



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.

Executive Committee Meeting Minutes - DRAFT

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

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

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

Members Absent: Patty Bruder, Dennis Aseltyne

Staff Present: Debra Holmes-Dockins, Kristen Lawson

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

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

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

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

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

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

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

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

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

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

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

a. Budget vs. Expenses

b. Professional Expenses

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

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

Receive RCS PY 2015-2016 4th Quarter Expenses

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

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

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

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

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

10. Receive and Approve MPIC PY 2016-2017 Budget

Debra Holmes-Dockins explained that MPIC's budget was a draft budget that has not been approved by MPIC's board. Chair John Kuhry asked if the WDB should be approving MPIC's budget. Debra gave a history of why the board had previously been approving MPIC's budget and also explained that the State fiscal monitor requested to see minutes showing that the program service provider's budgets had been approved by the WDB. Member Pamela Patterson asked if a budget was provided with the proposal and if the proposal was accepted, wouldn't that mean that the budget was approved? Debra explained that a budget was provided with the proposal, but that budgets have to change each year due to a number of reasons, including allocation

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

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

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

Receive and Approve RCS PY 2016-2017 Budget

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

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

12. Mendocino County Local Workforce Development Area Consolidation

Chair John Kuhry described the effort for consolidation as being less of a burden on county funds and becoming more attractive for grants. Member Pamela Patterson asked if consolidation would assist with first quarter limitations and Debra Holmes-Dockins explained that no, but that budgeting may become simpler for MPIC since they would only have one county to have to report hours to instead of two, as they do now as the provider of services to Lake County and Mendocino County. John asked the service providers, what their opinions were regarding consolidation, starting with RCS. Carly Blundell with RCS responded that she felt that it would make the area more attractive for grants and Candy De Los Santos with MPIC responded that they have been in support of consolidation since 2011. Debra informed the committee that Sonoma County had been approached regarding Mendocino County consolidating with Sonoma, but Sonoma did not express interest. John expressed concern that local organizations may not end up being awarded contracts by a regional board because proposals may seem more favorable based on the lowest cost, not on the local area's need. Debra explained that she does not feel this is a concern because currently Napa and Marin hold their

programs in-house and she anticipates that they will continue to do so. Candy described how she felt consolidation works in favor of local areas and how each county still maintains a voice. Debra stated that Mendocino would still have a local subcommittee that would be an advisory committee to the regional board and the regional board could possibly have representation from the local subcommittee. This representation would depend on the need for categorical representation on the regional board.

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

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

MPIC Training Expenditure Course of Action Report

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

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

This item was for information only.

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

WDB Staff Reports:

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

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

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

Items were for information only.

16. **Member Comments/Reports**

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

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

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

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

Mendocino County Workforce Development Board

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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.

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



Executive Committee Meeting Minutes - DRAFT

October 12, 2016 11:31 a.m. – 12: 37 p.m.

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

Members Present: John Kuhry, Jack Buckhorn, Paul Castro, Pamela Jensen, Dennis Aseltyne

