE PROGRAM FOR PROGRAM YEARS (PY) 2009-10 AND 2010-11
DATE: NOVEMBER 10, 2011

DISCUSSION:

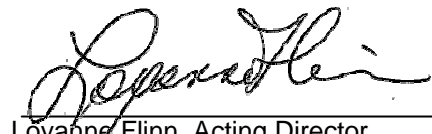
This monitoring review is to report the results of the WIBs staff contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Rapid Response (RR) grant activities for two Program Years 2009-10 and 2010-11. The monitoring review covered both July 1, 2009 – June 30, 2010 and July 1, 2010 – June 30, 2011 time periods. The report focused on the areas of program oversight, staff time distribution and fiscal expenditures.

A program exit interview was conducted on September 22, 2011 with Employment Services Branch Director Barbara Verba, and Program Manager, Rod Powell, with an opportunity to respond to any issues or concerns.

A consolidated draft monitoring report was issued to OET on July 11, 2011. WIB staff received OET's corrective action response on August 16, 2011. OET was issued their final report on August 25, 2011. There is an outstanding finding summarized in the attached report requesting source documentation to substantiate staff time charged to the Rapid Response grant. This finding will remain open until OET can provide adequate documentation to substantiate staff hours charged to the Rapid Response grant by the Rapid Response Coordinator.

Any closed findings and/or observations noted in the report will be reevaluated for improvement in upcoming monitoring reviews.

ATTACHMENT: Final Rapid Response Monitoring Report for the Office for Employment Training for Program Years (PY) 2009-10 and 2010-11.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

11/3/2011
Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

Erik Cushman, CHAIR

Loyanne Flinn, ACTING EXECUTIVE DIRECTOR



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

August 25, 2011

Barbara Verba, Branch Director
Department of Social & Employment Services, Employment Services Branch
730 La Guardia Street
Salinas, CA 93905

Dear Ms. Verba:

Objective: Final Rapid Response Monitoring Report for the Office for Employment Training for Program Years (PY) 2009-10 and 2010-11.

Service Provider: Office for Employment Training (OET)

Workforce Investment Board Analyst: Manley Bush, (831)796-6414,
bushm@co.monterey.ca.us

Monitoring Dates: May 1, 2011, Onsite at Salinas One-Stop Career Center for PY2009-10 and PY2010-11

Overview/ Scope of Work:

This is to report the results of our contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Rapid Response (RR) grant activities. The monitoring review covered both July 1, 2009 – June 30, 2010 and July 1, 2010 – June 30, 2011. The report focused on the areas of program oversight, staff time distribution and fiscal expenditures.

The purpose of this review was to evaluate compliance with the provisions of the Workforce Investment Act, associated regulations and directives. Information collected for this report was obtained through the review of OET's Quarterly RR report On-site Visit 121 forms, Worker Adjustment and Retraining Notification Act (WARN) notices, and fiscal data and expenditure reports.

Desk Review: Grant Code 540-541 for PY 2009-10

Since July 1, 2010, the Office for Employment Training received two grants totaling \$219,056 in WIA RR funds (Grant Code 540 for \$54,764 and Grant Code 541 for \$164,292). As of June 30, 2010, RR funds for 540 and 541 Grant have been fully expended as indicated below.

Expenditures:

Rapid Response Grant Total 540 and 541 Expenditures	Total PY 2009-10		
	Plan	Actual	%
A. Administration	\$21,906	\$21,905	100%
B. Program	\$197,150	\$197,151	100%
Totals	\$219,056	\$219,056	100%

Time Distribution:

The Wages and Hours were reviewed over a three month period from August 2009 to October 2009 for OET RR staff assigned as Management Analyst and RR Coordinator for the grant.

Hours for 540 & 541 grant	Total PY 2009-10			
	Aug 09	Sep 09	Oct 09	Total
	Hours	Hours	Hours	Hours
RR Coordinator	78	142	184	404
Management Analyst	4	8	8	20
Totals	82	150	192	424
Wages for 540 & 541 grant	Total PY 2009-10			
	Aug 09	Sep 09	Oct 09	Total
	Wages	Wages	Wages	Wages
RR Coordinator	\$2,740	\$6,428	\$9,020	\$18,188
Management Analyst	\$247	\$479	\$405	\$1,131
Totals	\$2987	\$6,907	\$9,425	\$19,319

OET Rapid Response staff reported that RR services to 11 businesses that were affected by layoffs, downsizing, and business closures during the period July 1, 2009 to January 14, 2010. On numerous occasions OET RR staff teamed up with additional OET WIA funded staff to engage in various ancillary workshop projects to enhance the jobseeker and participants ability to return to work immediately. The workshop activities include, job search, resumes and interview techniques. WIB staff reviewed OET's RR quarterly reports during a six month period of the program year and concluded that OET's RR program for the most part were in compliance. The EDD form 121 were used and documented in accordance with applicable EDD directives. The RR team was also responsible for reporting out monthly to the WIB Planning Committee.

Financial Accounting Internal Controls: A sample of expenditures was reviewed to assess accurate application of cost allocation, staff time distribution, and adherence to established fiscal procedures. There was one issue noted in the administrative plan vs. actual costs described above.

Desk Review: Grant Code 540-541 for PY 2010-11

Since July 1, 2010, the Office for Employment Training received two grants totaling \$309,814 in WIA RR funds (Grant Code 540 for \$77,454 and Grant Code 541 for \$232,360). As of June 30, 2010, RR funds for grant code 540 have been completely expended. Both grants have been extended unto June 2012. Grant Code 541 has a remaining balance of \$176,535 that will be carried forward into the next program year 2011-12.

Expenditures:

Rapid Response Grant Total 540 Expenditures	TOTAL PY 2010-11		
	Plan	Actual	%
A. Administration	\$7,745	\$4,528	58%
B. Program	\$69,709	\$72,926	104%
Totals	\$77,454	\$77,454	100%
Rapid Response Grant Total 541 Expenditures	TOTAL PY 2010-11 and PY 2011-12		
	Plan	Actual	%
A. Administration	\$5,200	\$5,207	100%
B. Program	\$50,618	\$50.618	100%
Totals	\$232,360	\$55,825	24%

Time Distribution:

The Wages and Hours were reviewed over a three month period for OET staff assigned as OET Management Analyst and RR Coordinator for the grant.

Hours for 540 & 541 grant	TOTAL PY 2010-11			
	Sep 2010	Oct 2010	Nov 2010	Total
	Hours	Hours	Hours	Hours
RR Coordinator	74.5	49.0	71.0	194.5
Management Analyst	0	0	0	0
Totals	74.5	49.0	71.0	194.5
Wages for 540 & 541 grant	TOTAL PY 2010-11			
	Sep 2010	Oct 2010	Nov 2010	Total
	Wages	Wages	Wages	Wages
RR Coordinator	\$3,167	\$3,131	\$3,134	\$7,668
Management Analyst	0	0	0	0
Totals	\$3,167	\$3,131	\$3,134	\$9,432

Financial Accounting Internal Controls: A sample of expenditures was reviewed to assess accurate application of time distribution, timely posting, and adherence to established fiscal procedures. Discrepancies regarding staff time distribution were noted below.

Current Findings and Observations:

Observation: In 2 cases where WARN notices were posted by the State of CA EDD, OET did not report on providing any RR activities (Bon Appétit Management Company at Monterey Bay Aquarium, 106 employees affected and VI with 83 employees affected).
OET Response: OET RR staff is knowledgeable of and concurs with the need to report on RR activities, and we do this. We do not concur with the identified requirement regarding submission of 121's for the two employers. Based on information provided below, 121's were not required. The 121 form is required when 50 or more employees are affected, neither of which meet this criteria. In future an update will be provided to clarify RR results when the status of the employer changes based on the number of expected layoffs.

A. Bon Appetit Management Company of Monterey Bay

The RR Coordinator received a WARN Notice on 11/12/10 and immediately called Patricia Dozier and left several messages before talking to her office. Her office indicated that our services are appreciated but not needed. They indicated that the workers had all been placed in other positions. It sounded like a Temporary Agency for Hotel and Restaurants. The RR Coordinator checked with United HERE Local 483 the union that represents most Hotel and Restaurant workers for additional information to which they had none.

B. VI

The RR Coordinator received a WARN Notice on August 30, 2010 and called Diane Cook and left several messages before talking with her. She said that it was not a closure nor were any employees being laid off. She explained that the current company was being replaced by another company. The new company wanted the right to review each employee to determine weather or not to offer them a position with the new management team. In order to do so a notice of lay off was needed. RR materials were provided to the local office and follow-up contact was initiated. We were told that only 2 or 3 employees were let go.

121's appropriately were not filed in both cases. The RR form 121 is completed quarterly by the Management Analyst and submitted via email by the 20th of the month following the quarter's end to the assigned EDD Regional Advisor (currently Mr. Doug Orlando at Doug.Orlando@EDD.ca.gov), with cc's to the local WIB Director, OET Director, RR Coordinator and warn2@edd.ca.gov. Rapid Response activities are reported to the WIB on a regular basis.

