

Mendocino County Workforce Investment Board
 631 S. Orchard Avenue
 Ukiah, California 95482
 www.mendowib.org
 (707) 467.5506 / (707) 467.5592 fax



Executive Committee Meeting Minutes - DRAFT

August 10, 2016 11:30 a.m. – 1:00 p.m.

Location 1: 631 South Orchard Ave., Ukiah CA., Mendocino Room

Members Present: John Kuhry, Jack Buckhorn, Paul Castro, Pamela Patterson

Members Absent: Patty Bruder, Dennis Aseltyne

Staff Present: Debra Holmes-Dockins, Kristen Lawson

Guests Present: Candy De Los Santos, Sharon Govern, Carly Blundell, Tim Reynaga, Robyn Stalcup, Pam Jensen, Stacey Caico

1. **Call to Order** – The meeting was called to order by Chair John Kuhry at 11:41 a.m.
2. **Review / Approve Agenda** – Item 4b was not available and Debra Holmes-Dockins requested that it be pulled from the agenda. Upon motion by Member Paul Castro and seconded by Member Jack Buckhorn, the committee unanimously voted to approve the amended agenda.
3. **Disclosure** – There were no disclosures made.
4. **Minutes:**
 - a. **Review Workforce Development Board (WDB) Meeting May 11, 2016**
 - b. **Approve Special Executive Committee Meeting May 31, 2016 – pulled from agenda**
 - c. **Approve Special Executive Committee Meeting June 24, 2016**

The WDB meeting minutes from May 11, 2016 were reviewed by the committee and are forwarded to the full WDB for approval. Upon motion by Member Pamela Patterson and seconded by Member Paul Castro, the committee unanimously voted to approve the Special Executive Committee meeting minutes from June 24, 2016.

5. **Workforce Innovation and Opportunity Act (WIOA) 4th Quarter Program Services Provider Reports:**
 - a. **Mendocino Private Industry Council (MPIC) WIOA Adult, Dislocated Worker, and Rapid Response Services**
 Members were provided the handout of MPIC's program services provider report and members stated they liked the new style of MPIC's report. Discussion ensued regarding the training mandate percentage listed on the report as now being at 18.7%. Debra Holmes-Dockins explained that some of the dollar amounts being counted within those expenditures have not yet been reviewed and approved by the administrative unit. Members began to discuss the required amount remaining to be spent in this program year and next and concerns over how this will be accomplished. Debra explained that MPIC has provided a report at the committee's request that is further down on the agenda to address this concern.

Members discussed with Candy De Los Santos of MPIC, the amount of enrolled participants and the percentage attained listed on the report in the Adult and Dislocated Worker programs. The planned numbers listed on the report were numbers provided from MPIC's proposal and were a number that they used as a benchmark according to Candy. She stated that MPIC's current contract contains required enrollment numbers. Debra explained that the numbers and percentage attained for enrollment on the report will be a number to watch in the future now that MPIC's current contract has a required enrollment number. Members discussed number of individuals in training and who have exited with a training related status. Member Paul Castro stated that the MPIC contract has always been elusive and he would like to have the contract in front of him at the next meeting in order to know what it is they are expected to provide.

b. Redwood Community Services (RCS) WIOA Youth Program Services

Debra Holmes-Dockins explained that she is very pleased with RCS's report. The report shows the characteristics of the youth population that RCS is working with and it is in line with the intent of WIOA. Debra explained the performance measures listed and that RCS appears to have missed the Attainment of Degree or Certificate performance measure, but that this program year is not as detrimental because it is considered a baseline year for WIOA and new performance requirements will soon be coming in to place. Members commented that they feel the report is a good report.

Receive WIOA Administrative Unit PY 2015-2016 4th Quarter Expenses

Debra Holmes-Dockins explained that the expenses are mostly absorbed by the county, not WIOA funds.

6. It was determined that this was not an action item, but was an informational item for discussion.

7. Receive MPIC PY 2015-2016 4th Quarter Expenses

a. Budget vs. Expenses

b. Professional Expenses

Debra Holmes-Dockins explained that MPIC's Budget vs. Expenses report shows that they will have \$65,000 in carry-in funds, of which \$55,000 is training funds that are untouchable. This is concerning to her, especially given first quarter limitations. Member Pamela Patterson asked what MPIC's first quarter net expenses were and whether or not they had enough money to cover the expenses. Candy De Los Santos stated that they needed three times the amount of money that they had now to cover the expenses for the first quarter and that they had staff on furlough. Debra explained that it is not just Mendocino County that deals with first quarter limitations, but other areas deal with the same issues because of the way funds are distributed. Pamela asked why there are first quarter limitations and Debra explained that due to the federal fiscal year beginning October 1st, the State does not receive their funds until that date, so they cannot distribute the full allocation of program funds to the counties. Debra asked the Regional Advisor, Tim Reynaga if this was correct and he stated yes, this was correct. Chair John Kuhry added that the county's billing practices changed to reimbursement and Pamela concurred that MPIC was no longer able to receive an advance of funds to get through the first quarter. Candy stated that it was not a problem before when they didn't have the training mandate and when they had multi-close funds.

It was determined that this was not an action item, but was an information item for discussion.