Members Absent: Patty Bruder

Staff Present: Debra Dockins, Jessica Byers, Kathy Covellone

Guests Present: Candy De Los Santos, Sharon Govern, Kristen Lawson, Tim Reynaga

1. **Call to Order** – The meeting was called to order by Chair John Kuhry at 11:31 a.m.
2. **Review / Approve Agenda** – Approved and second by Jack Buckhorn with no opposition
3. **Disclosure** –No disclosures were made.
4. **Review and Approve Executive Committee Minutes of August 10, 2016:** Upon motion from Chair, John Kuhry and seconded by Member Jack Buckhorn, the committee unanimously voted to approve the Executive Committee Meeting minutes, for Aug. 10, 2016
5. **Opportunity for Public Comment** for items not on the agenda for which no action may be taken. There were no comments from the public.
6. **Consent Calendar Items:**
 Debra Dockins noted that Eric Cooper should be added to the Election of Officers form, he will be replacing Pamela Patterson. A motion was by Paul Castro to approve the consent calendar with with the stated correction; the motion was seconded by Jack Buckhorn and passed in an all aye vote.
7. **Review MPIC Training Expenditure Course of Action Report**
 The board questioned whether Mendocino Private Industry's (MPIC) plan to meet the training expenditure with On the Job Training (OJT). Debra Dockins responded that MPIC's OJT plan is a workable plan; however, it is largely dependent on the contractor effectively executing the plan. It was noted this is the same plan that was submitted at the Aug. 10, 2016 meeting. MPIC Executive Director, Candy De Los Santos gave a verbal progress report regarding On the Job Training. She reported the current number of OJT's has increased from one to three, with a total goal of nine annually.
8. **Review MPIC PY 2015-2016 4th Quarter Expenses**
 The Committee requested that future reports, detail how much carry forward is allocated specifically for training and supportive services, it was also noted that carry-in this program year was low and majorly set aside to meet the training mandate. (ended at 15:28)
9. **Approve Mendocino Private Industry Council (MPIC) Revised PY 2016-2017 Budget (15:51)**
 The Committee questioned if there were any substantial changes from the previous budget. Debra Dockins noted a \$62,000 reduction to budget payroll expenses, and report that MPIC had also included \$5,300 of which \$1,000 would be covered by MPIC's ancillary funds to cover ancillary. Other nominal changes to the budget were discussed. Debra Dockins reported her concern regarding MPIC's addition of \$1,000 from MPICs ancillary funds, since MPIC had recently issued payroll checks without appropriate funds to cover them. Candy noted that the bank had agreed to cover most checks through overdraft protection and noted this situation occurred only because (19:06) Napa County reimbursement payment to MPIC was delayed because of the change over to the Workforce Alliance of the North Bay (WANB) and MPIC's fiscal director submitting the

invoice late.

Discussion ensued regarding MPIC's lack of reserves and the importance of reserves to an agency. While members expressed it was difficult to build reserves it is crucial. Ms. De Los Santos reported this was the first time in 25 years they have been without reserves. Candy concluded by clarifying that the ancillary funds are achieved through both fundraising and recyclables. Jack Buckhorn reported he was happy to hear that MPIC working with a financial consultant and reiterated the need for reserves and requested MPIC provide a written plan. A motion was made by Jack Buckhorn to approve the budget with the condition that MPIC provide a written plan showing a clear path to achieve reserves by December 1, 2016 the motion was seconded by Paul Castro and approved by an all aye vote.

10. Discussion and Possible Action Regarding MPIC's requested Contract Amendment relatd to a reduction of the Fort Bragg Office Hours:

A discussion ensued MPIC's request to reduce the Fort Bragg office hours. It was noted that the Board of Supervisors approved a reduction in hours limited to the first Quarter of PY16/17 and return to 4 days a week beginning in the second quarter. MPIC is now requesting first quarter reduction to hours remain in place because of a staffing shortage with EDD. Debra Dockins noted that it has been reported to her that clients were attempting to utilize the services at the Fort Bragg Office during the days it was closed since July 1. She also noted this item would need to go before the Board of Supervisors for approval if this Committee approved the request. The board questioned whether an MPIC employee would be working alone at the site. It was noted that Mendocino Community College employees work the site as well, and MCC is an MOU'd one-stop partner. The committee took the position to retain the office hours as originally planned and contracted and not approve the requested reduction.

At this point Chair Kuhry left the meeting due to prior commitment and Vice-Chair Paul Castro took over the meeting.

11. Staff Reports:

Debra Dockins, reported the consolidation effort of Mendocino county joining Lake, Napa and Marin is moving forward. This item is on the 10/20/16 agenda of the Regional Workforce Development Board of the Workforce Alliance of the North Bay. This item will also be placed on November 1, 2016 agenda for the Mendocino county Board of Supervisors consideration, and February 2016 regional JPA.

Staff reported that the 2015-2016 program performance measures were negotiated with a decrease to expected performance to allow providers to serve a more diverse population.

The Contractor hired by the Region to develop our Regional plan will be making a presentation and garnering stakeholder input at the November WDB Meeting.