WIB Response: WIB staff reviewed the OET RR reports and noted that VI and Bon Appetit Management Company were not included on the quarterly report. OET RR staff received WARN Notices from each company and all though no RR Form 121's were necessary the activity should have been documented as an allowable activity due to RR coordinating

efforts made with both companies. It is recommended that OET RR staff use the Monthly RR form under WARN activities to document RR activities. This observation will remain open until a validation is done in a future monitoring, to insure all WARN and Non-WARN activities have been recorded on the appropriate Monthly report forms.

Finding: A review of OET RR staff time distribution for the period September through November 2010 indicated 194.5 hours were allocated for RR Activities, however, there is no additional RR evidence provided to substantiate the total number of hours (194.5 hours) indicated on the OET RR staff timesheet.

OET Response: Source documents that substantiate this finding were not made available, therefore, we are unable to specifically address the concern. Fiscal information provided by the OET Finance Manager indicates the OET weekly timesheets show time distribution to RR and other program activities.

WIB Response: This finding will remain open until OET RR staff can provide adequate documentation to substantiate approximately 173.5 hours charged to the RR grant by the RR Coordinator for the period September 2010 to November 2010. The RR Coordinator will need to provide evidence of allowable activities associated with the number of hours that were recorded on the timesheets for the period indicated above.

Observation: WIB staff noted that the RR Management Analyst stated the Power Point presentation given to businesses affected by the downturn in the economy needed to be updated.

OET Response: OET concurs with the need to regularly update the RR information as it becomes available. The RR team is in the process of updating the power point presentation to include current data and the new EDD Debit Cards being issued.

WIB Response: This observation will remain open until future monitoring conducted by WIB staff to validate the implementation of the stated action noted in the OET RR team response above.

Observation: WIB staff noted that OET RR team do not have a policy or procedures in place to clearly define the roles and responsibilities of RR team for both RR and Layoff Aversion activities.

OET Response: OET concurs that Layoff Aversion is an emerging strategy within RR efforts. With that in mind, OET is actively exploring best practices and identifying strategies to determine the appropriate action.

WIB Response: This observation will remain open until future monitoring is conducted by WIB staff to validate the implementation of their stated action noted in OET RR team response above.

Recommendations

1. **WIB Recommendation:** OET implement services more effectively by frequently visiting the WARN notices posted on EDD's website to disseminate the information and coordinate services for businesses and dislocated workers in a timely manner.

OET Response: OET concurs with the WIB assessment that WARN notices be posted and RR staff need to check information. However, WARN notices are routinely not posted in a timely manner (or not at all). When the RR team identifies that WARN notices were not initiated in a timely manner by businesses causing the RR team not to be able to locate either the business or affected workers, the RR Coordinator attends the monthly WIB meetings to report.


WIB Response: WIB staff will establish a linkage and develop a matrix between the EDD Rapid Response Agency and the OET Rapid Response team coordinator. The linkage will involve specific points of contact of agencies responsible for receiving, posting or, publishing WARN information and the distribution process. WARN Notices may come from a number of sources. However the Point of Contact to receive the WARN reports from various agencies will be the OET RR Coordinator or management analyst.

- a. Affected non-union represented employees
 - b. Chief Elected Official of the unit of local government to which employees pay the highest taxes, Monterey County Board of Supervisors
 - c. Employment Development Department WARN Coordinator: Esperanza Reardan, (916) 654-8008, <http://www.edd.ca.gov/wiarep/wiacnty.htm>
 - d. Director of Workforce Investment Board
2. **WIB Recommendation:** Request OET staff provide additional documentation or reports to substantiate time spent during the three month period from September to November 2010.
- OET Response:** OET RR and Finance staff is available to provide additional, specific documentation to substantiate the allocation of time.
- WIB Response:** Timesheets alone that reflect the hours reported under RR will not be sufficient enough to justify the expense.
- There must also be an allowable activity charged to the grant. WIB staff reviewed the RR reports and found RR activities were conducted using the mobile van on specific date that dedicated 21 hours of usage. WIB staff could not find any other subsequent RR activities during the three month review period from Sep to Nov 2010. OET RR staff was given credit for usage of the van for RR. However there are approximately 173 remaining hours that are unaccounted for. This finding will remain open until OET RR team can provide adequate justification for the remaining hours.
3. **WIB Recommendation:** To insure consistency and standardization, OET RR team should update the RR Power Point presentation.
- OET Response:** The RR team updates power point presentations as new information becomes available. It is our practice to utilize all resources. The RR team is in the process of updating the Power Point presentation to clarify new EDD Debit Cards being issued. The RR team is unaware of concerns related to consistency or standardization. The RR team analyst will review and address issues of consistency or standardization as issues are identified.
- WIB Response:** This observation will remain open until future monitoring is conducted by WIB staff to validate OET's RR stated purpose.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your contract, program and fiscal operations. It is the lead agencies responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

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) 759-6644

Sincerely,



 Loyanne Flinn
 Acting Executive Director
 Monterey County Workforce Investment Board

08/25/2011

 Date

CC: Manley Bush, WIB Management Analyst
 Barbara Verba, Employment Services Deputy Director
 Rod Powell, OET Program Manager
 WIB Monitor File

MEMORANDUM

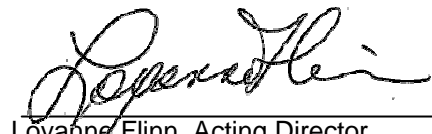
TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE OFFICE FOR EMPLOYMENT TRAINING'S ADULT AND DISLOCATED WORKER PROGRAMS FOR PY 2010-1
DATE: NOVEMBER 10, 2011

DISCUSSION:

This monitoring review is to report the results of the WIBs staff contract compliance monitoring for the Workforce Investment Act (WIA) Title I activities performed by the Office for Employment Training for the Adult and Dislocated Worker grant activities for Program Year 2010-11. The monitoring review covered the time period of July 1, 2010 to December 31, 2010. The report focused on the areas of program compliance with the provisions of WIA, associated regulations, policies and the local plan regarding planned performance and budget.

A program exit interview was conducted on September 22, 2011 with Employment Services Branch Director Barbara Verba, and Program Manager, Rod Powell, with an opportunity to respond to any issues or concerns.

ATTACHMENT: Reference handout at meeting.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

11/3/2011
Date

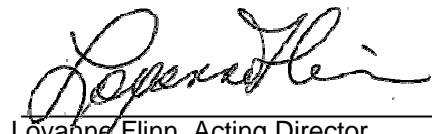
MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW AND APPROVE THE FINAL MONITORING REPORT FOR THE CALIFORNIA GANG REDUCTION INTERVENTION AND PREVENTION (CALGRIP) PROGRAM FOR PY 2009-10
DATE: NOVEMBER 10, 2011

DISCUSSION:

This monitoring review is to report the results of the WIBs staff contract compliance monitoring of the California Gang Reduction Intervention and Prevention (CalGRIP) Program for PY 2009-10.

ATTACHMENT: Reference attached monitoring report.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

11/3/2011
Date

WORKFORCE INVESTMENT BOARD

MONTEREY COUNTY

Erik Cushman, CHAIR

Loyanne Flinn, ACTING EXECUTIVE DIRECTOR



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

June 21, 2011

Objective: Final WIA California Gang Related Intervention Prevention (CalGRIP) Program Monitoring Report for PY2009-10.

Service Provider: Monterey County Office for Employment Training and 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: June 14-25, 2010; March 14 thru April 8, 2011

Overview/ Scope of Work:

The Employment Development Department in coordination with the CA Workforce Investment Board and the Labor and Workforce Development Agency announced the availability of Workforce Investment Act (WIA) Governor's Discretionary 15% grant funds for the purpose of expanding job training for current gang members, gang involved, or at-risk of gang involved youth 18-24 years old. As part of Governor's California Gang Reduction, Intervention and Prevention initiative to combat gang violence, a total of \$5 million in WIA Governor's Discretionary 15% grant funds was available, with a maximum award of \$500,000 for each grantee. On January 30, 2009, more than \$5.4 million in competitive grants were awarded to 11 areas in California to provide job training and education programs targeting youth at risk of joining gangs or seeking to leave them. Monterey County received \$500,000. The projected outcome of the grant was aimed at helping 100 young adults, ages 18 to 24, over a two-year period.

Desk Review

The CalGRIP program grant extended over a two year period from February 1, 2009 through March 31, 2011. The OET and Turning Point participant enrollment plan vs. actual for the period July 1, 2009 to March 31, 2011 were at 84% or 84 out of a plan of 100 total enrollments. The training consisted of a combination of Individual Training Accounts (ITA), On-the-Job-Training (OJT), Work Experience (WE) and Internships. Participants interested in an ITA were referred to local Colleges, Universities that were on the Eligible Training Provider Lists. There were 10 participants enrolled in private post secondary training with 9 at Hartnell College and 1 with Central Coast College. A modification was submitted to the initial grant proposal to replace the OJT training with paid internships. The work experience and internship provided each participant help to enhance their work maturity skills and further prepare the participant for the world of work in the private sector. The Adult school was committed to supporting the adult basic education and

GED needs of the target group. The Salinas Rural Fire District made training opportunities available by providing 165.5 hours of safety equipment and hands-on classroom and “live fire” fieldwork. Participants learned Wildland firefighter-training that could lead to a career in the fire department of Monterey County. The North County Fire Protection District provided 112 hours of training and certification in fuels mitigation in and around Monterey County for 12 students. Target Group and family weekly counseling sessions were provided by Monterey County Behavioral Health Agency weekly for an 8 week period. Workshop activities were available through the Monterey County One-Stop Career Center by the Office for Employment Training staff on resumes, job search activities, and job clubs.