Receive RCS PY 2015-2016 4th Quarter Expenses

8. Debra Holmes-Dockins explained that like MPIC, RCS's expenses are reviewed every quarter by Jessica Byers, the county's fiscal staff, and Debra feels very comfortable with RCS's expenses. The report shows that RCS had expended 88% of the required 20% Work Experience (WEX) mandate for the program year and Debra feels that RCS will be carrying forward an appropriate amount of WEX funds. Debra anticipates that RCS will have no problem expending the funds.

It was determined that this was not an action item, but was an information item for discussion.

9. Receive and Approve WIOA Admin Unit PY 2016-2017 Budget

Debra Holmes-Dockins expressed that she is uncomfortable presenting the budget to the committee because she does not feel that it is accurate. Debra explained that the SlingShot and Career Pathway grant line items need to be adjusted. Debra requested that the budget be tabled and brought before the full board so that she can review the budget with fiscal staff and bring a budget back to the board that matches what will really be spent by the WIOA Administrative Unit.

This item was not approved and will be moved to the next WDB meeting for approval.

10. Receive and Approve MPIC PY 2016-2017 Budget

Debra Holmes-Dockins explained that MPIC's budget was a draft budget that has not been approved by MPIC's board. Chair John Kuhry asked if the WDB should be approving MPIC's budget. Debra gave a history of why the board had previously been approving MPIC's budget and also explained that the State fiscal monitor requested to see minutes showing that the program service provider's budgets had been approved by the

WDB. Member Pamela Patterson asked if a budget was provided with the proposal and if the proposal was accepted, wouldn't that mean that the budget was approved? Debra explained that a budget was provided with the proposal, but that budgets have to change each year due to a number of reasons, including allocation amounts and training expenditure requirements. Debra also explained that the budget did not include the 10% leverage of the 30% required training expenditure amount, with MPIC assuming that the full 10% leverage would be met in the 16/17 program year. Debra requested to table this item until the next board meeting so that MPIC can present an approved budget for the WIOA administrative unit and fiscal staff can review. Member Paul Castro expressed concern for bringing the budget before the full board before being able to review it at the Executive Committee. Member Jack Buckhorn expressed that he has concern over the leverage amount not being included in the budget when MPIC has not been able to meet leverage in previous years. John stated that he feels that information is missing from the budget and a lay-person would not understand the budget, such as leverage not being included in the budget. Members agreed that more information is needed before approving the budget. They felt that a special meeting could be called to review MPIC's budget before making a recommendation and taking the item to the full board.

Discussion continued regarding leverage amount and carry-in of training funds. The carry-in amount of the mandatory training funds also did not include the leverage amount in the budget and members feel that the leverage amounts should be included in the budget and when assumptions are made about any funds, annotations should be made. Debra stated that she feels that MPIC's course of action for training expenditures is a good plan, which is to increase On-the-Job Training (OJT) and to leverage the employer's portion of wages, but that the leverage amounts should be reviewed at different points throughout the year. Debra stated that she also feels it is questionable for MPIC to go forward with a budget that has no supportive services budgeted going forward. Paul remarked that it is the board's responsibility to ensure that supportive services are available to participants. Candy De Los Santos explained that supportive services are reflected within the training expenditure amounts when provided with training and that MPIC encourages participants to pay for things themselves in order for them to have buy-in to their own training program. Debra explained that very limited types of supportive services can be considered as part of the training expenditure and does not include supportive services such as interview clothing, transportation, and tools for work. Candy stated that if a participant requests these services and isn't able to provide them themselves, MPIC uses ancillary funds. She said that other times the participant is receiving assistance from other programs that pay for the services. Pamela stated that if ancillary funds are being used instead of supportive services from the WIOA budget, then this should be noted in an annotation or as a stand-in line item in their budget. John concurred, saying that several members have now expressed that they find it alarming and annotations need to be made on the budget as to how supportive services are being provided to participants.

Members concluded that MPIC's budget would not be approved at this time and would be brought before the Executive Committee at a Special Meeting after the budget is approved by MPIC's board and reviewed by the WIOA administrative unit and fiscal staff.

Receive and Approve RCS PY 2016-2017 Budget

11. Debra Holmes-Dockins described RCS's budget as being straightforward and in-line with the budget from their proposal. Debra stated that a few line items have changed since the proposal, such as the WEX expenditure requirement and the Indirect Cost Rate (ICR). Debra described how the ICR may change and a revised budget may be brought to the board at a later date due to a finding by the State that the county failed to negotiate the ICR with RCS as is required by the Uniform Code. The county will be negotiating the ICR with RCS in the upcoming weeks.

Upon motion by Member Jack Buckhorn and seconded by Member Pamela Patterson, the committee unanimously voted to recommend to the WDB the approval of RCS's PY 2016-2017 Budget.

12. Mendocino County Local Workforce Development Area Consolidation

Chair John Kuhry described the effort for consolidation as being less of a burden on county funds and becoming more attractive for grants. Member Pamela Patterson asked if consolidation would assist with first quarter limitations and Debra Holmes-Dockins explained that no, but that budgeting may become simpler for MPIC since they would only have one county to have to report hours to instead of two, as they do now as the provider of services to Lake County and Mendocino County. John asked the service providers, what their opinions were regarding consolidation, starting with RCS. Carly Blundell with RCS responded that she felt that it would make the area more attractive for grants and Candy De Los Santos with MPIC responded that they

have been in support of consolidation since 2011. Debra informed the committee that Sonoma County had been approached regarding Mendocino County consolidating with Sonoma, but Sonoma did not express interest. John expressed concern that local organizations may not end up being awarded contracts by a regional board because proposals may seem more favorable based on the lowest cost, not on the local area's need. Debra explained that she does not feel this is a concern because currently Napa and Marin hold their programs in-house and she anticipates that they will continue to do so. Candy described how she felt consolidation works in favor of local areas and how each county still maintains a voice. Debra stated that Mendocino would still have a local subcommittee that would be an advisory committee to the regional board and the regional board could possibly have representation from the local subcommittee. This representation would depend on the need for categorical representation on the regional board.

