

Executive Committee Meeting Agenda

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

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

- | | | | |
|-----|--|------------|----|
| 1. | Call to Order – John Kuhry, Chair | Action | 1 |
| 2. | Review / Approve Agenda | Action | 1 |
| 3. | Disclosure – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken. | Info/Disc. | 3 |
| 4. | Minutes: | Action | 3 |
| | a. Review Workforce Development Board (WDB) Meeting May 11, 2016 (Attachment) | | |
| | b. Approve Special Executive Committee Meeting May 31, 2016 (Handout) | | |
| | c. Approve Special Executive Committee Meeting June 24, 2016 (Attachment) | | |
| 5. | Workforce Innovation and Opportunity Act (WIOA) 4th Quarter Program Services Provider Reports: | Info/Disc | 10 |
| | a. Mendocino Private Industry Council (MPIC) WIOA Adult, Dislocated Worker, and Rapid Response Services (Handout) | | |
| | b. Redwood Community Services (RCS) WIOA Youth Program Services (Attachment) | | |
| 6. | Receive WIOA Administrative Unit PY 2015-2016 4 th Quarter Expenses (Attachment) | Action | 2 |
| 7. | Receive MPIC PY 2015-2016 4 th Quarter Expenses (Attachments) | Action | 5 |
| | a. Budget vs. Expenses | | |
| | b. Professional Expenses | Action | 5 |
| 8. | Receive RCS PY 2015-2016 4 th Quarter Expenses (Attachment) | | |
| 9. | Receive and Approve WIOA Admin Unit PY 2016-2017 Budget (Attachment) | Action | 5 |
| 10. | Receive and Approve MPIC PY 2016-2017 Budget (Attachment) | Action | 5 |
| 11. | Receive and Approve RCS PY 2016-2017 Budget (Attachment) | Action | 5 |
| 12. | Mendocino County Local Workforce Development Area Consolidation (Attachment) | Action | 20 |
| 13. | MPIC Training Expenditure Course of Action Report | Info/Disc | 10 |
| 14. | Election of Officers (Handout) | Action | 5 |
| 15. | WDB Staff Reports: | Info/Disc | 5 |
| | 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 (Attachments) | | |
| | b. Results of State Fiscal Monitoring for PY 2015-2016 | | |
| 16. | Member Comments/Reports | Info/Disc | 5 |

18. **Public Comment** - *limited to 3 minutes on matters under the jurisdiction of the Board, not listed elsewhere on the agenda.* Info 3

19. **Adjourn** Action 1

The Executive Committee reviews the Bylaws and may suggest amendments to the WIB; may review amendments proposed by other members in order to make recommendations on such amendments; shall recommend potential board members to the Board of Supervisors; shall routinely review member attendance at WIB and Committee meetings; may remove Standing Committee Chairpersons and members on the recommendation of the Chairperson or any other member of the WIB; shall see to it that orientation and training is provided for new board members, that retreats and other social events of the board take place, that board evaluations are developed and conducted, and that improvements are made to the Five-Year Plan.

The Executive Committee may take action on behalf of the full WIB when such action must be taken prior to the next full meeting of the WIB. This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIA Administrator at (707) 467-5590 at least five days prior to the meeting.



Workforce Development Board (WDB) Meeting Minutes

Regular Meeting

May 11, 2016

*Mendocino Works Employment Resource Center,
631 S.Orchard Avenue, Ukiah "Mendocino Room"*

Members Present: John Kuhry, Dennis Aseltyne, Patty Bruder, Eric Cooper via teleconference, Steve Hixenbaugh, Pam Jensen, Pamela Patterson, Terry Poplawski, Tom Woodhouse, and Diana Easley.

Members Absent: Jack Buckhorn, Paul Castro, Terisa Buchanan, Robyn Stalcup, Lisa Epstein.

Guests Present: Randy Weaver – Labor Market Information Division; Sharon Govern – Program Administrator for Redwood Community Service (RCS); Carly Blundell – Program Supervisor for Redwood Community Service (RCS); Tim Reynaga – Employment Development Department Regional Advisor; and Candy De Los Santos – Executive Director for Mendocino Private Industry (MPIC).

Staff Present: Debra Holmes, Kristen Lawson, Jessica Byers, Doug Orlando, Mike Parkinson, Danielle Fitts (Minute Taker)

1. Call to Order and Introductions

With quorum being established, and roll call being taken, Chair John Kuhry called the meeting to order at 1:17 p.m.

2. Review and approve agenda

Upon motion by Poplawski, seconded by Patterson and carried by the following roll call vote (10-0), IT IS ORDERED to approve the Meeting Agenda as drafted.

AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley

NOES: None

ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

3. Disclosure

No members had any items to disclose concerning financial interest of WDB which may be materially affected by actions or discussion on this agenda.

4. Opportunity for Public Comment

No speakers at this time.

5. Approval of March 9, 2016 Meeting Minutes

Upon motion by Poplawski, seconded by Jensen and carried by the following roll call vote (10-0), IT IS ORDERED to approve the March 9, 2016 Meeting Minutes with modification to #11, paragraph 2, removing a small typo.

AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley

NOES: None

ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

6. New member Affiliations/Conflict of Interest to be presented for the record

None.

7. Consent Calendar Items

- a. Board members reviewed the MPIC 3rd Quarter Expenses for PY2015-2016
- b. Board members reviewed the MPIC 3rd Quarter Professional Services Expenses Attachment.
- c. Board members reviewed the Redwood Community Services (RCS) 3rd Quarter Expenses for PY2015-2016.
- d. Board members reviewed WIOA Administrative Unit 3rd Quarter Expenses for PY2015-2016
- e. Michaela Barlow Youth Committee Application Attachment
- f. WIOA Master Sub Grant Agreement

Upon motion by Poplawski, seconded by Aselytne and carried by the following roll call vote (10-0), IT IS ORDERED to approve all items on the Consent Calendar.

AYES: Aselytne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley

NOES: None

ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

8. WIOA Quarterly Program Service Provider Reports

- a. Board members reviewed RCS WIOA 3rd Quarter Youth Program Services Report, noting that enrollment is down as they are only at 61% of the goal, but are currently enrolling new participants. Members asked whether RCS will be able to meet 20% Work Experience (WEX) expenditure requirement and if they do not, will those funds roll over to the next year. Holmes explained that the youth grant is valid for two years; unused funds will roll over on June 30, 2016, including the unused WEX funds.
- b. Board members reviewed the MPIC WIOA 3rd Quarter Adult, Dislocated Worker, and Raid Response Services Report. MPIC staff was not initially in attendance to present their report. Holmes answered questions regarding their report. Current training expenditure level is at 6% of the required 25% expenditure requirement. Members asked if these funds will roll over to the next year and whether this will be bad for the WDB. Holmes explained that the funds will roll over to the next year and that MPIC would be responsible for expending the remaining 25% from this program year, as well as the required 30% for the 16/17 year, which is worrisome given that they are having so much trouble spending the funds at this time. Not spending these funds can affect the WDBs ability to apply for additional grants. Members asked that MPIC be given written notice regarding their inability to meet the training expenditure requirement and that MPIC provide a detailed course of action as to how they are addressing meeting the requirement. Holmes responded that MPIC would be provided written notice and be asked to be present at the next WDB meeting to present their course of action. Candy De Los Santos arrived during discussions and stated that she was provided a new leverage report by her fiscal staff that had not yet been approved by WIOA Administration, but that MPIC's predicted training expenditures with leverage would put them at 14.9% of the required 25%. Holmes explained that the projected training expenditures had been discussed with MPIC and she is not sure how the projected amounts are being arrived at. De Los Santos replied that they have 2 individuals in On-the-Job Training (OJT) and that the board had requested that MPIC meet at least 12% of the training expenditure requirement by now and that they are above that at this time. Holmes explained that a projected expenditure is not an actual expenditure and does not consider MPIC to have reached the 12% expenditure that had been requested by the board. Holmes has verified that MPIC has met 6% of their training expenditure requirement as of the end of the 3rd quarter. Holmes explained to De Los Santos that the board requested that MPIC provide a detailed course of action regarding their plans to meet the training expenditure requirement at the next WDB meeting. De Los Santos responded that she would be glad to provide the board the report.

9. Review of Participants enrolled (served) in WIOA programs and cost per participant

Kuhry would like to see the outcome reflecting if cost goes up, then training should go up. The quality of training and what they are being trained in is not specific. De Los Santos noted they are trying to spread funding out equally and continued with there are many different ways to report the training. Kuhry stated that LVN should be high quality training, but there are too many people that rely on LVN. Jensen requested an easier way to understand the report. Holmes reported that eventually the packets will be put in laymen's terms therefore an "Average Joe" would be able to understand. Kuhry requested that if the data is not clear then no presentation should be made at that time.