Enrollment Goals:

Participant Enrollment Plan vs. Actual	7/1/09 – 3/31/11					
	Plan	Goal for Adults	Actual	% 100	81 exited to date minus 12 excluded from performance	% 69
Office for Employment Training (OET) and Turning Point (TP)						
1. Total Enrollments	100		84	84%	69	
2. Placement in Employment, Education or Training	60	60% *	17	28%	41	41%
a. Entered Post Secondary Education Program	15		2	13%	10	20%
b. Entered Unsubsidized Employment	45		15	33%	31	48%
3. Attained Recognized Certificate/Diploma/Degree	75	76% **	65 ****	85%	51	127%
a. Attained High School Diploma/GED	15		1	7%	10	10%
b. Work-Keys Career Certificate	60		64	106%	41	156%
4. Literacy/Numeracy Gains (Out of School and Basic Skills Deficient)	50	50% ***	0	0%	34	0%

* 60% Placement Rate

** 76% Attainment Rate

*** 50% Literacy/Numeracy Rate

**** Includes 64 Work-Keys Certifications and 1 Attained Recognized Cert/Degree

There were a total of 84 enrollments or 84% with 67 from the Office for Employment Training (OET) One-Stop Career Center (minus 3 participants that were carried-over into the WIA Title I Adult program to 64 enrollments) and 22 (minus 2 participants that were erroneously enrolled into WIA Title I Adult program but received no services from Turning Point to 20 enrollments). The placement in employment, education or training and entered unsubsidized employment, plan vs. actual 17 of 60 participants or 28% and 15 of 45 or 33% respectively, were less than expected due to pending outcomes from the EDD Base Wage file. OET will conduct follow-up in an effort to ascertain supplementary information on placement in employment education or training and entered unsubsidized employment. The entered post secondary education program plan vs. actual were also less than expected at the point of exit with 2 of 15 or 13% completion. Once again, the OET follow-up team will focus on the total number of participants that were enroll in post secondary education prior to exit vs. the total number that attained a certificate/diploma/degree, completed by the 3rd quarter after the exit quarter. Although the attained high school diploma/GED plan vs. actual was 1 of 15, the initial information obtained during the eligibility phase indicated 36 high school graduates or 43% with 18 alternative schools

and 5 attending post high school or 27%. Due to the current economic situation the participants preferred employment as their initial choice. The WorkKeys Career certificates plan vs. actual was at 106% indicating the participant's tests score fared well with a minimum passing score of 3 or higher. However the pre and post measurement of Literacy/Numeracy gains were not consistently measured by all partners and as a result could not be obtained.

Budget:

WIA 15% Budget Plan vs. Actual	7/1/09 –3/31/11		
	Plan	Actual	%
Staff Salaries and Benefits	\$81,043	\$99,535	123%
Operating Expenses	\$0	\$27,127	0%
Consumable Testing and Instructional Material	\$800	\$2,411	301%
Tuition Payments	\$5,000	\$5,075.50	101%
Participant Wages and Benefits	\$231,725	\$237,682	103%
Participant Support Services	\$34,000	\$13,535	40%
Contractual Services	\$97,432	\$64,635	66%
10% Admin	\$50,000	\$50,000	100%
Total Expenditures	\$500,000	\$500,000	100%

Target Group:

Target Population and At-Risk Factors	Age18-24		
	Plan	Actual	%
1. Target Population			
Current Gang Member	20	35	175%
Gang Involved Youth	50	17	34%
Youth At-Risk of Gang Involvement	30	32	83%
Total Population	100	84	84%
2. At Risk Factors			
Basic Literary Skills Deficient	50	25	50%
Homeless/ Runaway Youth	0	5	0%
Pregnant /Parenting Youth	20	25	125%
Foster Youth	10	1	10%
Youthful Offender	80	52	65%
Disabled Youth	60	4	6%
Youth of Incarcerated Parent	0	13	0%
Other Factors (Describe)	50	0	0%
More than six gang involved risk factors			

Resource Utilization:

Resource Allocation Chart					
Name of the Provider	Description of Fund source	Type of Resource	Plan	Actual	%
Rancho Cielo Youth Campus	Staff, facilities, transportation, communications	In-kind	\$321,440	\$421,609	131%

Turning Point	Staff and facilities overhead and transportation	In-kind	\$ 72,000	\$56,987	79%
Monterey County Behavioral Health	Weekly group counseling	In-kind	\$20,000	\$11,923	60%
Rural Fire Districts	Staff, protective fire equipment	In-kind	\$25,000	\$8,440	35%
Salinas Adult School	Staff	In-kind	\$58,420	\$0 *	0%
Monterey County Probation Dept	Staff	In-kind	\$128,000	\$190,282	149%
Monterey County WIB	Staff	In-kind	\$162,898	\$0	0%
Total Match			\$787,758	\$689,241	87%

* No information available

Resource Allocation Partners

Each partner described below have contributed to the goals of the project, ensured non-duplication of services and provided future sustainability.

1. **Rancho Cielo Youth Campus (RCYC)** provided work experience opportunities for eligible youth 18-24 that have successfully completed the Salinas Youth Corps program to include, probation support, use of their on-site meeting facilities, transportation for participants, communications (hand held radios) and safety gear. RCYC Worksite Supervisor Andrew Seminero provided participants with soft skills training and mentoring on work maturity skills, safety, attendance, teamwork and leadership. RCYC staff also provided work experience in basic carpentry, woodworking and grounds maintenance. Participants were evaluated biweekly and monthly on their progress or areas that needed improvement. RCYC funds paid wages for a program director, probation support, meeting facilities, transportation, communication and safety gear. Future sustainability will be developed as the crew leaders build business relationships in the community and bring revenue in for their services.
2. **Turning Point (TP)** served 20 at risk and court ordered older youth with the additional Internship dollars proposed in grant. TP has a proven track record of training and placing 18-24 year old target group that need an opportunity to prove themselves to employers. Participants who would benefit most from the internship program were referred to, or work with TP. In terms of pretesting and evaluations TP used both the TABE and Work Keys assessment. TP tested 16 of 20 participants using WorkKeys in three areas of Reading, Locating Information and Applied Mathematics. The results were 8 of 16 passed with a score of 3 or higher. The remaining 4 participants took the TABE test. TP did not conduct a post test, consequently no results were available.
3. **Monterey County Behavioral Health** provided a major component in the continuum of services. Weekly group counseling sessions (8 participants to a group) were available for youth 18-24 target group that face significant barriers and risks from their own behaviors to their family, peer, school and community environment. The family members of the participants were also encouraged to be part of the sessions. The support came from trained counselors and peers who are also working toward their goals. The goal of Behavioral health is to make available individual and family counseling. The weekly group sessions consisted of Strengths Assessment, Goal Setting, Anger and Stress Management, Substance Abuse, Domestic Violence, Grief and Loss, Healthy Relations and Conflict Resolution, Parenting and Child Development and a final review of the previous 8 weeks discussions, community resources and final evaluations.

4. **Salinas Rural Fire District and North County fire Protection District** provided training and employment opportunities with certification in fire abatement and the proper use of protective and safety gear essential for their business. The staff's contribution was essential in preparing the youth for high-wage and career track occupations.
5. **Salinas Adult School (SAS)** provided support to the adult education and GED needs of the target group. The SAS's key role was to ensure that the academic achievement goals were met. The Salinas Adult School also referred students who may meet the eligibility criteria and would benefit from the employment and training focus of this project.
6. **Monterey County Probation Department** provided support, coordination and oversight of the project activities and the target population by funding probation staff to specifically track participants in the 18-24 target group. The probation staff monitored the participant's successful transition into the community with ongoing contacts and tracking their progress with job placement, activities with mentors, and community service. Probation staff assigned as Community Service Worker Crew Supervisor to the CalGRIP program also provided work experience training at public parks and recreation sites. The participants were involved in crew projects such as forestry trail, trash and weed abatement, minor construction using hand tools, power saws and machinery. Participants were assigned to work crews and specific locations to conduct their abatement projects. Daily attendance were tracked by sign in/out rosters and timesheets were used to record the hours worked. Participants were also evaluated daily, weekly and once a month by trained counselors/worksite crew supervisor with 28 years experience in working with gang youth and adults.
7. **The Monterey County Workforce Investment Board** provided Local Workforce Investment Area with funds for this project in the form of overhead and staff support to enroll and coach the participants enrolled in the grant.

Field Review

During the period June 14-25, 2010 and March 14 thru April 8, 2011, WIB staff conducted numerous meetings with EDD representative to discuss the monthly progress updates on the grant activities. These activities included a 20% sampling 13 of 66 OET participant case files and interviewed 2 of 10 participant files for Turning Point's CalGRIP program. The files were reviewed to ensure compliance with the CalGRIP grant requirements and WIA regulations. WIB staff reviewed eligibility, assessment and case management requirements in accordance with the WIB policy and procedures, Eligibility Technical Assistance Guide (TAG), JTAS Client Forms Handbook and WIA regulations. The findings and observations are noted in the review results section below.