Debra explained that the current offer by the Workforce Alliance of the North Bay (WANB) for Mendocino to consolidate with WANB is that Mendocino County has one Board of Supervisor (BOS) represented on the JPA Governing Board, but that the other counties each has two BOS members on the JPA Governing Board. Mendocino County is moving forward with an offer of having two BOS members on this board and that if the WANB is favoring having an odd size board then having a ninth member who is not a BOS would be a suggestion. Debra and Member Jack Buckhorn, who is familiar with the JPA as a member of the Marin County WDB, expressed that they do not feel that this request will be an issue.

Upon motion by Member Jack Buckhorn and seconded by Member Paul Castro, the committee unanimously voted to approve directing staff to move forward with the request to consolidate the Mendocino County Local Workforce Development Area with the WANB.

MPIC Training Expenditure Course of Action Report

13. Candy De Los Santos presented a written report that MPIC prepared and was a handout regarding the course of action that will be taken to meet the training mandate. Candy stated that she sat down with her management team and together they came up with the plan. Candy described the amounts and percentages that they have been required to spend over the last few years and how these amounts are based on the full allocation of Adult and Dislocated Worker funds to the county. Candy stated the MPIC's goal has always been to meet the 10% leverage that is allowed in order to use those funds elsewhere, such as for supportive services or for carry forward. Candy said that the fastest way to get leverage and to spend training money is through OJTs. Candy stated that it has been harder for MPIC to get people to come in who can meet leverage dollars. MPIC's goal is to have a minimum of nine OJTs a year. Candy said that with the nine OJTs, MPIC would be able to meet the training and leverage amounts. Candy described how MPIC plans on increasing recruitment efforts and targeting areas that are on the Eligible Training Provider List (ETPL). Candy stated that they currently have three OJT contracts that will be reflected in this year's training mandate and two-year time frame to meet requirements. Candy said that if MPIC follows the plan, she anticipates that they will meet the 30% mandated training expenditure requirement. MPIC plans to bring back the business network meetings that they previously held and be more involved in economic development in order to develop relationships with employers to get OJTs.

Chair John Kuhry stated that he wanted to know what efforts were being done to reach those that are already coming in the door looking for work; that Mendocino County currently has an approximate 4.4% unemployment rate, which means that approximately 4,400 individuals are looking for work, many of whom are coming through our doors, so they shouldn't have to spend money to find people that are already here. Candy replied that she feels that MPIC does a good job of recruitment, but that you have to have something to offer clients besides classroom training and that's why OJTs will be helpful. John continued to explain unemployment in Mendocino County and how people in our county already know to come here to look for work. John stated that he feels the plan should be to tailor the services they are providing to serve the people that are already here looking for work. Member Pamela Patterson added that she was trying to understand how many of those that are already being served by the program are coming in and actually getting training or found employment because of training. Pamela referenced MPIC's program report and stated that it just isn't clear to her. John said that as a member of the board he wants to understand how there are 4,400 people in the county that are unemployed, but MPIC only has 21 people in training. Candy replied that people have exited the program and those 21 individuals are who is currently in training. John stated that it's fine that people have left the program, but that more education needs to be given to the board to help them understand then why only 21 people in the county are receiving training services when at any given time there are 4,400 people in the county that are unemployed. Debra Holmes-Dockins added that the number of unemployed does not include those that are not

on the unemployment rolls or those work eligible individuals from CalWORKs who are already walking through our doors. John stated that he would like to know that MPIC's plan includes how they are addressing all of these individuals.

This item was for information only.

Election of Officers

Upon motion by Jack Buckhorn and seconded by Member Pamela Patterson the committee unanimously voted to approve the Slate of Officers.

WDB Staff Reports:

14.
 - a. **Memorandum of Understanding (MOU) Between Mendocino County WDB, Local Elected Official (LEO) and American Job Centers of California (AJCC) Partners Executed and Sent to State**
 - b. **Results of State Fiscal Monitoring for PY 2015-2016**

15.

Debra Holmes-Dockins informed the committee that the MOU had been completed and signed by all required partners. The MOU was submitted to the State by the due date.

Debra informed the committee that as she had stated previously in the meeting, the State Fiscal Monitoring found that the county did not properly negotiate the ICR with RCS and will be doing so in the upcoming weeks.

Items were for information only.

16. Member Comments/Reports

Jack Buckhorn is now the Executive Director of the North Bay Central Labor Council.

Pamela Patterson will be retiring from West Company on January 1, 2017.

18. Public Comment – There were no public comments made.

19. Adjourn – The meeting was adjourned at 1:13 pm.



Mendocino County Workforce Investment Board
 631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

MONITORING AND OVERSIGHT

Policy No. 7B

PURPOSE:

- To provide the general standards by which the Local Workforce Development Board (LWDB) will oversee the responsibility of monitoring the Workforce Innovation and Opportunity Act (WIOA) Title I formula fund programs and the one-stop service delivery system in the local area.
- To outline the process and procedure for monitoring recipients of WIOA formula funds.