10. Consideration of Requests from MPIC to close the Fort Bragg One-Stop Office

Holmes notified the Board prior to De Los Santos presenting, that this item will be presented to the Board of Supervisor's with their recommendation. De Los Santos began by informing the Board that at this time there is currently not enough funding to keep the Fort Bragg office open. Of 30 people presently enrolled in the program, only 8 are in Fort Bragg and 2 are in Mendocino. Staff have already been reduced and moved to part time schedules, and partnering to share office space has already taken place. The low number of enrollee's cannot be justified by MPIC to continue the burden of at minimum \$76,000 annually. It was thought that moving the office to the college would generate more participation, however it did not. Cooper feels that taking away this office does not help education and training for residents of the Coast which is the main purpose, and how would those who utilize this office have transportation inland to use the Ukiah resources? Patterson expressed that she is strongly concerned about the closure and does not feel that all options have been explored. De Los Santos responded that she is unaware of any other measures they can take, at this time, to justify keeping the building open. Patterson questioned Kuhry about the procedure process; should she make a motion to deny the closure request. Kuhry stated their vote is a recommendation for the Board of Supervisors; therefore it would not stop the office closure if the Board of Supervisors approved the closure but it would be noted for the record.

Upon motion by Jensen, seconded by Poplawski and carried by the following roll call vote (7-0), IT IS ORDERED to deny the request to close the Fort Bragg office.

- AYES: Aseltyne, Bruder, Jensen, Kuhry, Patterson, Poplawski, Woodhouse,
- NOES: None
- ABSTAINED: Cooper, Hixenbaugh, Easley
- ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

11. Discussion Regarding Contractors Progress towards the training expenditure requirements

No additional information at this time to be reviewed.

12. Mendocino Private Industry Council WIOA Adult, Dislocated Worker and Rapid Response Program Services Contract

Holmes reviewed the contract with the Board. This is a new contract, bi-weekly billing, includes two offices. She will be requesting more information on Rapid Response, as there appears to be no accountability. Holmes continued with noting additions to contract.

Upon motion by Patterson, seconded by Jensen and carried by the following roll call vote (10-0), IT IS ORDERED to approve the Mendocino Private Industry County WIOA Adult, Dislocated Worker and Rapid Response Program Services contract as amended.

- AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley
- NOES: None
- ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

13. Redwood Community Services WIOA Youth Program Services Contract

Holmes reviewed the contract with the Board noting the main change is to move the billing cycle to a weekly cycle. There were no other notable changes in the contract.

Upon motion by Poplawski, seconded by Hixenbaugh and carried by the following roll call vote (9-0), IT IS ORDERED to approve the Redwood Community Services WIOA Youth Program Services Contract.

- AYES: Aseltyne, Bruder, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley
- NOES: None
- ABSTAINED: Cooper
- ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

14. Letter of Support Requested by Mendocino Private Industry Council for the Expanded Subsidized Employment Program (ESE)

Due to time constrictions, Kuhry informed the Board that as Chair, he approved and signed the Letter of Support requested by MPIC for the Expanded Subsidized Employment Program.

15. Program Year 2016-2017 Calendar of Schedule of Workforce Development Board Meetings

Kuhry noted nothing has changed with the calendar.

Upon motion by Cooper, seconded by Patterson and carried by the following roll call vote (10-0), IT IS ORDERED to approve the PY2016-2017 Calendar of Schedule of WDB Meetings as drafted.

- AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski, Woodhouse, Easley

NOES: None
ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

16. Nomination process for Election of Officers for 2016-2017

Holmes explained the process per the bylaws of appointing officers. Every 2 years, an Executive Committee must be appointed by the Chair for the Appointment of Officer Elections. Subsequently, this year the committee will consist of Chairman Kuhry, Easley, and Aseltyne.

17. Amendments to the Local Elected Official (LEO) agreement

Kuhry clarified that language was added to the LEO agreement.

Upon motion by Hixenbaugh, seconded by Bruder and carried by the following roll call vote (10-0), IT IS ORDERED to approve the Local Elected Official (LEO) Agreement as modified.

AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski,
Woodhouse, Easley

NOES: None

ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

18. WDB Staff Reports

- a. Kuhry requested that all members please send back their progress on Memorandum of Understanding (MOU) Development with One-Stop Partners forms. It is an easy form that can be emailed to Lawson and Lawson cannot move forward with her process until all partners of the MOU have identified their program services.
- b. Northern California Career Pathways Alliance (NCCPA) Youth Employment Symposium had over 30 employers, program service providers and youth attend the event. It was a huge success.
- c. The board was updated on the Slingshot Grant, which was noted to be similar to the Career Pathways Grant, but will include focusing on the visibility of the WDB.
- d. The board was informed of the Sonoma Mendocino Economic Development District (SMEDD) Comprehensive Economic Development Strategy (CEDS) Public Workshop.
- e. The board received an update on the current status of workforce development activities.
- f. Currently, the Form 700's are being returned.
- g. The WIOA Training/Transition Adhoc Committee still has not met.
- h. At this time, clerical support is still needed. Such duties of the new staff member(s) will include but are not limited to meeting agendas, minutes and various other reports pertaining to the WDB Board.

19. Local Area Recertification under WIOA

The Board was informed that the cost is significant and increasing along with the workload increasing. Holmes stated she is trying to find other funding; the current recertification is good for a total of 2 years. It would be beneficial to look into partnering with a nearby county.

Upon motion by Patterson, seconded by Bruder and carried by the following roll call vote (10-0), IT IS ORDERED to approve looking into a merge with another local county pending same recommendation from the Board of Supervisors.

AYES: Aseltyne, Bruder, Cooper, Hixenbaugh, Jensen, Kuhry, Patterson, Poplawski,
Woodhouse, Easley

NOES: None

ABSENT: Buckhorn, Castro, Buchanan, Stalcup, Epstein

20. Member to Member Announcements "Tip Club"

- Poplawski announced that Saturday (May 14, 2016) will commence the Annual Letter Carrier Food Drive.
- Aseltyne announced that the 7th Annual Student Art Gallery has begun.
- Hixenbaugh announced that MCC summer session will begin shortly.
- Jensen informed the Board of the Block Grant for schools now includes an Employment Training Specialist (UVA).

21. Adjournment

With no further business to discuss, Kuhry adjourned the meeting at 2:54pm.

Mendocino County Workforce Development Board

631 S. Orchard Avenue

Ukiah, California 95482

www.mendowib.org

(707) 467.5506 / (707) 467.5592 fax



Special Executive Committee Meeting Minutes – DRAFT

June 24, 2016 10:30 a.m. – 11:00 a.m.

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

Location 2 (Teleconference): 760 B Stewart Street, Fort Bragg, CA

Location 3 (Teleconference): 3835 N Freeway Blvd Suite 140, Sacramento, CA

Location 4 (Teleconference): 2525 Cleveland Ave Suite B, Santa Rosa, CA

Members Present: John Kuhry, Dennis Aseltyne, Paul Castro (teleconference), Jack Buckhorn (teleconference), and Pamela Petterson (teleconference)

Member Absent: Patty Bruder

Staff Present: Debra Holmes-Dockins and Kristen Lawson

1. **Call to Order** – The meeting was called to order by Chair John Kuhry at 10:33 a.m.
2. **Review / Approve Agenda** – Upon motion by Member Dennis Aseltyne and seconded by Member Pamela Patterson, the committee unanimously voted to approve the agenda.
3. **Disclosure** – Any financial interest (assets, contracts, income etc.) of WDB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken.

Member Paul Castro disclosed that he would need to abstain from voting on item #5 regarding the contract with the Workforce Development Board (WDB) of Solano County, as he is a member of that board.

4. **Public Comment** - Limited to 3 minutes on matters under the jurisdiction of the Board, not listed elsewhere on the agenda.
5. **Approve Contract With The Workforce Development Board of Solano County For The Performance of North Bay Business Sector Alliance (NBBSA) Services and The Receipt of \$156,000 From The SlingShot Grant**

Debra Holmes-Dockins explained that a revised contract had arrived on June 23, 2016 with some minor changes in language. The revised contract was provided to committee members as a handout at the meeting and was emailed to those members attending by telephone. The scope of work within the contract was reviewed with some questions by committee members, in particular was whether or not the work would be completed by existing staff, contracted out, or was new staff going to be hired. Debra explained that at this time the county does not plan to contract out any portion of the grant and may be hiring a part-time extra help position to fulfill some of the duties described in the contract, as they complimented other activities that are being completed by WDB staff. Member Pamela Patterson expressed that she felt that West Company could assist with some of the duties described and was disappointed that there was not consideration for some of the funds to be contracted out.