Participant and Instructor Interviews

WIB Staff conducted on site interviews with 2 participants and two worksite supervisors from Turning Point on June 22, 2010. All Turning Point participants and worksite supervisors interviewed were pleased with their work experience and internship training programs. One participant was employed in the retail sector in the sports department. His duties involved interacting with coworkers, customer service, improving product knowledge, cashier duties, stocking and inventory. The second participant worked at Rancho Cielo, his duties included woodworking projects, use of measuring devices, hand tools, power saws, sanders and safety equipment at the time of this review, OET participants completed their work experience training and were awaiting referrals or in job search for private sector employment.

Financial Accounting Internal Controls

A fiscal review was conducted on June 15, 2010 at OET's fiscal office. A sample of the fiscal data was reviewed to assess, internal controls, general expense payments, payroll expenditures, and support service payments. This review included timely posting and adherence to established fiscal procedures and WIB policies. The process for payroll expenditures, and internal controls were found to be in compliance with Federal guidelines, OMB Circulars and WIB policies.

Exit Interview

A program exit interview for Turning Point's CalGRIP Program was held with Rosie Chavez, Program Director, on June 24, 2009. On July 7, 2010, WIB Staff met with OET Program Analyst Chris Berthiaume and Program Supervisor Ricardo Arias to discuss the case file review issues found during the compliance review. OET Staff was given an opportunity to address the findings.

Outcomes, Challenges, Lessons Learned and Recommendations for the CalGRIP program

Challenges:

- WIB staff noted that 7 of 13, or 54% of OET CalGRIP files reviewed were missing Reviewer's Signature and no evidence that an eligibility was approved in accordance with WIA JTAS Client Forms Handbook. Applicant statements were used in 9 of 13 files or 69% of the files reviewed. Three of 13 files had numerous supportive service issues. WIB staff also conducted a sample file review of 3 of 10 files from Turning Point's CalGRIP program. Turning Point did not have any issues noted during the file review.
- Monthly collaborative or partnership meetings and attendance in accordance with the CalGRIP grant were not consistent. During the period January 2010 through June 2010, WIB staff obtained meeting notes for three monthly meetings and one sign-in sheets for one meeting.
- On numerous occasions there were delays in obtaining monthly reports submitted by the grant partners on program fiscal and expenditures. When the information was submitted to the WIB the content was often irrelevant or not the information requested.
- Recidivism has been a recurring issue in helping participants complete the program successfully. From the period July 1, 2009 to present a total of 22 participants discontinued with the program due to probation violations, repeat felony offenses or re-incarcerated.
- The current case management system in the Virtual One-Stop (VOS) provide staff with a tool to enter and retrieve participant data regarding registration, enrollment, placement, follow up and reporting. However data entry by staff was inconsistent or incomplete with no standard process or oversight to ensure accuracy and consistency. As a result the reports did not reflect accurate participant information. This issue caused significant delay in the monthly statistical reports required in the grant. There were specific challenges that surfaced at the beginning and during the course of the grant period that restricted the exchange of information between partners. For example release of confidential information on participant's background being a barrier to employment that was not or could not be identified during the assessment process.

Response from OET:

As part of the noted challenges in the monitoring report, it was identified that files did not show specific evidence of having eligibility approved in accordance with the Client Forms Handbook. It should perhaps be also noted at the time of the eligibilities, OET was operating under the basic guidelines of the "Learning lab" and noting that the application itself did not require applicant or staff signature. The VOS system adheres to WIA regulation and indicates eligibility for participants. The Client Forms Handbook is setup for a more manual system and, at the time was being "updated" to include the idea of a paperless system. We recognize that since that time, the handbook has been updated and again is asking for signatures.

The support services issues mentioned are based on a concentrated effort to provide service and funding for tools etc., based on the needs of the customers. We expect that if the monitors had looked further into the files in the fiscal office and taken into consideration the fact that large were made in an effort to provide necessary equipment and tools to the participant, the supportive services issues would not be noted. Also, applicant statements are very reasonable in the case files. For instance, when a young person is not working and has not worked for a period of time, it is very hard to document the negative and; therefore, an applicant statement is necessary.

We are not clear with bullet point three. Reports on the CalGRIP grant from OET were available and only delayed if requests were made for information not readily available. There was also some confusion with regard to what the request were asking for at the time.

Recidivism is always a problem with the population intended for this grant. We are attempting to work with a population of high risk individuals. The recidivism rate in Monterey County for those who have been incarcerated is currently over 70%. The recidivism rate for this group was only 26% which is actually a good sign.

There were significant issues with the VOS system. The intent was to be able to share records and services throughout the system and the partners which did not happen and was inconsistent. This was actually the first time we attempted to share data in VOS. Further study needs to be made on this practice in order to accomplish the goals we had in mind.

WIB Staff Response to OET:

WIB staff identified inconsistencies in the way OET conducted their eligibility file review, approval and assessment process between the Adult, Dislocated Worker program and the Youth program while engaged in the "Learning Lab" concept. By comparison the Youth program:

- Use of internal or local memorandum of approval form for eligibility and assessment attached to each file for supervisor's or lead worker's review, approval or rejection.
- Under the "paperless" concept, the youth staff continued to make copies of eligibility documents and income or wages consistent with WIA Technical Assistance Guide (TAG).
- Applicant Statements were used as a last resort or to enhance or validate missing information, income or family size. There was an emphasis on source documentation as the primary means to document eligibility.
- Assessments were thorough, detailed and used in conjunction with Individual Employment Plan or In Service Strategy. The printed versions of the assessments in VOS were also signed by the participant and the case-manager. The local memorandum of approval form was used by youth staff for the supervisor's internal oversight.
- Case notes were well documented, consistent and tracked the participant's progress in line with their goals and objectives.
- The Youth printed version of the VOS application included signature blocks that were signed with the applicant's and case-manager's signature and date indicating the file was ready for review by supervisor. The supervisor reviewed the file for approval and initialed and dated the application form.
- To ensure consistency between the youth and adult programs OET's interim policies dated December 2003 will need to be reviewed and updated, if they are still in effect. This issue will remain open until OET develops a strategy to address program issues and an action plan that is uniformed and consistent with WIA program operations. WIB staff identified areas of concern between the adult and dislocated worker programs primarily in the eligibility, assessment and case-management system.

In terms of supportive services issues, WIB staff identified files in which there was no evidence in the file that the participant signed for the equipment or the file was missing receipts to justify the service. Additionally, the assessment did not indicate why the supportive service was necessary.

The reporting process in accordance with the CalGRIP grant was the responsibility of the "Coordinator." The coordinator tracked all services provided by OET and its partners in the case-management system or VOS during the course of the services throughout the term of the grant. Since there were only three documented monthly meetings held over the two year period it would be difficult to ascertain on-going relationships and outcomes with the participants and the partners.

Response from Rancho Cielo:

Regarding the areas of possible improvement in yesterday's draft monitoring report, I would suggest the following:

- The scheduling of monthly reports. The lead agency in the grant should take on the responsibility of scheduling the monthly meetings. There were many partners in this grant, and perhaps no one was identified to take this role. I know that Rancho Cielo was not.
- I am not aware of delays in Rancho Cielo's reporting. In fact, the youth participants were being case-managed by either OET or Turning Point, who in fact, kept all of the case records.
- Recidivism reduction is Rancho Cielo's primary goal, and to date, the participants in the Rancho Cielo Youth Corps, including those paid by the CalGRIP grant, have been successful in this regard. After 6 months, 80% did not re-offend; 77% did not re-offend after 12 months. This is significantly higher than the control group, which has a 43% recidivism reduction. Rancho Cielo's program continues to evolve and strengthen. We have put a higher focus on job readiness since the end of the CalGRIP grant, preparing with each participant a "portfolio" of job readiness documents, including resume, standard application, letters of recommendation and a written answer to the big question, "Have you ever been convicted of a felony?" We have implemented an internship program with local businesses, and we have convened a Business Advisory Council to assist in marketing our graduates. Additionally, those participants who come to us without a high school diploma are now enrolled in John Muir Charter School (JMCS) to work towards a diploma. Our partnership with JMCS started in August 2010.
- You can see that we have great passion for this population and getting them ready to work. We look forward to providing these services as part of future grant collaboration.

WIB Staff response to Rancho Cielo (RC):

WIB staff accepts Rancho Cielo's corrective action response as stated. No further action will be necessary. However in future monitoring reviews WIB staff will validate and test RC WIA related collaborative program components for compliance.

The reporting of enrollments and outcomes in accordance with the CalGRIP grant was the responsibility of the "Coordinator." The coordinator tracked all services provided by OET and its partners in the case-management system or VOS during the course of the services throughout the term of the grant. Since there were only three documented monthly meetings over the two year period of the grant it would be difficult to foster on-going relationships and outcomes with the participants and the partners.

Response from Turning Point (TP):

- A monthly schedule of meetings was created and those meetings were conducted when all of the collaborative partners were available.
- Turning Point has provided all client information to WIA and State personnel. Turning Point has also complied with the request of WIA staff to submit reports on a regular basis, and will continue to do so.
- Turning Point complied with all the Virtual One-Stop (VOS) registration, enrollment, placement, and reporting. Also established was an electronic case note file for all participants. Staff was unaware that posting was required in VOS system as well. Going forward, Turing Point will comply with the request to enter all postings into the VOS system.