BACKGROUND:

The WIOA Law Sections 107 (d)(8), 184 – 185, and the Office of Management and Budget's Uniform Guidance 2 CFR Section 200.330 requires that the LWDB, in partnership with the Chief Elected Official (CEO), shall conduct oversight of the WIOA programs and the One-Stop delivery system in the local area.

DEFINITIONS:

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this Part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.

Contractor means an entity that receives a contract as defined in the definition of Contract.

Vendor means a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of the federal program. These goods or

services may be for an organization's own use or for the use of beneficiaries of the federal program (OMB Circular A-133).

REFERENCES:

- WIA Directive WIAD00-7, Subject: Standards for Oversight and Instructions for Substate Monitoring (April 10, 2001) Title 20 Code of Federal Regulations (CFR) Sections 667.400 (c)(1), 667.410 (a), and 667.410 (f)(6)
- WIOA Law Sections 107 (d)(8), 184 – 185
- WIA Directive WIAD05-16, Audit Requirements (May 25, 2006)
- OMB Uniform Guidance, 2 CFR Part 200

POLICY:

- A. It is the policy of Mendocino County Workforce Development Board (WDB) that each service provider contract will be monitored onsite at least once during the program year for fiscal integrity and programmatic compliance.
- B. Monitoring shall assure fiscal integrity. Such monitoring shall verify that WIOA Title I funds are being utilized for allowable activities, that appropriate cost allocations are being utilized, and that proper fiscal records are being maintained.
- C. Monitoring shall assure that the procurement, receipt, and payment for goods and services received from contractors and vendors comply with laws, regulations, and the provisions of contracts and agreements.
- D. Programs shall be monitored to assure that the training environment is safe and healthful for participants and staff.
- D. Programs shall be monitored to assure that an effective system is in place to handle nondiscrimination and equal employment opportunity issues.
- E. Monitoring shall follow a standardized review methodology that will result in written reports.
- F. Written reports will record the outcomes of each monitoring visit, including areas of concern and any findings which require corrective action, and the due dates for accomplishment of the corrective actions.
 - Concerns are issues, policies or practices observed during the review that are negatively impacting the contractor's ability to effectively manage the grant or provide services to participants. These areas of concern may be considered "red flags" or "risk areas" that, if not corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern

will have a corresponding suggestion for improving the issue/practice. The contractor is requested, but not required to address these concerns.

- Findings are identified issues, policies, or practices that are non-compliant with program standards, other Federal regulations and policy, or the terms of the grant agreement. Findings are required to be responded to with a corrective action plan by the due date.

G. Written reports and other documentation pertaining to monitoring and other oversight activities must be made available for review by Federal and State officials.

H. Reports and other records of monitoring activities must be retained for three years from the date of submission of the final expenditure reports regarding the funding sources monitored. If any litigation, claim, audit or other action involving the records has been started before the expiration of the three year period, the records must be retained until completion and resolution of all such actions or until the end of the three-year period, whichever is later.

Title	Monitoring and Oversight		
Policy Number	7	Revision Number	B
Effective Date		Revision Date	
References	WDB Policy 6A Noncriminal Grievance and Complaint Procedures		
Author	Kristen Lawson		
Adopted Comm.		Date:	
Adopted WIB		Attest:	Debra Holmes

Slate of Officer Nominees

Workforce Development Board (WDB) September 1, 2016 through June 30, 2017

The Nominating Committee has polled and compiled all suggestions and nominations for serving as WIB Officers 2016-2017, as listed below. Added nominations will be taken in open session prior to voting. Votes for all positions will be cast by a **verbal ballot** at the September 14, 2016 WDB Executive meeting. Thank you for your participation in this process.

Nominating Committee Members:

John Kuhry	john@edfc.org	467-5917
Dennis Aseltyne	daseltyne@mendocino.edu	468-3131
Diana Easley	diana.easley@dor.ca.gov	463-3645



Chair: One (1) position is available; the Chair must be a member of the business community; serves as Chair of the WDB and of the Executive Committee. Presently this position is filled by John Kuhry. Additional nominees can be nominated at the WIB meeting, in addition to the following suggested nominations:

John Kuhry

1st Vice-Chair: One (1) position is available; serves as Chair when the WDB Chair is absent; serves on the Executive Committee. Vice-Chairs DO NOT have to be part of the “business community” if your purpose is participation and not becoming Chair. Presently this position is held by **Pamela Patterson**. Additional candidates can be nominated at the WIB meeting, in addition to the following suggested nominations:

Paul Castro

2nd Vice-Chair: One (1) position is available; serves on the Executive Committee. Vice-Chairs DO NOT have to be part of the “business community” if your purpose is participation and not becoming Chair. The 2nd Vice-Chair position is currently held by **Patty Bruder**. Additional candidates can be nominated at the WIB meeting, in addition to the following suggested nominations:

Patty Bruder

Members-at-Large: Two (2) elected positions are available (*while two additional Members-at-Large are appointed by the newly elected Chair at his or her discretion*). **Members-at-Large serve as members of the Executive Committee.** Last year, the two elected Members-at-Large included **Dennis Aseltyne and Jack Buckhorn** with **Lee Kraemer** also serving in a **Member-at-Large** capacity via appointment. Additional candidates can be nominated at the WIB meeting. In polling members, the following members have agreed to run for the two elected positions:

Dennis Aseltyne
Jack Buckhorn
Pamela Jo Jensen

Note: Many positions are filled by WIB members volunteering to hold these positions. The overall WIB benefits greatly when personalities from various business and educational backgrounds are actively involved.