Upon motion by Member Jack Buckhorn and seconded by Member Dennis Aseltyne, the committee approved the contract with the WDB of Solano County for the performance of NBBSA services and the receipt of \$156,000 from the SlingShot grant with Member Paul Castro abstaining from the vote.

6. **Member Comments/Reports** – Member Dennis Aseltyne shared that he will no longer be working for Mendocino County Office of Education and will now be the Dean of Applied Academics at Mendocino College as of July 1st, 2016.
7. **Adjourn** – Upon motion by Member Pamela Patterson and seconded by Member Dennis Aseltyne, the meeting was adjourned at 10:56 a.m.

The Executive Committee reviews the Bylaws and may suggest amendments to the WDB; may review amendments proposed by other members in order to make recommendations on such amendments; shall recommend potential board members to the Board of Supervisors; shall routinely review member attendance at WDB and Committee meetings; may remove Standing Committee Chairpersons and members on the recommendation of the Chairperson or any other member of the WDB; shall see to it that orientation and training is provided for new board members, that retreats and other social events of the board take place, that board evaluations are developed and conducted, and that improvements are made to the Five-Year Plan.

The Executive Committee may take action on behalf of the full WDB when such action must be taken prior to the next full meeting of the WDB. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For special accommodations, contact the WIOA Administrator at (707) 467-5590 at least five days prior to the meeting.

RCS YOUTH EMPLOYMENT SERVICES
FOURTH QUARTER OF FISCAL YEAR 2015-2016 SUMMARY OF ENROLLMENTS

| Youth Enrollments | 4th Quarter | Year to Date | Program Goal | % of Goal |
|--|--------------------|---------------------|---------------------|------------------|
| Total Youth Participants 2015-2016 | - | 41 | 35 | 117% |
| New Enrollments | 2 | 11 | | |
| Active Enrollments | 10 | | | |
| In Follow-Up Services | 19 | | | |
| Total Participants Served in the Quarter | 29 | | | |

Financial / Expenditure Requirements

| | | | | |
|---|-----------|------------|------------|-----|
| Work Experience (20% expenditure requirement) | \$ 19,824 | \$ 33,131 | \$ 40,406 | 82% |
| Out of School Youth Expenditure | \$ 44,214 | \$ 176,840 | 75% | 93% |
| Total Youth Funds Expended | \$ 48,211 | \$ 190,652 | \$ 255,403 | 75% |

Performance Measures

| | | | | |
|---------------------------------------|--------|--|-----|------|
| Placement in Employment and Education | 68.75% | | 65% | 106% |
| Attainment of Degree or Certificate | 42.11% | | 55% | 77% |
| Literacy & Numeracy Gains | 100% | | 50% | 200% |

Characteristics/Barriers of Youth Currently Served at Enrollment

| | | |
|---|---|----|
| Homeless | 3 | 7 |
| Pregnant or Parenting | 4 | 11 |
| Tested under the 9th grade level in Reading, Language or Math | 6 | 27 |
| Foster Child | 5 | 7 |
| Have a Disability | 3 | 7 |
| Offender | 3 | 4 |
| English Language Learner | 1 | 1 |
| Low Income | 9 | 39 |
| High School Drop Out | 2 | 7 |

Enrollment of Program Elements

| | | |
|--|----|----|
| Tutoring, Study Skills Training | 3 | 11 |
| Alternative Secondary School Services and Dropout Recovery Services | 0 | 0 |
| Paid & Unpaid Work Experience | 9 | 10 |
| Occupational Skills Training | 4 | 14 |
| Education offered related to Workforce Preparation Activities and Training | 4 | 8 |
| Leadership Development Opportunities | 1 | 2 |
| Supportive Services (interview & work attire, transportation, books, etc.) | 18 | 36 |
| Adult Mentoring | 0 | 4 |
| Follow-up Services | 19 | 32 |
| Comprehensive Guidance & Counseling | 0 | 1 |
| Financial Literacy Education | 0 | 0 |
| Entrepreneurial Skills Training | 0 | 0 |
| Career Awareness, Counseling, and Exploration Services | 2 | 14 |
| Preparation for Transition to Post-Secondary Education or Training | 0 | 0 |

RCS YOUTH EMPLOYMENT SERVICES

FOURTH QUARTER OF FISCAL YEAR 2015-2016 SUMMARY OF ENROLLMENTS

Success Story

Sarah is a 22 year old mother of two small children. She came to the RCS WIOA program because she wanted to find a job to help support her family. She had applied for a couple of jobs and was unsuccessful in gaining employment. We helped her create a resume, held mock interviews and she attended the A-Game employability training. We also helped Sarah by purchasing appropriate interview and work attire. Sarah participated in a paid work experience with a local business in the Health and Human Services industry. At the time Sarah had little work experience prior to this and had no office experience. Sarah flourished in her work experience and was able to use the experience she gained and the tools the program gave her to secure a full time position with a medical office as a receptionist. While doing all this Sarah is also taking classes at Mendocino College to earn her Associates of Science Degree in Human Services Paraprofessional.

Work Experience Program

We are continuing to develop our Work Experience program and reaching out to local businesses to create more opportunities for our youth participants. We have had a great response from the community and local businesses. Many of them are willing to participate in the program to help train youth and enable them to gain experience in their chosen career. During the fourth quarter we had nine youth participating in a paid work experience. The positions range from Child Care Workers, Cook, Legal Assistant, Automotive Technician, Office Assisstant and Pharmacy Technician.

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

| Adult - 201/202 | | Accrued Expenses | | | | |
|------------------------|--|------------------|---------|---------|---------|---------|
| | | Actual | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Total |
| 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 | | | | |

| Dislocated Worker - 501/502 | | Accrued Expenses | | | | |
|------------------------------------|--|------------------|---------|---------|---------|---------|
| | | Actual | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Total |
| 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 | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | 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 | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | 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

| | Accrued Expenses | | | | |
|--|------------------|---------|---------|---------|---------|
| | Actual | Actual | Actual | Actual | Actual |
| | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Total |
| Total - ALL GRANTS | | | | | |
| 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

| 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 |



Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
April 2016 - June 2016

| | In School Youth | Out of School Youth | Total Expense April 2016 - June 2016 | Total Expense January 2016 - March 2016 | Total Expense October 2015 - December 2015 | Total Expense July 2015 - September 2015 | Total Expense YTD 2015/2016 | 2015/2016 Budgeted Amount | 2015/2016 Budget Remaining |
|--|-----------------|---------------------|--------------------------------------|---|--|--|-----------------------------|---------------------------|----------------------------|
| Staff Wages | 1,216 | 13,263 | 14,479 | 20,256 | 23,107 | 30,621 | 88,463 | 103,122 | 14,659 |
| Staff Benefits | 188 | 2,203 | 2,391 | 3,733 | 4,292 | 5,854 | 16,270 | 22,378 | 6,108 |
| WEX - Staff/Youth Wages/Benefits | 1,781 | 18,043 | 19,824 | 10,988 | 2,319 | | 33,131 | 51,081 | 17,950 |
| Internships | - | - | - | - | - | - | - | 3,500 | 3,500 |
| Training (Tuitions, Literacy Skills, OJT, etc) | - | - | - | 617 | - | 1,340 | 1,957 | 7,000 | 5,043 |
| Support Services (Bus Passes, etc) | 51 | 2,500 | 2,551 | 1,246 | 1,184 | 229 | 5,210 | 13,500 | 8,290 |
| Advertising | 136 | 855 | 991 | - | - | | 991 | 650 | (341) |
| Equipment Maintenance/Contracts/Leases | 4 | 43 | 47 | 45 | 45 | 132 | 269 | 3,000 | 2,731 |
| Occupancy / Maintenance | 135 | 1,536 | 1,671 | 1,649 | 1,348 | 1,180 | 5,848 | 5,000 | (848) |
| Dues and Subscriptions | 17 | 286 | 303 | | | | 303 | - | (303) |
| Insurance Expense | - | 24 | 24 | 75 | 75 | 79 | 253 | 500 | 247 |
| Mileage/Travel | - | 392 | 392 | 1,107 | 1,277 | 2,156 | 4,932 | 2,875 | (2,057) |
| Misc Admin Expense | - | - | - | 18 | - | 31 | 49 | - | (49) |
| Office Supplies / Postage / etc | 44 | 311 | 355 | 89 | 135 | 825 | 1,404 | 2,400 | 996 |
| Professional Fees - Consultant | - | - | - | - | 500 | 7,100 | 7,600 | 12,000 | 4,400 |
| Staff Training / Conferences | 39 | - | 39 | 491 | 1,635 | 1,934 | 4,099 | 2,875 | (1,224) |
| Telephone / Communications | 45 | 504 | 549 | 449 | 529 | 379 | 1,906 | 1,500 | (406) |
| Utilities | 21 | 191 | 212 | 140 | 135 | 147 | 634 | 800 | 166 |
| Indirect Costs | 320 | 4,063 | 4,383 | 4,090 | 3,659 | 5,201 | 17,333 | 23,222 | 5,889 |
| Total Expense | 3,997 | 44,214 | 48,211 | 44,993 | 40,240 | 57,208 | 190,652 | 255,403 | 64,751 |