WIB Staff response to Turning Point:

WIB staff's research regarding CalGRIP monthly required partnership meeting indicated that there were only three meetings convened and documented with one sign-in sheet. If more meetings were held there was no evidence of an agenda or sign-in sheet present. If TP can provide information that will validate the number of monthly partnership meetings were convened, WIB staff will reconsider this observation. WIB staff accepts TP's remaining responses as stated. No further action will be necessary. However in future monitoring reviews WIB staff will validate and test TP's WIA related collaborative program components for compliance.

Follow-up response from TP dated June 21, 2011:

- Turning Point was not the lead agency and had no authority to commence the monthly partnership meetings. Turning Point did however attend all meetings that were held and hosted the one on March 25, 2010 providing attendance sign-in sheet. Turning was aware of the responsibility of monthly partnership meetings and made numerous efforts with OET staff to convene such, but was unsuccessful.

Follow-up response from WIB Staff:

WIB staff has accepted TP's follow-up response dated June 21, 2011, that clarified TP's role in the CalGRIP monthly meetings. No further action will be necessary. This observation is closed.

Recommendations:

- Recommend OET develop an action plan that includes a strategy and administrative oversight for the file review. The strategy should include an ongoing and continuous monitoring by program staff with feedback provided to program supervisors or program analyst for resolution in circumstances where files need to be reviewed and approved. The plan should also include a methodology how to insure supervisors provide more oversight and technical support for case-managers.
- Case managers and partners meet on a monthly basis as required in the CalGRIP grant or as needed to discuss the status of their participants and outcomes. Also ensuring that prevention, intervention and reduction activities are facilitating families, neighborhoods, schools and communities where the participants can succeed.
- Establish a Memorandum of Understanding during the initial planning stages between the partners that outlines the parameters of the release of confidential information necessary to assess the participant's needs and help to alleviate their barriers to education and employment by developing an individual In Service Strategy.
- The grant partners should agree upon a schedule that determines when partnership meetings are held. The schedule should include a methodology on how to insure supervisors or immediate assistant provide feedback on developing a master calendar of meeting dates.
- To resolve the monthly reporting process, WIB staff has implemented a template for partners to complete and submit information relevant to each agencies grant requirements.
- Follow-up services have continued to be extended to participants that were exited due to recidivism or could not be located.
- Recommend on-going training in VOS is made available to all grant partners responsible for data entry into the VOS system. The training should focus on development of Adhoc reports and standard templates on specific program information with examples for partners to follow that include required information necessary to accurately retrieve consistent MIS data for monthly reports.

Response from OET:

The first recommendation is excellent and should be followed. Continuous supervisory review and oversight of files is very important and specific policy should be developed that requires it. The supervisors assigned to this grant did not provide adequate oversight during the project. Significant issues with newer staff and large customer count during that time period were part of the problem.

Future grants, should they require partner meetings, will be more closely monitored by Managers and Coordinators with staff assigned specifically assigned to manage the meetings. Rather than a Memorandum of Understanding for the purpose of sharing data, we will develop a release of information specific to the grant and partners specified.

With more training, monitoring staff as well as partner staff will be able to gather information from VOS reports and not require partners to submit other reports.

WIB Staff Response to OET:

WIB staff accepts the recommendations from OET as stated. These recommendations will be noted and reviewed during a future monitoring between OET and partner agencies that have agreed to consolidated resources in a collaborative service delivery model or grant.

Response from Turning Point:

- Turning Point will be available to meet and discuss participants' status and outcomes, as required in the CalGRIP grant.
- Turning Point agrees to establish a Memorandum of Understanding between collaborative partners, and cooperate in the sharing of client information.
- Turning Point agrees to work with partners to establish a monthly schedule of meetings to be held.
- Turing Points agrees that ongoing training in VOS will be beneficial to all collaborative partners.

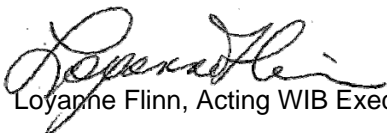
WIB Staff response to Turning Point:

WIB staff accepts Turning Point's corrective action response as stated. No further action will be necessary. However in future monitoring reviews WIB staff will validate and test Turning Point's WIA related collaborative program components for compliance.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included as part of your contract, program and fiscal operations. It is the lead agencies responsibility to ensure that their systems, program, and related activities comply with the WIA related regulations and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain your responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact me at (831) 759-6644.

Sincerely,



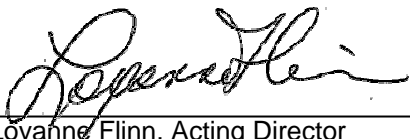
Loyanne Flinn, Acting WIB Executive Director

CC: Manley Bush, WIB Management Analyst
Miguel Banda, WIB management Analyst
Lynda Dunn, OET Deputy Director
Chris Berthiaume, OET Management Analyst
WIB Monitor File

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF MONTEREY COUNTY WIB'S LOCAL MONITORING LOG AND RECENT MONITORING ACTIVITIES
DATE: NOVEMBER 10, 2011

DISCUSSION: At the Oversight Committee meeting on November 10, 2011, WIB staff plan to present an update regarding Monterey County's local monitoring activities for Program Years 2010-11 and 2011-12.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

11/3/2011
Date

LOCAL MONITORING LOG (PY 2010-11 and 2011-12)
MONTEREY COUNTY LOCAL WORKFORCE INVESTMENT AREA (LWIA)
As of November 3, 2011

Program Year 2010-11

Sub-recipients	Notice Sent	Dates of Monitoring	Program	Draft Report	Findings/Observations	Conclusion	Final Report
Office for Employment Training	01/2011	Jan 25 (files) Jan 26 & 27 (on-site) Jan 28 & 30 & Feb 1, 2011 (open review)	WIA Title I Adult and Dislocated Worker	09/22/2011	To be summarized.	TBD	11/10/2011
Office for Employment Training	07/19/2011	Aug 3-5, 2011 (Interviews) Aug 22 & 24, 2011 (file review of program only)	WIA Title I Youth	09/22/2011	To be summarized.	TBD	11/10/2011
Office for Employment Training, Rancho Cielo, and Turning Point	06/2011	June 14-25, 2010 and March 14-April 8, 2011	CALGRIP Gang Reduction, Intervention & Prevention	05/12/2011	Observation (challenges): some case files were missing reviewer's signatures and no evidence of approved eligibility. Monthly meetings between collaborators were inconsistent. Delays on reporting program outcomes to WIB resulting in irrelevant content. Data entry of participant info into VOS is inconsistent or incomplete with no standard process or oversight to ensure accuracy and consistency. Inconsistent eligibility determination. Case file was missing evidence of receipt of supportive services or file was missing receipt.	1. CLOSED	Pending OC 11/10/2011 meeting
Office for Employment Training	04/2011	May 1, 2011	Rapid Response for PY 2009-10 and 2010-11	07/08/2011	1. Observation: 2 WARN cases were not documented. It's recommended that OET use the monthly RR form to report all Rapid response activities. 2. Finding: Staff time distribution unsubstantiated. OET must provide adequate documentation to justify hours worked on RR activities that match timesheet. 3. Observation: OET needs to update PP presentation provided to businesses regularly to include EDD debit card info. 4. Observation: OET needs to develop a policy or procedures that clearly define the roles and responsibilities of the RR team for RR and layoff aversion activities. Other recommendations: OET and WIB to establish system for tracking WARN and employer layoff notices in a timely manner for the purpose of providing immediate response. OET staff to provide documentation to justify hours worked and RR activities conducted using mobile van.	1. OPEN	Pending OC 11/10/2011 meeting

Program Year 2010-11 (Continued...)							
Subrecipients	Notice Sent	Dates of Monitoring	Program	Draft Report	Findings/Observations	Conclusion	Final Report
Arbor	Contract closed.	n/a	n/a	n/a	n/a	n/a	n/a
Unity Care Active Youth	10/29/2010	Nov 16 – 19, 2011	WIA Title I – RISE Active Youth Program	01/10/2011	1. Observations: timeliness of entering case notes into VOS, documentation, supportive services.	1. CLOSED	YC 3/15/2011 EC 3/16/2011 WIB 4/6/2011
Unity Care Follow-up Youth	10/29/2010	Nov 16 – 19, 2011	WIA Title I - RISE Follow-UP Program	01/10/2011	1. Observations: timeliness of entering case notes into VOS, documentation, supportive services.	1. CLOSED	YC 3/15/2011 EC 3/16/2011 WIB 4/6/2011
Shoreline Adult	01/2011	Feb 7 - 10, 2011	WIA Title I Adult OJT	03/25/2011	1. Finding: WorkKeys readiness indicators	1. CLOSED	YC 4/14/2011 EC 4/20/2011 WIB 6/1/2011
Turning Point Adult	01/2011	Feb 28 – Mar 3, 2011	WIA Title I Adult OJT	03/25/2011	1. Observations: timeliness of entering case notes into VOS, documentation, geo and demo goals	1. CLOSED	YC 4/14/2011 EC 4/20/2011 WIB 6/1/2011
Turning Point Youth	02/2011	Mar 3 – 10, 2011	WIA Title I - Youth	03/30/2011	1. Observations: timeliness of entering case notes into VOS, documentation, geo and demo goals	1. CLOSED	YC 6/14/2011 EC 7/20/11
Monterey County Business Council	08/2010	Aug 24 – Sep 24, 2010	Rapid Response ARRA Layoff Aversion	12/21/2010	1. Observation: Timeliness of contract execution and better communication.	1. CLOSED	EC 2/16/2011 WIB 4/6/2011
Program Year 2011-12							
Subrecipients	Notice Sent	Dates of Monitoring	Program	Draft Report	Findings/Observations	Conclusion	Final Report
Office for Employment Training	TBD	Jan 2012	WIA Title I Adult and Dislocated Worker				
Office for Employment Training	TBD	Jan 2012	Rapid Response				
Office for Employment Training	TBD	Apr 2012	WIA Title I Youth				
Shoreline Adult	*TBD	Feb 2012	WIA Title I Adult OJT				
Turning Point Adult	*TBD	Feb/Mar 2012	WIA Title I Adult OJT				
Turning Point Youth	*TBD	Feb/Mar 2012	WIA Title I - Youth				
Santa Cruz County Office of Education	*TBD	Mar 2012	WIA Title I - Youth				