Administrative Budget PY 2016-17		
Workforce Development Board		
Account		
String	Category	FY 2016-17 Budget
	2239 Salaries & Benefits Total	359,000
	Program Administration	184,000
	Program Staff	41,000
	Fiscal Staff	60,000
	Career Pathways Staff	30,000
	Slingshot	44,000
	2101 Work. Comp / UI / Gen Liab	8,141
	2060 Communications	350
	2150 Memberships	1,850
	2170 Office Expense	3,300
	2182 Data Processing Services	-
	2187 Education and Training	4,050
	2190 Publications/Legal Notice	800
	2210 Rents and Leases	13,000
	2239 Spec Exp (Career Path & Sling)	44,500
	2250 Travel (In County)	700
	2253 Travel (Out of County)	9,000
	4370 Equipment	-
	Indirect Costs Rate (IDC)	65,800
	Subtotal Other than Sal & Ben:	151,491
	Accrued	-
	Subtotal:	510,491
	PY 16-17 Expenses (with ICR)	510,491.00
	PY 16-17 WIOA Income*	(108,946.00)
	WIA - Administrative Revenues (10%)	(66,326.00)
	WIA - Rev from Program Activities (P Fee)	(21,620.00)
	Carry In P. Fee	(21,000.00)
	Career Pathways	(41,065.00)
	Slingshot	(78,000.00)
	Department's ICR Rev	(65,800.00)
	County Contribution	216,680.00



MEMORANDUM

DATE: August 9, 2016

TO: John Kurhy, Chair
Mendocino Workforce Development Board

FROM: Candy De Los Santos
Executive director

SUBJECT: WIOA Training Mandate Plan of Action

As requested by the Mendocino Workforce Development Board I respectfully submit MPIC's Plan of Action for meeting mandated 30% training expenditure levels for WIOA Adult and Dislocated Worker programs.

WIOA allows two (2) program years to meet the mandate. MPIC was successful in meeting the training expenditure mandate for 2013-14, 2014-15 with little to no carry forward to the second year. However, the 2015-16 mandate has not been met as of June 30, 2016 and a larger percentage of the funds to be expended were carried forward to the 2016-17 PY. MPIC is on track to meet the mandate for 2015-16, however, carrying forward a large percent of the mandate to the second program year can make meeting the 2016-17 mandate more difficult.

The current training mandate is 30% of the Adult and Dislocated Worker formula allocation. A total of 10% may be obtained through allowable leveraged funds leaving 20% to be paid directly from the allocation. It is MPIC's goal to obtain the full 10% in leveraged funds whenever possible, minimizing the total out of pocket expenses. While MPIC has been able to meet the previous two year's mandate including the use of allowable leveraged funds, leveraged funds are very narrow in definition and it is difficult to obtain. MPIC has determined that the best way to meet our goal for leveraged funds is through the development of On-The-Job Training opportunities for customers. This provides for excellent customer training while allowing for both the direct expenditure of training fund and the accumulation of leveraged funds. Under a typical OJT contract, MPIC will reimburse an employer up to 50% of the trainee's wages and the remaining employer paid wages can be leveraged.

To reach a 10% goal for leveraged funds, MPIC has set a goal to develop a minimum of nine (9) OJT placements per year aligned with regional targeted occupations/sectors. Business Services representatives will continue outreach to local businesses to find OJT opportunities.

To meet the 20% goal for direct training-related expenditures MPIC anticipates a need to recruit and place an additional 15 new customers into classroom training.

Recruitment efforts will be stepped up as needed to attract customers interested in both classroom and OJT training. MPIC will conduct intensified quarterly outreach efforts to recruit both businesses and job seekers using local Chamber mailings and events, social media campaigns and local media outlets.

As of July 30, 2016:

- Training Expenditures – 2015-16 PY

Total Allocation to the LWIA		\$455,191
Percent of total Allocations	25%	
Mandated Training Expenditures	ADULT/DW	Attained
	113,798	25.0%
Training Expenditures	57,993	12.7%
Leveraged Training Expenditures (approved)	6,117	2.0%
Leveraged Training Expenditures (new)	2,755	0.6%
Obligations (in Quick books but not paid)	26,629	5.85%
Total Training Expenditures	93,494	21.15%
Projections	10,700	2.35%
Total Including Projections	104,194	23.5%

- Customers currently enrolled in training: (in training or set to start as of August 29, 2016)

Adult: 6
 Dislocated Workers: 15
 Total: 21

OJT contracts: 3

Additionally, we plan to restore the Business Network meetings MPIC hosted for more than 10 years under JTPA and WIA as well as make a greater effort to elevate our visibility in local economic development.