Percentage of Expenses 8% 92%

Redwood Community Services, Inc
WIOA Grant Report
Apr - Jun 2016

In School Expenses

| | Apr | May | Jun | Total |
|--|-------------|-------|------|-------------|
| Staff Wages | 666 | 361 | 189 | 1,216 |
| Staff Benefits | 91 | 58 | 39 | 188 |
| WEX - Staff Wages | 493 | 219 | 131 | 843 |
| WEX - Staff Benefits | 109 | 48 | 29 | 186 |
| WEX - Youth Wages | 425 | 218 | 26 | 669 |
| WEX - Youth Benefits | 53 | 27 | 3 | 83 |
| Training (Tuitions, etc) | - | - | - | - |
| Support Services (Bus Passes, etc) | 51 | - | - | 51 |
| Recruitment | 136 | - | - | 136 |
| Equipment Maintenance/Contracts/Leases | 2 | 1 | 1 | 4 |
| Occupancy / Maintenance | 73 | 36 | 26 | 135 |
| Dues & Subscriptions | | | 17 | 17 |
| Insurance Expense | - | - | - | - |
| Mileage/Travel | 36 | 15 | (12) | 39 |
| Misc Admin Expense | 14 | - | (14) | - |
| Office Supplies / Expenses | 42 | - | 2 | 44 |
| Professional Fees - Consultant | - | - | - | - |
| Staff Training / Conferences | - | - | - | - |
| Telephone / Communications | 24 | 12 | 9 | 45 |
| Utilities | 14 | 5 | 2 | 21 |
| Indirect Costs | 175 | 100 | 45 | 320 |
| | <hr/> | | | <hr/> |
| Total Expense | 2,404 | 1,100 | 493 | 3,997 |
| | <hr/> <hr/> | | | <hr/> <hr/> |

Redwood Community Services, Inc
WIOA Grant Report
Apr - Jun 2016

Out of School Expenses

| | Apr | May | Jun | Total |
|--|---------------|---------------|---------------|---------------|
| Staff Wages | 4,186 | 5,244 | 3,833 | 13,263 |
| Staff Benefits | 573 | 841 | 789 | 2,203 |
| WEX - Staff Wages | 3,101 | 3,179 | 2,651 | 8,931 |
| WEX - Staff Benefits | 682 | 699 | 583 | 1,964 |
| WEX - Youth Wages | 2,674 | 3,175 | 529 | 6,378 |
| WEX - Youth Benefits | 328 | 387 | 55 | 770 |
| Training (Tuitions, etc) | - | - | - | - |
| Support Services (Bus Passes, etc) | 1,259 | 541 | 700 | 2,500 |
| Recruitment | 855 | - | - | 855 |
| Equipment Maintenance/Contracts/Leases | 15 | 14 | 14 | 43 |
| Occupancy / Maintenance | 456 | 520 | 560 | 1,536 |
| Dues and Subscriptions | | | 286 | 286 |
| Insurance Expense | - | - | 24 | 24 |
| Mileage/Travel | 229 | 216 | (53) | 392 |
| Misc Admin Expense | 86 | - | (86) | - |
| Office Supplies / Expenses | 266 | - | 45 | 311 |
| Professional Fees - Consultant | - | - | - | - |
| Staff Training / Conferences | - | - | - | - |
| Telephone / Communications | 152 | 172 | 180 | 504 |
| Utilities | 88 | 72 | 31 | 191 |
| Indirect Costs | 1,543 | 1,506 | 1,014 | 4,063 |
| | | | | - |
| Total Expense | 16,493 | 16,566 | 11,155 | 44,214 |

Administrative Budget PY 2016-17
Workforce Development Board
1st Quarter Expenses

| Account | |
|---|---------------------|
| String | 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 |

Mendocino County
2016-2017 WIOA Funds Budget - DRAFT

| | <u>Indirect</u> <u>Cost Pool</u> | <u>Program</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 | | | | | | | |
| 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 |
| Facilities Revenue | | | - | - | - | - | - |
| Additional Funds | | | - | - | - | - | - |
| Total Revenue | - | - | 214,696 | 231,325 | 119,829 | 43,605 | 609,455 |
| Expense | | | | | | | |
| Payroll Exp-Staff | 86,446 | 44,395 | 76,336 | 79,080 | 58,703 | 19,568 | 364,528 |
| Work Experience | | | | | | | - |
| Training/Tuition/OJT* | | | 62,884 | 75,471 | | | 138,355 |
| Support Services | | | | | | | - |
| Outreach/Marketing | 1,000 | | | | | 1,000 | 2,000 |
| Contracts | | | | | | | - |
| Facilities Costs | 43,317 | | 3,106 | 3,106 | 4,424 | 1,475 | 55,427 |
| Printing | 600 | | | | | | 600 |
| Postage | 400 | 99 | 80 | 80 | | | 659 |
| Memberships/Subscriptions | 1,550 | 264 | | | 500 | 500 | 2,814 |
| Office Supplies/Equip/Software | 1,200 | | | | 500 | 500 | 2,200 |
| Professional Exp | 2,800 | | | | | | 2,800 |
| Staff Travel | 2,750 | | | | 3,600 | 1,800 | 8,150 |
| Insurance | | | | | | | - |
| Carry Forward | | | | | 4,310 | 2,832 | 7,142 |
| 000 - Indirect CP Allocation | (164,843) | | 56,832 | 57,846 | 37,624 | 12,541 | - |
| 001 - Program CP Allocation | | (44,758) | 15,458 | 15,742 | 10,169 | 3,390 | - |
| L000 - Generic CP Allocation | | | | | | | - |
| L050 - Admin Allocation | | | | | | | - |
| Parking Lot (Shared Cost Pool) | 24,780 | | | | | | 24,780 |
| Total Expense | - | - | 214,696 | 231,325 | 119,829 | 43,605 | 609,455 |
| NET INCOME | - | - | - | - | (0) | 0 | - |

AGENCY: Redwood Community Services, Inc.

**MENDOCINO COUNTY
WIOA Youth Services Proposal
FY 1617 Budget**

| Funding Title | Youth Formula |
|--------------------------------|----------------------|
| Project Proposal Amount | \$258,731 |

| | |
|---|------------------|
| OPERATING COSTS | |
| ADVERTISING/WEBSITE | 1,800 |
| AUDIT - included in Indirect | 0 |
| COPYING/PRINTING | 250 |
| DUES/MEMBERSHIPS | 900 |
| EQUIP PURCH, LEASE, MAINT | 3,000 |
| FACILITY RENTAL & MAINT | 8,000 |
| INSURANCE | 500 |
| LEGAL FEES - Included in Indirect | 0 |
| MEETING ROOM RENT | 0 |
| POSTAGE | 100 |
| PROFESSIONAL FEES | 0 |
| STAFF DEVELOPMENT | 3,375 |
| STAFF TRAVEL | 6,400 |
| SUPPLIES (NOT TESTING) | 2,000 |
| TELEPHONE | 3,600 |
| UTILITIES | 1,000 |
| OTHER - Indirect Costs | 23,521 |
| | 54,446 |
| Subtotal Operating | \$180,833 |
| DIRECT COSTS | |
| DIRECT WAGES AND FRINGES | 126,387 |
| WIA Team includes | |
| Employment Services Program Supervisor, | |
| and 2 FTE Youth Employment Specialists (Coast and Inland) | |
| DIRECT JOB SEEKER COSTS | |
| LITERACY SKILLS TRAINING | 2,500 |
| CLASSROOM TRAINING ¹ | 3,500 |
| INTERNSHIPS | - |
| OJT | - |
| SUPPORTIVE SERVICES | 15,000 |
| TESTING/LICENSE MAT & FEES ² | - |
| WORK EXPERIENCE - Youth and Staff WEX wages/benefits | 56,899 |
| OTHER (SPECIFY) | |
| Subtotal Direct Job Seeker Costs | 77,899 |
| TOTAL BUDGET | \$258,731 |

¹Tuition, Books, etc. for Occupational Training

²Testing & Assessment Materials, Testing Fees, License Fees, etc. for Participants

STAFF REPORT

TO: Mendocino County Workforce Development Board

FROM: Debra Holmes, Administrator Workforce Development Board

SUBJECT: Local Area Consolidation

DATE: August 3, 2016

SUMMARY: In response to the WIOA programs dependence on county general fund contribution, at the June 7, 2016 Mendocino County Board of Supervisors (BOS) meeting, staff was directed to begin research and outreach regarding consolidation with a neighboring county. The Workforce Development Board gave similar direction at its May 11, 2016 meeting. Staff has been discussing the possibility of a consolidation with the Workforce Alliance of the North Bay (WANB) Executive Director, Bruce Wilson.