*Contracts were newly awarded to these subcontractors for the period of July 1, 2011 through June 30, 2012

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF MONTEREY COUNTY WIB'S STATE AND FEDERAL MONITORING LOG AND RECENT MONITORING ACTIVITIES
DATE: NOVEMBER 10, 2011

DISCUSSION: At the Oversight Committee meeting on November 10, 2011, WIB staff plan to present an update regarding Monterey County's State and Federal monitoring activities for Program Year 2010-11 and 2011-12.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

11/3/2011
Date

**STATE & FEDERAL MONITORING LOG
MONTEREY COUNTY LOCAL WORKFORCE INVESTMENT AREA (LWIA)**

As of November 4, 2011

Program Year 2011-12

Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State Employment Development Department (EDD) Workforce Service Branch & Compliance & Review Division (CRD) 09/12/2011	Sep 26-30, 2011	Workforce Investment Act (WIA) 85-Percent Program Activities to include: 1. Program Administration – One-Stop delivery system, WIB & Youth Council composition, local level oversight & monitoring, MIS reporting, subrecipient notification, incident reporting, nondiscrimination & equal opportunity, grievance and complaint system. 2. Program Operations – Participant eligibility, WIA activities and services, rapid response activities and local business services. The review also consisted of interviews with staff, service providers, & WIA participants.	Pending receipt of draft report from State EDD.	To be determined. Pending receipt of draft report from State EDD.	TBD	TBD

Program Year 2010-11

Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
<p>State Employment Development Department (EDD) Workforce Service Branch & Compliance & Review Division (CRD) 03/04/2010</p>	<p>Mar 15-18, 2010</p>	<p>American Recovery and Reinvestment Act (ARRA) Program Admin, local level monitoring, MIS reporting, incident reporting, nondiscrimination & equal opportunity, grievance and complaint system and program operations to include ARRA activities and participant eligibility.</p>	<p>State EDD – CRD 04/15/2010 Local response to EDD report 05/19/2010</p>	<p>1. Finding 1: Office for Employment Training (OET) does not maintain eligibility documentation for adult and dislocated worker participants. A check list is currently used to determine that eligibility docs have been reviewed. Recommendation: OET to provide copies of source eligibility docs for selected participants. 2. Finding 2: Four participant files lacked supportive services docs. Recommendation: OET provide documentation of the costs in accordance with local policies. 3. Finding 3: One participant was assigned an individual training account (ITA) of \$5,318. The ITA limit is \$5,000 per person in accordance with local policy. Recommendation: OET must document the reason for exceeding the ITA limit and provide a corrective action plan. 4. Finding 4: OET staff are placing laid off or terminated participants back with the same employer for work experience in the same position without justification. Recommendation: since work experience is designed to provide individuals with training to gain actual work opportunities and learn specific skills, it is unclear as to the “new” skills learned in these placements.</p>	<p>1. Finding 1: OET responded with copies of eligibility documents for 55 of the 59 participant files reviewed. Staff are researching docs on the remaining 4. Status: <i>Open</i> 2. Finding 2: OET responded with justification of supportive service expenditures for the participant files reviewed. Status: <i>Open</i> 3. Finding 3: OET responded with justification of ITA increase for the participant file reviewed. Status: <i>Open</i> 4. Finding 4: OET responded with justification of appropriate placement into work experience for the participants in question. However, at the time of this review, State EDD stated OET was unable to justify the appropriateness of the placements and ultimate use of ARRA/WIA funds. Due to the large number of individuals enrolled in a similar manner, State EDD was unable to determine the extent of the issue. Therefore, State EDD referred this issue to EDD’s Audit Section for further review. Status: <i>Open</i></p>	<p>Pending receipt of final report from State EDD.</p>

Program Year 2010-11

Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
Office of the Inspector General (OIG) – June 2010	June 2010	ARRA funds received and expended for the period of Feb 17, 2009 through Dec 31, 2009. Objectives were to determine if the WIB properly accounted for and used ARRA funds in accordance with applicable laws and regulations.	OIG July 2, 2010 Local response to OIG report July 12, 2010	<ol style="list-style-type: none"> 1. Finding 1: No valid agreement between the WIB and OET. 2. Finding 2: Failure to retain supporting documentation for eligibility determinations. 3. Finding 3: Participants files fail to support training needs. 4. Finding 4: Lack of justifications fuel appearance of revolving door employment. 5. Finding 5: Misuse of ARRA funds to train experienced electricians as electricians. 6. Finding 6: OET is not adequately reviewing contractor's reimbursement requests. 7. Finding 7: OET incorrectly reported jobs created. 8. Finding 8: Failure to seek guidance and clarification of program requirements. 	<ol style="list-style-type: none"> 1. Finding 1: A memorandum of understanding was put into place in 2000. A new MOU was anticipated to be finalized in Aug 2010 and approved by WIB in Oct 2010. 2. Finding 2: At the request of EDD copies of eligibility docs were provided for 55 of 59 participants files. Contact with remaining 4 has not been successful. 3. Finding 3: Case managers have received direction and training to provide clearer case notes articulating determination of need. 4. Finding 4: The placement approach was used due to DOL's expectations to move quickly using ARRA funds and to assist businesses in hiring qualified workers. Locally, layoff aversion services were initiated in recognition of the benefits and were offered to laid off job seekers. 5. Finding 5: WIB acknowledged the fact that the case notes and other means of justification were insufficient. Training plan noted the opportunity for participants to learn new skills, as appropriate. For participants who worked 24 hours more than they should've should have been reimbursed through their work sites. Error to be corrected and funds to be returned to grant. 6. Finding 6: Monterey County concurs with the finding that payments to Rancho Cielo for salaries of 2 employees were overpaid in error. Monterey County has requested reimbursement \$4,151.84. 7. At the request of EDD copies of eligibility docs were provided for 55 of 59 participants files reviewed. Contact with remaining 4 has not been successful. <i>Status: Future WIB monitoring will assure adherence to local policies and regulations.</i> 	July 15, 2010. Final report was presented to the full WIB meeting July 21, 2010

Program Year 2010-11						
Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State EDD Workforce Service Branch & Compliance & Review Division (CRD) 01/04/2011	Jan 31 – Feb 4, 2011	Workforce Investment Act (WIA) 85-Percent Program and ARRA Activities to include: Focus: youth grant, program administration, participant eligibility, WIA/ARRA activities, local level monitoring, grievance and complaint system, and MIS reporting.	10/17/2011	<ol style="list-style-type: none"> 1. Finding 1: selective service documentation missing from two files reviewed. 2. Finding 2: outcomes for attaining a certificate needs to be reviewed to ensure Microsoft Digital Literacy Course includes training sessions on computer basics. 3. Finding 3: DSES must provide a corrective action for timesheets that includes begin and end times for breaks for participants engaged in work experience. 4. Finding 4: Test of Adult Basics Education (TABE) is incorrectly being administered by youth service providers. As a result, test scores are improperly reported. 5. Observation: DSES needs to provide a corrective action plan on the TABE literacy and numeracy finding and provide documentation and a timeline on how they will be measured and reported in the future. 	To be determined. Pending receipt of response from DSES.	TBD

Program Year 2010-11

Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State EDD Audit & Evaluation Division (A&ED) 01/12/2011	Feb – Apr 2011	Monterey County's One-Stop Career Center's policies and procedures for providing job training and placement services in the work experience program, review of participant files enrolled in work experience and review of payroll records and timesheet information for selected One-Stop employees.	State EDD – A&ED July 26, 2011 Local response to EDD report is due Aug 22, 2011. (20 work days from date of report.)	<p>Results of audit revealed that OET was non-compliant with federal regulations and State and local guidelines based on the following:</p> <ol style="list-style-type: none"> 1. Finding 1: Dislocated worker (DW) participants received unnecessary training (work exp & OJT) by placement in jobs with the same employer, industries and occupations from which they were laid off. 2. Finding 2: DW participants received unnecessary training being placed in ordinary and standard training that did not upgrade their skills. 3. Finding 3: DW received unnecessary work experience for 3 mo. (480 hrs) and some received additional 3 mo. (480 hrs) even though they had experience with the same employer and occupations. 4. Finding 4: DW participant needs for and duration of work experience and OJT were inadequately documented. 5. Finding 5: Former WIB director received full pay and benefits while on admin leave for 11 months with costs charged to WIA program, in violation of Monterey County's personnel practices & procedures resolution guide which allows a max of 20 days of admin leave. 6. Finding 6: Former WIB director received a terminal leave pay-off that was directly charged to WIA, which should have been charged as an indirect cost. 	Findings 1 – 6: Status: Open	Pending local response to State EDD – A&ED