Mendocino Private Industry Council, Inc.
2015-2016 Program Year
WIOA Adult and Dislocated Worker Programs

	Accrued Expenses				
	Actual	Actual	Actual	Actual	Actual
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Adult - 201/202					
Expense					
<u>Payroll Exp-Staff</u>	13,936	21,427	22,191	18,818	76,371
<u>Direct Participant Costs</u>					
Training/OJT	202	3,190	17,220	18,825	39,437
Support Services	0	0	0	0	0
<u>Total Direct Participant Costs</u>	202	3,190	17,220	18,825	39,437
<u>Other Program Expense</u>					
<u>Total Other Program Expense</u>	5,401	20,734	20,195	22,012	68,342
(Facilities, Supplies, Travel, Ins., Indirect, etc.)					
Total Expense	19,539	45,350	59,606	59,655	184,151
					91.1%
Revenue					
2015-2016 WIOA Allocation	199,721				
2014-2015 Carry Forward	2,395				
Total Contract Amount	202,116				
Total Revenue	202,116				
REMAINING CONTRACT AMOUNT	17,965				

	Accrued Expenses				
	Actual	Actual	Actual	Actual	Actual
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Dislocated Worker - 501/502					
Expense					
<u>Payroll Exp-Staff</u>	30,973	21,834	20,991	16,192	89,990
<u>Direct Participant Costs</u>					
Training/OJT	0	1,146	5,194	8,800	15,140
Support Services	0	0	0	0	0
<u>Total Direct Participant Costs</u>	0	1,146	5,194	8,800	15,140
<u>Total Other Program Expense</u>	9,144	21,083	19,039	18,626	67,892
(Facilities, Supplies, Travel, Ins., Indirect, etc.)					
Total Expense	40,117	44,062	45,225	43,617	173,021
					82.9%
Revenue					
2015-2016 WIOA Allocation	199,142				
2014-2015 Carry Forward	9,539				
Total Contract Amount	208,681				
Total Revenue	208,681				
REMAINING CONTRACT AMOUNT	35,660				

Mendocino Private Industry Council, Inc.
2015-2016 Program Year
WIOA Rapid Response and Layoff Aversion Programs

Rapid Response - 540/541		Accrued Expenses				
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	Actual Total
Expense						
	<u>Payroll Exp-Staff</u>	23,210	10,415	10,667	2,614	46,906
	<u>Direct Participant Costs</u>					
	Training/OJT	0	0	0	0	0
	Support Services	0	0	0	0	0
	<u>Total Direct Participant Costs</u>	0	0	0	0	0
	<u>Total Other Program Expense</u> (Facilities, Supplies, Travel, Ins., Indirect, etc.)	20,629	10,240	10,279	2,355	43,503
Total Expense		43,839	20,655	20,946	4,969	90,409
						98.7%
Revenue						
	2015-2016 WIOA Allocation	51,513		* Total # of Businesses Served		
	2014-2015 Carry Forward	40,130		on Program Report		
	Total Contract Amount	<u>91,643</u>				
Total Revenue		91,643				
	REMAINING CONTRACT AMOUNT	1,234				

Layoff Aversion - 292/293		Accrued Expenses				
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	Actual Total
Expense						
	<u>Payroll Exp-Staff</u>	974	1,670	5,954	14,832	23,430
	<u>Direct Participant Costs</u>					
	Training/OJT	0	0	0	0	0
	Support Services	0	0	0	0	0
	<u>Total Direct Participant Costs</u>	0	0	0	0	0
	<u>Total Other Program Expense</u> (Facilities, Supplies, Travel, Ins., Indirect, etc.)	731	1,746	5,731	17,725	25,932
Total Expense		1,705	3,416	11,684	32,557	49,362
						84.0%
Revenue						
	2015-2016 WIOA Allocation	34,304		* Total # of Businesses Served		
	2014-2015 Carry Forward	24,463		on Program Report		
	Total Contract Amount	<u>58,767</u>				
Total Revenue		58,767				
	REMAINING CONTRACT AMOUNT	9,405				

Mendocino Private Industry Council, Inc.
2015-2016 Program Year
WIOA Total Programs

Total - ALL GRANTS	Accrued Expenses				
	Actual	Actual	Actual	Actual	Actual
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Expense					
<u>Payroll Exp-Staff</u>	69,093	55,346	59,802	52,455	236,697
<u>Direct Participant Costs</u>					
Training/OJT	202	4,336	22,415	27,625	54,577
Support Services	0	0	0	0	0
<u>Total Direct Participant Costs</u>	202	4,336	22,415	27,625	54,577
<u>Total Other Program Expense</u> (Facilities, Supplies, Travel, Ins., Indirect, etc.)	35,904	54,362	59,659	0	149,925
Total Expense	105,199	114,045	141,876	80,080	441,199
					78.6%
Revenue					
2015-2016 WIOA Allocation	484,680				
2014-2015 Carry Forward	76,527				
Total Contract Amount	<u>561,207</u>				
Total Revenue	561,207				
REMAINING CONTRACT AMOUNT	120,008				

TOTAL MANDATED TRAINING EXPENSES - ADULT & DISLOCATED WORKER GRANTS

	<u>Current Year</u>		<u>Previous Year</u>	
	Amount	%	Amount	%
Mandated Training Amount	113,798	25.0%	116,602	25.0%
Actual Expenses	54,577	12.0%	95,527	20.5%
Amount Leveraged	6,117	1.3%	42,096	9.0%
Total Training	60,694	13.3%	137,623	29.5%
Obligated Training Expenses	21,060	4.6%	4,292	0.9%
Projected Training Expenses	22,003	4.8%	16,500	3.5%
Projected Total Training	103,757	22.8%	158,415	34.0%