Given the small allocations for our area, a consolidation would allow for economies of scale and would also allow for other strategic advantages, including:

- A combined WDB is likely to be more successful in grant applications.
- A combined WDB would allow us to meet the procurement requirements for the one stop operator.
- A regional approach would allow us to play to each county's strengths. For example, Marin has a much faster process for approving client training and on-the-job training contracts, while Napa has a robust youth service program structure that could be modeled in other areas. Mendocino has a strong history of overseeing outsourced program service delivery providers and monitoring their performance.
- Having a regional WDB with strong local service areas would allow us to more effectively protect and insulate funds allocated to the area, rather than allocations being returned to the State. For example, instead of returning unused grant funds to the State the regional WDB could spread the funds through the region to implement workforce initiatives.
- Centralized staff for a combined WDB would be able to work on the new requirements for boards under WIOA, including conducting labor market research; promoting and disseminating best practices; and using technology to ensure program accessibility and effectiveness.
- Centralized staff for the combined WDB could also more efficiently accomplish a number of tasks that are currently done by each county separately, including:
 - Provide staffing to local steering committees/key sub committees
 - Centralized procurement and monitoring of contracts
 - A single point of contact for interfacing with the state
 - Helping to write local and regional strategic plans
 - Better coordination and economies of scale for employer events
 - Jointly held staff development opportunities

- Marketing
- Regional convening of industry sector partners
- Data reporting and coordination with state
- Data reporting to the state

Due to the new requirements of local Workforce Development Boards (WDB) as outlined below, staff is recommending that the Mendocino WDB consider formally requesting that the Workforce Alliance of the North Bay WDB, expand its boundaries to include Mendocino County.

Should the Workforce Alliance and Mendocino WDB agree to combine, functions of the consolidated local Workforce Development Board would include:

1. Submission of a local plan
2. Workforce research and regional labor market analysis
3. Convening, brokering, and leveraging of local stakeholders
4. Sector partnerships and employer engagement
5. Education partnerships and career pathways development
6. Promote and disseminate information on proven and promising practices
7. Develop strategies for using technology to maximize accessibility and effectiveness of local workforce development system
8. Program oversight
9. Negotiation of local performance measures
10. Competitive selection of one stop operator
11. Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
12. Budget and administration
13. Annual assessment of one stop to ensure accessibility for individuals with disabilities
14. Development of regional workforce development plan.

As currently configured, the JPA governing board is comprised of two elected Supervisors from each county. The current proposal is Mendocino chooses to join, an additional Supervisor will be added for a total of seven. This board would serve as the Chief Local Elected Official for the region and would be accountable for all WIOA funding and functions for the expanded four county area. In accordance with WIOA, the JPA appoints the regional Workforce Development Board, which must meet regulatory requirements for membership. The JPA will seek to add representation from Mendocino County on its regional WDB and will also establish a Mendocino County Workforce steering committee, to maintain local control of program design. As a part of this agreement, the JPA would seek to contract with Mendocino County for 2.0 FTE's to provide WIOA staffing to the expanded region.

COMMUNITY BENEFIT: Participating in the WANB Joint Powers Agency to oversee a regional Workforce Development Board will allow Mendocino County to maintain the greatest possible local control while also achieving economies of scale to best meet the requirements of the Workforce Innovation and Opportunity Act.

FISCAL IMPACT: Entering into a JPA with WANB will not impose any additional County cost; in fact it would significantly reduce the general fund dependence of the program. In addition, there are indications from the State that the JPA will have the opportunity to apply for up to \$250,000 of start-up funding. The JPA will retain 10% of WIOA funding from the formula allocations for each county, Rapid Response funding as well as regional grants that have already been awarded. The majority of the base allocations from the state will be passed through to each local community for service delivery.

STAFF RECOMMENDATION: Staff recommends that the Workforce Development Board vote to recommend the Mendocino County Board of Supervisors pursue consolidation with the WANB and that 2 Mendocino County Board of Supervisors be appointed to the JPA Governing Board.

STAFF REPORT

TO: Mendocino County Workforce Development Board

FROM: Kristen Lawson, Sr. Program Specialist – WIOA Administrative Unit

SUBJECT: Memorandum of Understanding (MOU) Between the WDB, Local Elected Official and America’s Job Center of California (AJCC) Partners

DATE: August 10, 2016

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Mendocino County Workforce Development Board (WDB), the Mendocino County Board of Supervisors (Local Elected Official) and the America’s Job Center of CaliforniaSM (AJCC) Partners establish an agreement concerning the operations of the one-stop delivery system. The purpose of the MOU is to establish a cooperative working relationship between the Partners and to define their respective roles and responsibilities in achieving the policy objectives under the WIOA. The MOU also serves to establish the framework for providing career and business services to employers, employees, job seekers and others needing workforce services in Mendocino County. The AJCC is known locally as Mendocino Works.

The WIOA Administrative Unit worked with WDB members who were appointed to the WIOA Transition Ad Hoc Committee, as well as AJCC Partners to develop the Phase I portion of the MOU. On June 21, 2016 the Mendocino County Board of Supervisors approved the MOU and the fully executed document was sent to the State Employment Development Department (EDD) by the June 30th deadline.

The WIOA Administrative Unit will begin working on the Phase II portion of the MOU as soon as further guidance is issued by EDD and Department of Labor regarding the requirements for determining cost sharing of infrastructure costs. The Phase II portion and cost sharing agreements are due by December 31, 2017.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Mendocino County Workforce Development Board (WDB), the Mendocino County Board of Supervisors and the America's Job Center of CaliforniaSM (AJCC) Partners (which is to include all Partners as described in WIOA §121) establish an agreement concerning the operations of the one-stop delivery system. The purpose of the MOU is to establish a cooperative working relationship between the Partners and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing career and business services to employers, employees, job seekers and others needing workforce services in Mendocino County.

Mendocino County's one-stop delivery system, the AJCC, is known locally as Mendocino Works. The AJCC is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which include the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

I. Vision and Intent

The Mendocino County WDB and the AJCC Partners have a vision to provide a one-stop delivery system, the AJCC, where the needs of employers and workers will drive the workforce development system; universal and meaningful access to the workforce development system will be assured and all members of the community will receive an opportunity to participate to the greatest extent they can in the workforce to become economically self-sufficient and contributing members of our community; and programs and services will be integrated into a seamless and flexible delivery system where there will be strong recognition and support for life-long learning and continuous improvement. Through this vision, a vibrant economy and community will thrive.

The intent of the AJCC is to:

- Provide employers with a skilled workforce;
- Provide multiple entry points to access services;
- Provide an on-ramp to training and education opportunities, including Career Pathways and work-based learning;
- Provide a system that meets or exceeds public expectations of accountability for results and outcomes; and
- Design and continuously improve the system to reflect local and regional economic development strategies that are responsive to employers and their industry sectors.

Memorandum of Understanding

Between The Mendocino County Board of Supervisors, The Mendocino County Workforce Development Board and The America's Job Center of California Partners

In entering into this agreement, the AJCC Partners make the commitment to follow not only the basic provisions of the WIOA and one-stop system philosophy, but also to provide services as applicable to each Partner's funding and regulations.

The AJCC will offer services within the one-stop system that will be:

Integrated: offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills and affording universal access to the system;

Comprehensive: offering an array of useful and accessible information for needed services;

Customer-Focused: ensuring that there will be no "wrong door" for either employers or job seeking customers, as well as providing the means for customers to judge the quality of services and to make informed choices;

Seamless: integrating services and cross-training staff so that customers receive the most appropriate services without thought to which agency is providing them.

II. Partners to the Memorandum of Understanding (MOU)

Partners to the MOU include the Mendocino County WDB, the County Elected Official (i.e. the Board of Supervisors), the required Partners under the WIOA, and optional Partners as approved by the Mendocino County WDB.