Program Year 2010-11

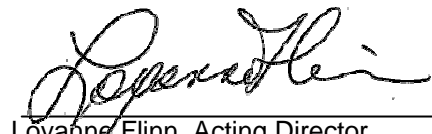
Notice Sent	Dates of Monitoring	Program Review	Draft Report & Response	Findings/Observations	Conclusion	Final Report
State EDD Workforce Service Branch & Compliance & Review Division (CRD) 06/01/2011	Jun 27 – Jul 1, 2011	WIA and ARRA fiscal and procurement procedures, reporting, expenditures charged to the WIA and ARRA grants, cost allocation, cost/resource sharing, indirect cost rate, oversight reporting of subrecipients, audits, procurement transactions for PY 2010-11 and property management.	Pending receipt of draft report from State EDD.	TBD	TBD	TBD

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF MONTEREY COUNTY'S LOCAL WORKFORCE INVESTMENT SYSTEM REVENUE AND EXPENDITURES
DATE: NOVEMBER 10, 2011

DISCUSSION: At the Oversight Committee meeting on November 10, 2011, WIB staff plan to review Monterey County Local Workforce Investment Area's (LWIA) revenue and expenditures.

Reference handout at meeting.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Marleen Esquerra, Management Analyst

08/05/2011
Date

INFORMATION #9



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Shoreline Workforce Development Services

Program Design: to provide core, intensive, training and supportive services to **77** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs. **40** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **37** participants will receive direct placement services. Shoreline’s service model includes **4** Anchor partnerships to provide collaboration, points of contact and a full range of services. **5** Feeder partnerships will outreach, target and refer participants to the Anchor locations from one of it’s neighborhood career centers located in Salinas, Marina, Watsonville, San Luis Obispo & King City.

For the period ending: 10/11

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$81,900	\$163,800	\$245,700	\$327,600
Actual	\$67,167*			

ENROLLMENT GOALS		*w/set aside \$109,636			
Monthly Participant Plan Summary		TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments (Core & Intensive Services)		77	34	32	94.11
2. Total number of On-the-Job Training or Individual Training Accounts		40	18	21	116.66
3. Total number of Direct Placements		37	n/a	10	n/a
4. Total number of WorkKeys assessments completed					
▪ Applied Mathematics					
▪ Reading for Information					
▪ Locating Information					

INDUSTRY CLUSTERS – PLACEMENTS		Actual	%
1. Total number and percentage of OJT and ITA placements		19	61.29

GEOGRAPHIC AREAS SERVED		TARGET GOAL	MINIMUM GOAL	Actual	%
Quarter ending <u>Sept (Oct) 2011</u>					
	Central (Salinas)	35%	10%	19	61
	North	25%	10%	3	10
	South	20%	10%	8	26
	West	20%	10%	1	3

TARGET POPULATIONS SERVED		TARGET GOAL	MINIMUM GOAL	Actual	%
Quarter ending <u>Sept (Oct) 2011</u>					
	Veterans & Eligible Spouses	19%	10%	1	3.22
	High School Dropout	39%	20%	8	25.80
	Disabled	19%	16%	3	9.67
	Ex Offender (<i>Contracted target goal</i>)	13%	20%	9	29.03
	Homeless	19%	5%	18	58.06

PERFORMANCE GOALS		Plan	Actual
Quarter ending <u>Sept (Oct) 2011</u>			
1. Total number of exits		8	0
2. Entered Employment Rate – <i>entry into unsubsidized employment</i>		67.0%	
3. Retention Rate – <i>6 months after entry into unsubsidized employment</i>		75.0%	
4. Average Earnings – <i>increased earnings in unsubsidized employment</i>		\$10,500	
5. Average hourly wage			\$10.07

- UPCOMING ACTIVITIES/Recent**
- Hosted Central Coast Health Care Symposium
 - Received SC WIB Job Skills Workshop Contract
 - In process of scheduling Virtual Career Search Workshops in three counties
 - Held Groundbreaking Ceremony for New Salinas Career Center-Oct 13th
 - Attended CDC Commercial Kitchen Incubator Opening in Watsonville
 - Participated in Regional Career Center discussions with S Cruz WIB

INFORMATION #10



Monterey County Workforce Investment Board Workforce Investment Act (WIA) Title I – Adult Subcontract Monthly Report

Subcontractor: Turning Point of Central California

Program Design: to provide core, intensive, training and supportive services to **70** WIA eligible adults (>=18 years) who face multiple barriers to employment, are low-income, and are included in one or more of the following categories: veterans and their eligible spouses, disabled individuals, homeless, offenders, and high school drop outs, with a focus on serving those on parole and probation. **42** will participate in On-the-Job Training (OJT) or Individual Training Accounts (ITA). **28** participants will receive direct placement services. Turning Point is the lead agency of an integrated service model comprised of ten collaborative partners throughout Monterey County.

For the period ending: 10/31/11

BUDGET				
Quarterly Plan	9/31/11	12/31/11	3/31/12	6/30/12
Planned	\$75,600	\$151,200	\$226,800	\$302,400
Estimate	\$62,837.97			

ENROLLMENT GOALS				
Monthly Participant Plan Summary	TARGET GOAL	Monthly Plan	Monthly Actual	Monthly %
1. Total number of new enrollments (Core & Intensive Services)	70	22	26	118
2. Total number of On-the-Job Training or Individual Training Accounts	42	12	26	217
3. Total number of Direct Placement Services	28	9	2	22
4. Total number of WorkKeys assessments completed	42	12	27	225
▪ Applied Mathematics	42	12	27	225
▪ Reading for Information	42	12	27	225
▪ Locating Information	42	12	27	225

INDUSTRY CLUSTERS – PLACEMENTS				
Monthly Placements		Actual	%	
1. Total number and percentage of OJT and ITA placements		26	217	

GEOGRAPHIC AREAS SERVED				
Quarter ending 1	TARGET GOAL	MINIMUM GOAL	Actual	%
Central (Salinas)	55%	10%	15	58
North	11%	10%	2	8
South	18%	10%	3	12
West	16%	10%	6	23

TARGET POPULATIONS SERVED				
Quarter ending 1	TARGET GOAL*	MINIMUM GOAL	Actual	%
Veterans & Eligible Spouses	5%	10%	0	0
High School Dropout	15%	20%	18	69
Disabled	15%	16%	16	62
Ex Offender	50%	20%	26	100
Homeless	15%	5%	6	23

*Turning Point is contracted to meet the Target Goals.

PERFORMANCE GOALS		
Quarter ending 1	Plan	Actual
1. Total number of exits	0	0
2. Entered Employment Rate – entry into unsubsidized employment	67.0%	38%
3. Retention Rate – 6 months after entry into unsubsidized employment	75.0%	
4. Average Earnings – increased earnings in unsubsidized employment	\$10,500	\$24,024
5. Average hourly wage		\$11.55

- | UPCOMING ACTIVITIES | |
|--|--|
| <ul style="list-style-type: none"> • Effective partnership activities continue to increase eligible job seekers and grow the employers data base. • Attending monthly consortium meetings with job developers from Department of Rehabilitation, Monterey Peninsula Collage, Hartnell Collage, Monterey K-12, Salinas K-12 and Interim. • Continued attendance at monthly PACT Meetings. • Working with Monterey County Probation and community partners in a service delivery system for the reentry needs of Post Release Community Supervision probationers. • Added 16 new work sites to the employers data base • Conducted a presentation of agency services on October 10th at a meeting of the Monterey County Public Defenders. • Attended a Healthcare Workforce Symposium on October 7th sponsored by Shoreline. | |

- During the 1st Quarter TP has provided initial inquiry and referral services to over 700 people.

TESTIMONIAL

In July of 2008, I started the final 4 months of my incarceration at the Turning Point Residential Center. Even though I had job skills as an engineer, no one would hire me due to my felony record and large gap in employment. I was embarrassed to address my incarceration with potential employers and was starting to feel hopeless. My Caseworker referred me the Turning Point Employment Program for specialized job search assistance where I gained the support, skills and confidence I needed to present myself to employers. With Turning Point's help, I secured employment with a local company as an engineer. I have been with this company for almost 3 years now. Just recently I stopped by the Turning Point office to thank the staff again for all they did for me and they asked me to share my story. I have volunteered also to be a motivational speaker for Turning Point clients.