AVERAGE COST PER ENROLLED PARTICIPANT - ADULT & DISLOCATED WORKER GRANTS

	<u>Current Year</u>	<u>Previous Year</u>
	Amount	Amount
Adult-201/202	2,490	4,754
Dislocated Worker-501/502	4,793	5,250
Average Cost Per Enrolled Participant	3,642	5,002

11:40 AM

08/01/16

Accrual Basis

Mendocino Private Industry Council, Inc.
Transaction Detail By Account
April through June 2016

Item 8b

Type	Date	Num	Name	Debit	Credit	Balance
Professional Exp						
7420 · Professional Exp.						
General Journal	04/29/2016	6		26.68		26.68
Bill	05/19/2016	1731/...	CyberNets	135.00		161.68
Bill	05/19/2016	1737/...	CyberNets	90.00		251.68
Bill	05/19/2016	1741/...	CyberNets	112.50		364.18
General Journal	05/31/2016	6		27.48		391.66
General Journal	06/30/2016	6		19.47		411.13
Total 7420 · Professional Exp.				411.13	0.00	411.13
Total Professional Exp				411.13	0.00	411.13
TOTAL				411.13	0.00	411.13

Mendocino County
2016-2017 WIOA Funds Budget - DRAFT

	<u>Indirect</u>	<u>Program</u>					
	<u>Cost Pool</u>	<u>Cost Pool</u>	<u>Adult 201</u>	<u>DW 501</u>	<u>RR 540</u>	<u>LA 292</u>	<u>TOTAL</u>
Revenue							
Mendocino County WIOA Contract							
Carry-In			17,965	35,660	1,234	9,405	64,264
2016-2017 Allocation			196,731	195,665	118,595	34,200	545,191
Total Mendocino Co. WIOA Contract	-	-	- 214,696	231,325	119,829	43,605	609,455
Ancillary Funds			1,000				1,000
Total Revenue	-	-	- 215,696	231,325	119,829	43,605	610,455
Expense							
Payroll Exp-Staff	82,478	9,626	65,723	70,908	49,268	24,634	302,637
Work Experience							-
Mandated Training Expenditures							-
2015-2016 Training/Tuition/OJT			17,965	29,114			47,079
2016-2017 Training/Tuition/OJT			67,379	65,222			132,601
Total Training Expense	-	-	- 85,344	94,336	-	-	179,680
Support Services			2,500	2,831			5,331
Outreach/Marketing	1,000					1,000	2,000
Facilities Costs	43,317		3,106	3,106	4,424	1,475	55,428
Printing	600						600
Postage	400	99	80	80			659
Memberships/Subscriptions	1,550	264			500		2,314
Office Supplies/Equip/Software	1,200				500		1,700
Professional Exp	2,800						2,800
Staff Travel	2,750				3,600	1,800	8,150
Carry Forward					24,437		24,437
000 - Indirect CP Allocation	(160,815)		55,468	56,515	35,124	13,708	-
001 - Program CP Allocation		(9,989)	3,475	3,549	1,977	988	(0)
Shared Cost Pool	24,720						24,720
(including facilities, insurance, admin, etc)							
Total Expense	-	-	- 215,696	231,325	119,829	43,605	610,455
NET INCOME	-	-	-	-	(0)	-	(0)



PRIORITY OF SERVICE ~~SYSTEM~~ FOR ADULTS

Policy No. 1 ~~ED~~

Purpose:

~~To establish a policy for determining priority of services for adults receiving direct, monetary, services such as support services or Individual Training Accounts under WIA when the WIB declares that funds in the local area are limited.~~ [d1]

~~To establish a policy outlining when priority of service is given to individuals who are eligible to receive individualized career services and training services and are served with Workforce Innovation and Opportunity Act (WIOA) adult funds.~~ [d2]

Background:

~~Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services.~~ [d3] ~~Veterans and eligible spouses continue to receive priority of service for all WIOA programs~~ [d4]. [d5]

~~WIA section 134(d)(4)(E) and Federal Regulations section 663.600 establish the need for the WIB to have a system of priority for services to adults when a determination has been made that funds are limited in a local area. When funds to a local area are deemed limited, priority for services to adults must be given to recipients of public assistance and other low-income individuals. Funds available may include other sources that provide employment and training-related services such as the Temporary Assistance to Needy Families (TANF) and Welfare-to-Work (WTW) dollars. When the WIB deems that funds are not limited, any adults may be eligible for intensive and/or training services under WIA.~~

~~WIB Policy 23, as required by the "Jobs for Veterans Act", grants a priority of service for veterans and eligible spouses, who otherwise meet the eligibility requirements for participation.~~

Policy:

The Mendocino County Workforce Investment Board recognizes that funds for services to adults are limited in the local workforce investment area. All adult participants will be eligible to receive core registered services and minimal intensive, non-monetary, direct services. At such time that it is determined that a participant is in need of monetary direct service, the Priority of Service system will be utilized that mandates a minimum of 70% of the adults enrolled in intensive or training services be recipients of public assistance or low-income individuals whose income in relation to family size does not exceed the higher of the poverty line or 70% of the lower living standard income level. A maximum of 30% of the enrolled adults in intensive or training services could include any individual, regardless of barriers or income status.

Veterans and eligible spouses, including widows and widowers each as defined in WIB Policy 23, are eligible for priority of service over non-veterans if he/she meets the program eligibility requirements. This population shall be given the highest level of priority for program or service.