Required Partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth (Mendocino County Workforce Development Board, Mendocino Private Industry Council, Inc. and Redwood Community Services)
- WIOA Title II Adult Education and Literacy- (Mendocino College)
- WIOA Title III Wagner-Peyser (Employment Development Department)
- WIOA Title IV Vocational Rehabilitation (Department of Rehabilitation)
- Carl Perkins Career and Technical Education (Mendocino College)
- Title V Older Americans Act (Experience Works)
- Native American Programs- Section 166 (California Indian Manpower Consortia)
- Migrant Seasonal Farmworkers- Section 167 (California Human Development)
- Veterans (Employment Development Department)
- Trade Adjustment Assistance Act (Employment Development Department)
- Unemployment Insurance (Employment Development Department)
- Community Services Block Grant (North Coast Opportunities, California Human Development, and California Indian Manpower Consortia)
- Temporary Assistance for Needy Families/CalWORKs (Health and Human Services Agency- Employment and Family Assistance Services- CalWORKs Job Services)

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

Optional Partners include local/regional representatives of the following organizations, agencies, or businesses:

- West Company
- Economic Development and Financing Corporation
- Ukiah Valley Association for Habilitation
- Ukiah Unified School District – Ukiah Adult School
- Mendocino County Office of Education
- Mendocino Transit Authority
- Community Outreach – Health and Human Services Agency

Note: Optional Partners will be included in the service coordination portion of the MOU and may have a cost sharing agreement that shall be included in the Phase II portion of the MOU dependent upon various factors such as co-location, building usage, resource usage, etc.

III. General Provisions

The AJCC Partners agree to establish, maintain, and increase the capacity of the one-stop delivery system to further the vision of the AJCC and to serve our customers. This partnership is dedicated to developing a customer-driven collaborative that links employers and job seekers to services. These services include, but are not limited to, business services and development, training and education, and career services which will further the economic growth and vitality of Mendocino County's businesses and workforce. Primary customers for this partnership are employers and job seekers in Mendocino County.

A. Partners agree to work together according to the following general principles:

- Partners are committed to following the vision and intent of the MOU which has been adopted by the WDB.
- Partners agree to a collaborative decision making process.
- Partners are committed to being flexible, adopting an entrepreneurial mindset, and being adaptive to changing conditions and resources.
- Partners are committed to measuring progress and fostering continuous improvement towards customer satisfaction, quality service, and positive outcomes.
- Partners commit to providing a member of their staff who has the authority to make decisions on behalf of their organization when participating in joint planning, policy development, and service delivery coordination that affects the AJCC.
- Partners will draw on the strengths and contributions of all Partners and have the responsibility to contribute resources, expertise, and talents.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

- Partners will participate in capacity building and staff development activities in order to ensure that AJCC Partners and staff are adequately cross-trained.
- Partners will share labor market information, customer-driven data, and performance outcomes to the extent allowed by law.
- Partners commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the AJCC of Mendocino County.
- Partners will formally demonstrate commitment to the AJCC by entering into the MOU agreement.

B. Partners agree to work in partnership with employers according to the following principles:

- Partners are committed to providing services that will build a knowledgeable, skills-based workforce and enhance business value, potential, and competitiveness.
- Partners shall seek and act upon employer input in matters relating to AJCC planning and operations through a variety of activities. These may include training programs, job development activities, job fairs, networking, human resource services, and open employer forums.
- Partners shall increase employer awareness of the benefits of mutual participation in a local workforce development system dedicated to the principles of customer service, continuous improvement, and community enhancement.
- Partners are committed to providing timely, flexible and results-oriented services to employers.

IV. AJCC One-Stop System Services

The coordination of AJCC One-Stop System Services is outlined in Attachment A.

V. Referral Process

Partners to this MOU shall jointly develop and implement referral processes. Such processes will be highlighted in AJCC policies and procedures to ensure customers are receiving direct access and/or an immediate link to meaningful services. AJCC Partners agree to cross-train staff on the services of each participating AJCC Partners' programs and the spectrum of related services available through their respective agencies. Partners may be requested to comply with an individual agency's request for specific referral form(s) after the initial referral has been received.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

Referrals made to agencies outside of the AJCC system will be made by AJCC Partners according to the respective agencies referral process and procedure.

VI. Access

Mendocino County's comprehensive AJCC is known as Mendocino Works and is located at 631 South Orchard Ave. in Ukiah, California. Many AJCC Partners provide services to remote areas of the county through satellite offices, case manager visits, and/or technological means.

See Attachment B for a map of required AJCC Partner locations.

All AJCC Partners will ensure access for individuals with barriers to employment and priority for services for recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

Per WIOA Law §3(24), the term "individual with a barrier to employment" means, an individual, of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Native American individuals served by programs identified in §166 of the WIOA Law
- Individuals with disabilities, including youth
- Older individuals
- Ex-offenders
- Homeless individuals, defined in §41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in §725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in, or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act (TANF/CalWORKs)
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor determines to have barriers to employment

The term "access" refers to providing services that are accessible to all AJCC customers, including those with disabilities, through one of the following methods:

- Co-location – Program staff from each Partner are physically present at the AJCC.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
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- Cross information sharing – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other Partners.
- Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC Partners that result in services being provided. Examples may include the following:
 - Email or instant messaging.
 - Live chat via Skype or Facetime.
 - Identification of a single point of contact for service delivery at each Partner program.
 - Establishment of an internet portal linking all of the Partners.

All AJCC Partners will ensure that their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

VII. Funding of Services and Operating Costs

All **required Partners** to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating cost, and infrastructure costs of the system will be funded by all AJCC Partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan. The Partners will develop this plan and agreement by December 31, 2017.

AJCC Partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs is reflected in a separate Cost Sharing Agreement that will be attached to this MOU.

VIII. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including customer tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- Follow the principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
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- Understand that system security provisions shall be agreed upon by all Partners.

IX. Confidentiality

The AJCC Partners to this MOU agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC Partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC Partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC Partner, therefore, agrees to share customer information necessary for the provision of services as listed in Attachment A of this MOU and other services as needed for employment or program support purposes.
- Customer information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each Partner shall respect and abide by the confidentiality policies of the other Partner.

X. Non-Discrimination and Equal Opportunity

The AJCC Partners shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC Partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code §12990) and related, applicable regulations.

The AJCC Partners will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act. Partners agree that the One-Stop Operator (as defined in WIOA §121(d)) will work with all Partners and their respective Non-Discrimination and Equal Opportunity functionaries to ensure due process covering any grievances and make appropriate referrals and to track the progress and outcome of complaints received. This MOU is not intended to include each partners' policy and procedure, but rather to ensure all customers are afforded due process. As an example of this description of procedures, complaints received from WIOA participants will follow the guidelines of WDB Policy No. 4. It is the responsibility of other partners' agencies to provide their non-discrimination and equal opportunity policies and procedures to the one-stop operator by December 31, 2016.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

XI. Grievances and Complaints Procedure

The Mendocino County WDB has established, and will maintain, WDB Policy No. 6 for grievance and complaints in regards to the AJCC one-stop delivery system and WIOA Title I programs as outlined in WIOA. The AJCC Partners will follow the process for handling grievances and complaints as outlined in this policy, which will be applicable to customers when utilizing WIOA funded programs or services. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The AJCC Partners agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

The AJCC Partners to this MOU who have established grievance and complaint processes pertinent solely to their own programs and funds will continue to use those processes when a complaint is being filed solely towards that Partner agency and not in regards to the AJCC or to WIOA funded programs. Partners agree that the One-Stop Operator (as defined in WIOA §121(d)) will work with all Partners and their respective Grievance/Complaint functionaries to ensure due process covering any grievances and make appropriate referrals and to track the progress and outcome of complaints received. This MOU is not intended to include each partners' policy and procedure, but rather to ensure all customers are afforded due process. As an example of this description of procedures, complaints received from WIOA participants will follow the guidelines of WDB Policy No. 6. It is the responsibility of other partners' agencies to provide their grievance policies and procedures to the one-stop-operator by December 31, 2016.

XII. American's with Disabilities Act and Amendments Compliance

All AJCC Partners agree to ensure that their policies and procedures, as well as the programs and services provided at the AJCC, are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

XIII. Effective Dates and Term of the MOU

This MOU shall be binding upon each Partner hereto upon execution by such Partner. The term of this MOU shall be three years, commencing on July 1, 2016. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

XIV. Modifications and Revisions

This MOU constitutes the entire agreement between the Partners and no oral understanding not incorporated herein shall be binding on any of the Partners hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the Partners, by the issuance of a written amendment, signed and dated by the Partners.