DSES EMPLOYMENT SERVICES BRANCH - OFFICE FOR EMPLOYMENT TRAINING
ENROLLMENTS, ACTIVITIES AND EXPENSES
July 1 - September 30, 2011

INFORMATION #11

ENROLLMENTS (Less subcontractors)	DW	DW	%	Adult	Adult	%
	Plan	Actual		Plan	Actual	
Carry-Ins	300	126	42%	250	99	40%
New Enrollments	450	109	24%	303	141	47%
TOTAL PARTICIPANTS	750	235	31%	553	240	43%

ACTIVITIES (Less subcontractors)	Plan	Actual	%	Plan	Actual	%
	Core Self Services	750		233	31%	
Core Registered Services	750	233	31%	553	241	44%
Intensive	675	233	35%	503	243	48%
Training	25	6	24%	-7	17	243%
Work Experience/Internships		0			0	
On-the-Job Training (OJT)		0			0	
Classroom Training (CRT)		0			0	
Job Referrals / Development		0			0	
Other workshops, etc.		0			0	

YEAR-TO-DATE EXPENDITURES	Plan	Actual	%	Plan	Actual	%
Expenditures	366,934	469,177		128%	260,000	
Obligations	0	0		0	0	
Cost Per Participant	\$ 489	\$ 2,014	412%	\$ 470	\$ 1,639	349%
Cost Per Activity	\$ 403	\$ 1,997	495%	\$ 388	\$ 1,580	407%
Cost Per Training	\$ 2,348	\$ 650	28%	\$ (5,819)	\$ 654	-11%

GEOGRAPHIC REGION % GOALS	Plan	Actual	Plan	Actual	
Central	55.0%	48.0%	55.0%	55.8%	101%
North County	11.0%	17.6%	11.0%	10.4%	95%
South County	18.0%	20.1%	18.0%	17.1%	95%
West County	16.0%	14.3%	16.0%	15.4%	96%
Unknown or Out of County					

PERFORMANCE GOALS	Plan	Actual	Plan	Actual
Entered Employment Rate	63.4%	22%	67.0%	14%
Retention Rate	80.0%	29%	75.0%	19%
Average Earnings	\$ 10,500	\$ 12,985	\$ 10,500	\$ 11,303

PLANNED ALLOCATION COSTS		projected plan		projected plan		projected plan		projected plan	
	July sept	July sept 2011	Oct-dec 2011	Oct-dec 2011	Jan-march 2012	Jan-march 2012	Apr-june 2012		
core self	\$ 187,062	17%	\$ 31,801	41%	\$ 76,695	71%	\$ 132,814	100%	\$ 187,062
core reg	\$ 252,262	17%	\$ 42,885	41%	\$ 103,427	71%	\$ 179,106	100%	\$ 252,262
intensive	\$ 707,908	17%	\$ 120,344	41%	\$ 290,242	71%	\$ 502,615	100%	\$ 707,908
training	\$ 239,592	17%	\$ 40,731	41%	\$ 98,233	71%	\$ 170,350	100%	\$ 239,592
admin	\$ 154,091	16%	\$ 24,254	38%	\$ 59,017	72%	\$ 110,252	100%	\$ 154,091
total	\$ 1,540,915		\$ 260,014		\$ 627,615		\$ 1,095,137		\$ 1,540,915
DISLOCATED YEARLY ALLOCATION COSTS		projected plan		projected plan		projected plan		projected plan	
	July sept	July sept 2011	Oct-dec 2011	Oct-dec 2011	Jan-march 2012	Jan-march 2012	Apr-june 2012		
core self	\$ 159,918	19%	\$ 30,864	38%	\$ 60,769	79%	\$ 126,655	100%	\$ 159,918
core reg	\$ 470,670	19%	\$ 91,310	38%	\$ 179,325	79%	\$ 372,347	100%	\$ 470,670
intensive	\$ 773,243	19%	\$ 150,009	39%	\$ 301,565	79%	\$ 611,635	100%	\$ 773,243
training	\$ 302,580	19%	\$ 58,701	39%	\$ 118,006	80%	\$ 242,064	100%	\$ 302,580
admin	\$ 189,601	19%	\$ 36,024	39%	\$ 73,944	80%	\$ 151,832	100%	\$ 189,601
total	\$ 1,896,012		\$ 366,908		\$ 733,609		\$ 1,504,534		\$ 1,896,012

MEMORANDUM

TO: WORKFORCE INVESTMENT BOARD (WIB) OVERSIGHT COMMITTEE
FROM: LOYANNE FLINN, ACTING EXECUTIVE DIRECTOR
SUBJECT: REVIEW THE STATUS OF MONTEREY COUNTY WIB AND YOUTH COUNCIL MEMBER ATTENDANCE FOR PROGRAM YEAR JULY – SEPTEMBER 2011
DATE: NOVEMBER 10, 2011

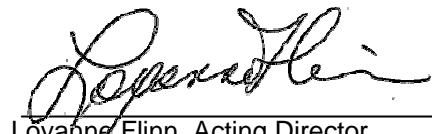
DISCUSSION: WIB staff plan to present an update on the current Program Year (PY) attendance for all Monterey County Workforce Investment Board (WIB) and Youth Council members for the first quarter period of July 1, 2011 through September 30, 2011. As of September 30, 2011, a total of five (5) meetings were conducted.

In accordance with the WIB's Bylaws, a member shall be deemed to have abandoned, relinquished and otherwise resigned from his/her position on the WIB upon the review of absences by the WIB staff which determine that the member has had three (3) consecutive and unexcused absences from regularly scheduled meetings of the WIB or its committees, or sixty (60%) of such meetings in any calendar year.

WIB staff plan to provide an update on all current WIB and Youth Council members attendance at the Oversight Committee meeting on November 10, 2011.

For newly appointed members on the WIB, the attendance requirement will not be strictly applied since these members do not have an opportunity to attend a full calendar year of meetings.

ATTACHMENT: Reference PY 2011-12 WIB and Youth Council member attendance roster.



Loyanne Flinn, Acting Director
Monterey County Workforce Investment Board
This report was prepared by: Flor Galvan and Marleen Esquerra

11/4/2011
Date

Monterey County Workforce Investment Board

Membership Attendance - Jul - Sep 2011 (1st Qtr)

Board Member Name / Start Date			WIB 2011	Executive 2011	Planning 2011	Oversight 2011	Youth 2011	Total
# of Meetings			2	1	0	1	1	5
1.	Aniello, Anthony	02-13-2007	100%	100%				2/2 100%
2.	Bernahl, David	02-21-2006	0%					0/1 0%
3.	Brickman, Wendy	04-14-2007	100%					1/1 100%
4.	Carrillo, Diana	05-29-2001	100%	100%			100%	3/3 100%
5.	Castillo, Maria	10-27-2009	100%				0%	1/2 50%
6.	Cushman, Erik	01-04-2005	100%	100%				3/3 100%
7.	Davis, Al	PIC	100%			100%		2/2 100%
8.	Deraiche, Rick	10-26-2010	100%					2/2 100%
9.	Dwyer, David	10-19-2010	100%					2/2 100%
10.	Garrison, Dr. Douglas	08-28-2007	100%					1/1 100%
11.	Grover, Scott	10-12-2004	100%					2/2 100%
12.	Heckman, Neal	04-26-2011	100%					2/2 100%
13.	Harvath, Hunter	06-15-2010	100%				100%	2/2 100%
14.	Helm, Phoebe	02-10-2009	100%			100%		3/3 100%
15.	Lara, Cesar	06-19-2007	100%	100%		100%		4/4 100%
16.	Leffel, Mary Ann	05-29-2001	100%	100%		100%		3/3 100%
17.	Macarthur, Steve	10-19-2010	100%					2/2 100%
18.	Melone-Echiburu, Maggie	06-15-2010	100%					1/1 100%
19.	Munoz, Salvador	06-19-2007	50%				0%	1/3 33%
20.	Potter, Dave	04-14-2009	100%					1/1 100%
21.	Profeta, Judith	06-19-2007	100%			100%		2/2 100%
22.	Robinson, Elliott	06-24-2008						0/0 N/A
23.	Rubio, Ralph	07-14-2005	100%					2/2 100%
24.	Scherpinski, Ken	09-01-2009	100%			100%		2/2 100%
25.	Silva, Lawrence	06-15-2010	100%					1/2 50%
26.	Sullivan, Teresa	04-14-2007	100%			100%		3/3 100%
27.	Turlington, Brian	07-27-2010	100%					2/2 100%
28.	Verbonich, Mark	PIC	100%					2/2 100%
29.	Weakley, Robert	01-09-2007	0%					0/1 0%
30.	Webster, Joanne	01-06-2004	100%	100%				2/2 100%
31.	Zeller-Nield, Andrea	04-26-2011	100%					2/2 100%

Youth Council Members Only

YC Member Name / Start Date			WIB 2011	Executive 2011	Planning 2011	Oversight 2011	Youth 2011	Total
# of Meetings							1	1
1.	Bangs, Randy	06-19-2007					100%	1/1 100%
2.	Brennand, Vivian	10-17-2006					100%	1/1 100%
3.	Brown, Pamela	06-21-2005					100%	1/1 100%
4.	Carter, Patricia	02-10-2009					0%	0/1 0%
5.	Gonzalez, Mark	06-21-2005					100%	1/1 100%
6.	Kilty, Ann	07-27-2010					100%	1/1 100%
7.	Rosa, Tina	07-27-2010					0%	0/1 0%

As stated in the MCWIB Bylaws, a member shall be deemed to have abandoned, relinquished and otherwise resigned from his/her position on the LWIB upon the review of absences by the LWIB staff which determine that the member has had three (3) consecutive and unexcused absences from regularly scheduled meetings of the LWIB Board or its committees, or sixty (60%) of such meetings in any calendar year.