In addition to the federal requirements delineated above, the following local priorities also apply: [d6]

As stated in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

The Mendocino County Workforce Development Board (WDB) mandates that a minimum of 70% of the adults enrolled in individualized career services and/or trainings services and served with WIOA adult funds must be recipients of public assistance, low-income individuals, or basic skills deficient. In addition, all priority populations, including those identified by the Mendocino County WDB and listed below must have been served prior to providing individualized career services and/or training services to a participant from a non-covered priority group with adult funds. [d7]

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

The WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services, the program's eligibility determination must be

made first, and then veteran's priority applied. For additional guidance on providing priority of service to veterans through the one-stop system, please reference Workforce Services Directive WSD 08-10. [d8]

Priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- ii. Second, to individuals who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups. [d9]
- iv. Fourth, to residents of Mendocino County.
- v. Fifth, to out of county residents who have suffered dislocation from Mendocino County.
- vi. Sixth, to those persons not enrolled in the WIOA Youth program. [d10]
- vii. Last, to non-covered persons outside the groups given priority under WIOA and the priority groups identified by the Mendocino County WDB.

The Mendocino County Workforce Investment Board recognizes that while funds for services to adults may be used for out-of-county residents, an equal priority shall be given to:

- Residents of Mendocino County.
- Out of county residents who have suffered dislocation from a Mendocino County business. [d11]

In order to meet the minimum training expenditure requirements of SB 734 set forth in Workforce Services Directive WSD 11-9, those applicants meeting the above stated priorities who are interested in training services, as defined in the same directive, shall be served as a priority.

All participants, regardless of target group, will be selected based on his/her appropriateness for service and ability to successfully complete the individualized career services intensive [d12] and/or training services to be provided.

Definitions:

For the purpose of determining priority of service, the following definitions apply:

Basic Skills Deficient- An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3[5]).

Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local Area and documented in its required policy^[d13].

Case Notes- Paper or electronic statements by the case manager that identifies, at a minimum:

- A participant's status for a specific data element;
- The date on which the information was obtained; and
- The case manager who obtained the information.

If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file (TEGL 06-14, Attachment A).

Low-Income- An individual that meets one of the four criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program

- (SNAP), Temporary Assistance for Needy Families (TANF) program, Supplemental Security Income (SSI) program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
 - a. The poverty line.
 - b. 70% of the Lower Living Standard Income Level (LLSIL).
 3. A homeless individual.
 4. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does.

(Reference WIOA Section 3[36])

Public Assistance Recipient- An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Self-Attestation- When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements, and (2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the Local Area management information system, with an electronic signature (TEGL 06-14, Attachment A).

*Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available.

Individualized Career Services

Individualized career services are subject to priority of service, and consist of the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.
- Group and/or individual counseling and mentoring.

- Career planning (e.g. case management).
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

Training Services

Training services are subject to priority of service, and consist of the following:

- Occupational skills training, including training for nontraditional employment.
- On-the-job training.
- Incumbent worker training.
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Transitional jobs.
- Job readiness training provided in combination with another training service.
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service^[d14].
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Documentation:

Only the documentation sources listed below may be used to verify whether an adult participant qualifies for priority of service under WIOA.

<u>PRIORITY OF SERVICE</u>	
<u>Priority of Service Criteria</u>	<u>Acceptable Documentation</u>
<u>1. Recipient of Public Assistance</u>	<ul style="list-style-type: none"> • <u>Cross-match with public assistance database</u> • <u>Copy of authorization to receive cash public assistance</u> • <u>Copy of public assistance check</u> • <u>Medical card showing cash grant status</u> • <u>Public assistance records</u> • <u>Refugee assistance records</u>
<u>2. Low-Income</u>	<ul style="list-style-type: none"> • <u>Alimony agreement</u> • <u>Award letter from veteran's administration</u> • <u>Bank statements</u> • <u>Compensation award letter</u> • <u>Court award letter</u> • <u>Pension statement</u> • <u>Employer statement/contact</u> • <u>Family or business financial records</u> • <u>Housing authority verification</u> • <u>Pay stubs</u> • <u>Public assistance records</u> • <u>Quarterly estimated tax for self-employed persons</u> • <u>Social Security benefits</u> • <u>Unemployment Insurance documents</u> • <u>Self-attestation</u>
<u>3. Basic Skills Deficient</u>	<ul style="list-style-type: none"> • <u>School Records</u> <ul style="list-style-type: none"> ◦ <u>A referral or records from a Title II Basic Adult Education program or English Language Learner program</u> • <u>Results of academic assessment</u> • <u>Case notes</u> • <u>Self-Attestation</u>

[d15]

Title	Priority of Service System for Adults		
Policy Number	1	Revision Number	E
Effective Date	07/01/2012	Revision Date	12/05/2013
References	<u>WIOA Public Law 113-128 Sections 3 and 134, Workforce Services Directive 15-14, Department of Labor TEGL 3-15, Workforce Services Directive 08-10 WIA section 134(d)(4)(E), The Jobs for Veterans Act (JVA) of 2002, Public Law (P.L.) 107-288, Workforce Services Directive WSD11-9, Workforce Services Directive WSD12-3 - 20 CFR, Part 652, Final Rule Sections 663.220 and 663.230</u>		
Key Words			
Author	Kristen Lawson Debra Holmes		
Adopted Comm.	Executive Committee	Date:	
Adopted WIB		Attest:	Debra Holmes Donelson

DRAFT