Memorandum of Understanding

Between The Mendocino County Board of Supervisors, The Mendocino County Workforce Development Board and The America's Job Center of California Partners

XV. Termination

In the event that it becomes necessary for one or more Partners to cease being a part of this MOU, said entity shall notify the other Partners, in writing, 30 days in advance of that intention.

XVI. Administrative and Operations Management

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each Partner will take appropriate action.

Each Partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each Partner shall be solely responsive and save all other Partners harmless from all matters relating to payment of each Partner's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The Partners agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications

All Partners shall be included when communicating with the press, television, radio or any other form of media regarding AJCC operations or activities. Participation of each Partner in press/media presentations will be determined by each Partner's public relations policies.

The AJCC Partners agree to utilize the AJCC logo developed by the State of California at all AJCC Partner locations in order to identify themselves as a proud Partner of the AJCC one-stop delivery system.

All Mendocino Works locations will be identified using the AJCC and Mendocino Works logos. Communications originating from Mendocino Works or for the benefit of all AJCC Partners will include the AJCC and Mendocino Works logos.

Memorandum of Understanding
Between The Mendocino County Board of Supervisors, The Mendocino County
Workforce Development Board and The America's Job Center of California Partners

Hold Harmless/Indemnification/Liability

In accordance with provisions of §895.4 of the California Government Code, each Partner hereby agrees to indemnify, defend and hold harmless all other Partners identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying Partner pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other Partners to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying Partner pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XVII. Signatures

See attached signature pages.

Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners

XVII. Signatures

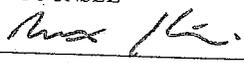
In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

JUN 21 2016
Dated: _____, 2016


By: _____
Dan Gjerde, Chair
Chief Elected Official
Mendocino County Board of Supervisors

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,
COUNTY COUNSEL

By: 

FISCAL REVIEW



Deputy CEO/Fiscal

EXECUTIVE REVIEW:
APPROVAL RECOMMENDED



CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER

INSURANCE REQUIREMENTS:



Alan D. Flora
Assistant CEO/Risk Manager

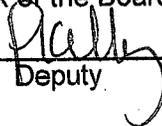
ATTEST:
Carmel J. Angelo, Clerk of the Board
Mendocino County Board of Supervisors



DEPUTY

I hereby certify that according to the provisions of Government Code sections 25103, delivery of this document has been made.

CARMEL J ANGELO
Clerk of the Board

By: 

Deputy

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

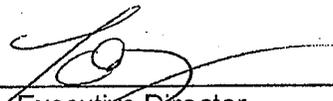
In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/6, 2016

By: 

John Kuhry, Chair
Mendocino County Workforce Development Board
631 South Orchard Avenue
Ukiah, CA 95482

Dated: 6/6, 2016

By: 

John Kuhry, Executive Director
Economic Development and Financing Corporation
205 N. Bush St., Room 252
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/10, 2016

By: 

David Rangel, Employment Development Administrator
Employment Development Department
Unemployment Insurance Branch
P.O. Box 826880 – UIPCD, MIC 40
Sacramento, CA 94280-0001

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: June 14, 2016

By: 
Diana Easley, Staff Services Manager I, on behalf of
Christopher Fernandez, District Administrator
Department of Rehabilitation
50 D Street #425
Santa Rosa, CA 95404

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/14, 2016

By: 
Lorenda Sanchez, Executive Director
California Indian Manpower Consortia

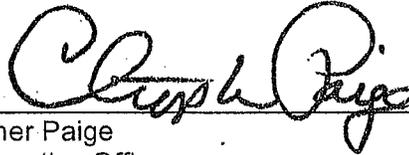
**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: June, 6, 2016

By: _____

A handwritten signature in black ink, appearing to read "Chris Paige", written over a horizontal line.

Christopher Paige
Chief Executive Officer
California Human Development

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/8, 2016

By: Emilia Bartolomeu
Emilia Bartolomeu, Deputy Division Chief
Employment Development Department
Workforce Service Branch
Labor Market Information Division
Veterans Services
Wagner-Peyser Services
Trade Adjustment Assistance
409 K Street
Eureka, CA 95501

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/13, 2016

By: Bekkie A. Emery
Bekkie Emery, Deputy Director
Health and Human Services Agency
CalWORKs Job Services
Community Outreach
Employment and Family Assistance Services
747 South State Street
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: JUNE 13, 2016

By: Arturo Reyes
Arturo Reyes, President
Mendocino College
1000 Hensley Creek Road
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/13, 2016

By: _____

Paul Joens-Poulton
Paul Joens-Poulton, Associate Superintendent
Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6-6, 2016

By: *Candy De Los Santos*
Candy De Los Santos
Executive Director
Mendocino Private Industry Council, Inc.
631 South Orchard Avenue
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/6, 2016

By: 
Pamela Patterson, Executive Director
West Company
631 South Orchard Avenue
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/16/ 2016

By: _____

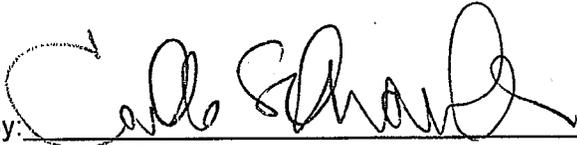

Pam Jensen, Executive Director
Ukiah Valley Association for Habilitation
990 S. Dora St.
Ukiah, CA 95482

**Memorandum of Understanding
Between The Chief Elected Official of Mendocino County,
The Mendocino County Workforce Development Board and The America's Job Center of California
Partners**

XVII. Signatures

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: June 13, 2016

By: 

Camille Schraeder
Redwood Community Services
780 South Dora Street
Ukiah, CA 95482

| JOB SEEKER | | |
|--|--|---|
| There are three types of “career services”: <i>basic career services, individualized career services, and follow-up services</i> . These services can be provided in any order; there is no sequence requirement for these services. | | |
| <u>CAREER SERVICES</u> | DESCRIPTION | PARTNER PROVIDING SERVICE/S |
| Intake, with Identification of Service Needs and Referrals | <ul style="list-style-type: none"> • Registration into CalJOBS with initial identification of service/s needs. Referrals to appropriate programs, workshops and AJCC partners. • Off-site AJCC partners will refer customers to appropriate service/s based on identified needs. • Identification of Service Needs and Referrals includes: child care; child support; medical or child health assistance available through Medi-Cal, Children’s Health Insurance Program, or county health programs; benefits under CalFresh (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD); CalWORKs (TANF), and other supportive services and transportation provided through that program; | <ul style="list-style-type: none"> • AJCC intake: MPIC (WIOA Title I Adult/DW) and/or EDD • Off-site AJCC partner program intake and referral: RCS, MC, UUSD, MCOE, DOR, EW, NCO and CW Eligibility • HHSA, CJS, NCO <ul style="list-style-type: none"> ➤ Information and referrals for some services will need to be made outside of the AJCC partners to local agencies that can address the customer’s needs. <p>*All AJCC partners will have the ability to refer customers to one another for services and activities. See Section V of the MOU for a description of the referral process. Partners should also be aware of the appropriate partner to send referrals for information regarding services related to programs that may be outside of the AJCC system (e.g. child support)</p> |

| | | |
|--|--|---|
| Eligibility Determination | <ul style="list-style-type: none"> Collect data and verification documents to identify individuals who qualify for eligibility-based services – WIOA, CW, CalFresh, UI, DIB, General Assistance, Medi-Cal, ACA, Financial Aid, etc. | <ul style="list-style-type: none"> WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth) Other Programs: HHS, EDD, DOR, EW, CIMC, CHD, NCO, MC, UUSD, MCOE |
| AJCC Orientation | <ul style="list-style-type: none"> An introduction to AJCC services with a tour of Mendocino Works, an explanation of AJCC partners, overview of the resource room and job search/business services. A required workshop for AJCC customers who want to use staff-supported services. | <ul style="list-style-type: none"> MPIC (WIOA Title I Adult/DW) and/or EDD MPIC (WIOA Title I Orientation), EDD for UI mandated workshops – IWA, PISA, and REA |
| Initial Assessment of Skill Levels, Aptitudes, Abilities and Support Service Needs | <ul style="list-style-type: none"> Provide WIOA customers with individual and/or group assessments. Provide CalWORKs customers with individual assessments. Provide assessments according to individual agency's requirements. | <ul style="list-style-type: none"> MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth) CJS DOR, EDD, MC, UUSD, EW, CHD, CIMC, MCOE, NCO |
| Job Search and Placement Assistance | <ul style="list-style-type: none"> AJCC self-service job search. Staff assisted job search; information regarding Labor Market Information (LMI) and high-demand jobs; resumes, cover letter and interview assistance; work-readiness workshops; career counseling; and assistance with job placement. | <ul style="list-style-type: none"> MPIC (WIOA Title I Adult/DW) and EDD MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, |
| Unemployment Insurance Claims Filing | <ul style="list-style-type: none"> Provide information and assistance with filing a claim for Unemployment Insurance programs | <ul style="list-style-type: none"> EDD |

| <u>INDIVIDUALIZED CAREER SERVICES</u> | DESCRIPTION | PARTNER PROVIDING SERVICE/S |
|---|--|---|
| Comprehensive Interview and Assessment with Career Counseling to Assist Customers in Determining Employment Goals and/or Career Pathway | <ul style="list-style-type: none"> • Conduct a comprehensive interview with a customer utilizing diagnostic testing tools and other assessment tools, to determine appropriateness of training services and/or employment goals; select high-demand and industry recognized career goals/pathways; identify and alleviate barriers to employment; and provide appropriate referrals. <ul style="list-style-type: none"> ➤ This may be an ongoing process with the customer which includes group and/or individual counseling, career planning, and mentoring. | <ul style="list-style-type: none"> • WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth) • All other programs: EDD, CJS, DOR, CIMC, CHD, NCO, MC, UUSD, MCOE, EW, West Co., UVAH |
| Develop an Individual Employment Plan (IEP) or Individual Services Strategy (ISS) and Establish an Individual Training Account (ITA) | <ul style="list-style-type: none"> • Assist WIOA customers during individual counseling, to develop an IEP or ISS that identifies a career goal/pathway, provides achievement objectives, and identifies support services to assist in meeting their goals. | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, and EDD <p style="text-align: center;">*All other AJCC partner programs develop Individual Plans and Training Accounts according to their programs' requirements</p> |
| Short-Term, Pre-Vocational Training and Workforce Preparation Activities | <ul style="list-style-type: none"> • Communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, working with others, and self-management skills. • Development of learning skills, basic academic skills, critical thinking skills, understanding systems, digital literacy skills, obtaining skills necessary for successful transition into a completion of postsecondary education, or training, or education, such as a High School Diploma, | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, CJS, EDD, DOR, EW, CHD, NCO, MC, UUSD, MCOE, West Co., UVAH • MC, MCOE, UUSD |

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| | <p>GED, or High School Proficiency Test preparation and testing.</p> <ul style="list-style-type: none"> • Financial Literacy • Internships and Work Experiences that are linked to careers and/or Career Pathways • Out-of-area job search and relocation assistance • English language acquisition and integrated education and training programs. | <ul style="list-style-type: none"> • RCS, CJS • MPIC, RCS, CJS, MCOE, UUSD, MC • MC, UUSD |
| <u>TRAINING SERVICES</u> | DESCRIPTION | PARTNER PROVIDING SERVICE/S |
| Provide Information Regarding Training Programs, Funds Available, and Performance Information | <ul style="list-style-type: none"> • Inform WIOA customers of the purpose of training programs and the funds that may be available to them. Provide education provider performance data. • Provide information of training programs/funds offered by AJCC partners including: On-the-Job Training (OJT), Customized Training, Incumbent Worker Training, Occupational Skills Training, Registered Apprenticeship, Transitional Jobs, and Entrepreneurial Training | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth), and EDD • MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH |
| Provide Information Regarding Supportive Services and Funds During Training | <ul style="list-style-type: none"> • Inform WIOA customers about supportive services and funds that can be provided to assist with their training success. • Provide information of supportive services and funds offered during training by AJCC partners. | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth), and EDD • MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH |

| <u>FOLLOW-UP SERVICES</u> | DESCRIPTION | PARTNER PROVIDING SERVICE/S |
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| Follow-up or Job Retention Services | <ul style="list-style-type: none"> • Follow up services, including counseling regarding the workplace, must be provided as appropriate for WIOA participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. • Job Retention services provided for up to 12 months after leaving the CalWORKs Welfare-to-Work program and becoming employed. • Follow-up or Job Retention services provided according to partner program's availability, requirements, and regulations. | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth) • CJS • DOR, UVAH, EW |

Mendocino Transit Authority (MTA) provides public transportation as a support service throughout Mendocino County to Job Seekers and Employees.

| EMPLOYER, BUSINESS AND INDUSTRY | | |
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| <u>BUSINESS SERVICES</u> | DESCRIPTION | PARTNER PROVIDING SERVICE/S |
| Labor Exchange Services | <ul style="list-style-type: none"> • Provide Labor Market Information (LMI) for the local area, regions, and State, including labor market trends and industry and occupation profiles. • Job posting assistance in to CalJOBS and at AJCC sites. Candidate search via CalJOBS resume screening. • Recruitment assistance including job fairs and job announcements across AJCC partners. • Candidate screening via aptitude and skills testing, interviews, and pre-application reviews. | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth), EDD, and WDB staff • MPIC and EDD • MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH • MPIC, RCS, EDD, CJS, DOR, UVAH |
| Business Assistance with Layoff Aversion or Rapid Response Events | <ul style="list-style-type: none"> • Business and Labor Market analysis assistance to avoid employee layoffs and/or business closures. • Respond in the event of a business closure or mass layoff. • Provide information to dislocated workers regarding WIOA programs/funds at Rapid Response Events. • Provide Unemployment Insurance (UI) claims assistance and/or Trade Adjustment Assistance (TAA) to dislocated workers at Rapid Response Events. | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), EDD, and WDB staff • MPIC (WIOA Title I Adult/DW) and EDD • MPIC (WIOA Title I Adult/DW) • EDD |
| Business and Employer Assistance | <ul style="list-style-type: none"> • Industry sector engagement and convening. Business roundtables and employer council events. • Workshops and/or information which may include: Labor Law, Human Resources, | <ul style="list-style-type: none"> • WDB staff and EDD • MPIC (WIOA Title I Adult/DW), EDD, DOR, UVAH, EW |

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| | OSHA, Sexual Harassment, Hiring and Retention, Tax Credits, Training Programs, Business Expansion, Business Start-Up, Hiring and Accommodations for Individuals with Disabilities, and Increasing Technology and Innovation | |
| Training Services | <ul style="list-style-type: none"> • Customized Training designed for an employer to meet specific requirements or needs of an employer; with a commitment from the employer to employ the individual/s upon successful completion. The employer agrees to pay a portion of the cost of the training. • Incumbent Worker Training Developed with an employer or employer association to upgrade skills of a particular workforce. The employer agrees to retain the trained worker/s upon completion of the training. • Small Business and Entrepreneurial Training that may include: Business Planning, Financing & Loans, Marketing, Financial Management, Human Resources, Operations, and Technology | <ul style="list-style-type: none"> • MPIC (WIOA Title I Adult/DW), WDB Staff, DOR • MPIC (WIOA Title I Adult/DW) and WDB Staff • West Co., EDFC, MC |
| Business and Employer Outreach | <ul style="list-style-type: none"> • Outreach to businesses and employers regarding WIOA and AJCC programs that can assist with all Business Services listed above. • Outreach to businesses and employers regarding placement of workforce participants in On-the-Job Training (OJT), Paid and Unpaid Work Experience (WEX), Subsidized and Unsubsidized Employment, Job Shadowing, Registered Apprenticeship, Transitional Jobs, and Summer | <ul style="list-style-type: none"> • MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH, West Co., EDFC • MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH |

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| | <p>Employment.</p> <ul style="list-style-type: none"> • Outreach to businesses and employers regarding participation in the Career Pathways program, industry sector partnerships, business roundtables, and/or other opportunities to share their experiences or needs. • Outreach to businesses and employers to conduct satisfaction surveys, needs assessment surveys, and other workforce surveys. | <ul style="list-style-type: none"> • WDB staff • WDB staff |
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Agency Acronym Key

- WDB** – Workforce Development Board
- MPIC** – Mendocino Private Industry Council, Inc.
- RCS** – Redwood Community Services
- EDD** – Employment Development Department
- DOR** – Department of Rehabilitation
- CJS** – CalWORKs Job Services
- CW** - CalWORKs
- HHSA** – Health and Human Services Agency
- MC** – Mendocino College
- MCOE** – Mendocino County Office of Education
- UUSD** – Ukiah Unified School District- Ukiah Adult School
- NCO** – North Coast Opportunities
- CIMC** – California Indian Manpower Consortia
- CHD** – California Human Development
- EW** – Experience Works
- EDFC** – Economic Development and Financing Corporation
- West Co.** – West Company
- UVAH** – Ukiah Valley Association for Habilitation

AJCC System Required Partners Map- Ukiah, Ca



There will be no wrong door. Referrals for services will be made from partner to partner within the AJCC system.