Staffing changes were discussed that included a new Sr. Program Special in the WIOA unit, Kristen Lawson's new employment as RCS Program Manager overseeing the WIOA youth program as well as the addition of a new Administrative Assistance Kathy Covellone.

12. Approve Policy 1E Priority of Service for Adults

Staff presented Policy 1E and discussed the changes under WIOA. Discussion ensued regarding local flexibility in several places in the Policy including the percentage of low income adults and those enrolled in the youth program. A motion was made by Jack Buckhorn to approve Policy 1E Priority of Service for Adults, the Motion was seconded by Dennis Aseltyne and passed by an all aye vote.

13 Member Comments/Reports

Discussion ensued regarding changing the set-up of the meeting room to ensure the seating was more welcoming to members of the public.

Dennis Aseltyne reported that the College was recently awarded \$2.2 million dollars Hispanic Serving Institution Grant to increase services for under-represented populations.

The Chancellors Office is also providing \$200,000,000 mil for the Strong Workforce Program. 40% of those funds will go directly to MCC and the remaining 60% will be used for regional work. Dennis was requested to give a presentation on this program at the 11/9/2016 WDB meeting. They are looking at creating 2 career pathways. The first pathway will be in the healthcare sector and the second pathway is not yet determined.

Jack Buckhorn reported on the Prop 39 pre apprenticeships program. The first cohort is now complete and the program was quite successful with 19 graduates and the 20th became employed prior to graduation. The second cohort will begin soon in Napa. The third cohort will be held in Sonoma County in the Spring of next year. There will be a fourth cohort the location has not yet been decided.

Pamela Jensen Reported (1:02)

Public Comment - Sharon Govern reported *****

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

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Pamela Jensen Reported (1:02)

Public Comment - Sharon Govern reported *****

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



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	(1,226)
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
<i>Percentage of Expenses</i>	<i>8%</i>	<i>92%</i>							

Attachment 8a

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/>

Attachment 8a

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

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

Administrative Budget PY 2015-16								
Workforce Investment Board								
4th Quarter Expenses								
Account		Apr	May	Jun	3mos.	Prior Months	Cumulative	Percentage
String	Category	FY 2015-16 Budget Spent	Spent	Spent	Spent	Spent		
		289,966						
2239	Salaries & Benefits Total	154,966	10,792	11,567	15,492	37,851	140,274	178,125 115%
	Program Administration		3,582	5,778	9,550	18,910	64,620	83,530
	Program Staff		1,490	494		1,984	21,608	23,592
	Fiscal Staff		5,720	5,295	5,942	16,957	54,046	71,003
	Career Pathways Staff	35,000	8,653	6,216	1,870	16,739	17,998	34,737 99%
	ESE Sal & Ben	100,000	6,413	8,301	8,145	22,859	77,141	100,000 100%
2101	Work. Comp / UI / Gen Liab	10,026				-	28	28 0%
2060	Communications	350				-	-	- 0%
2150	Memberships	1,850				-	1,250	1,250 68%
2170	Office Expense	3,600		3		3	2,604	2,608 72%
2182	Data Processing Services	6,000				-	44	44 1%
2187	Education and Training	4,550	-	-	-	-	1,991	1,991 44%
2190	Publications/Legal Notice	800				-	-	- 0%
2210	Rents and Leases	-				-	-	-
2250	Travel (In County)	700	42	14	12	68	237	305 44%
2253	Travel (Out of County)	10,400	-	-	-	-	6,210	6,210 60%
4370	Equipment	-				-	-	-
	Indirect Costs Rate (ICR)	32,543	2,266	2,429	3,253	7,949	29,457	37,406 115%
	Resource Sharing Agreement Misc.	600				-	-	- 0%
	Subtotal Other than Sal & Ben	71,419	2,308	2,446	3,266	8,021	41,822	49,842 70%
	Accrued	-	-	-	-	-	-	-
	Subtotal:	226,385	13,100	14,013	18,758	45,872	182,095	227,967 101%
						45,872	182,095	227,967
	PY 15-16 Expenses	193,842	13,100	14,013	18,758	45,872	182,095	227,967 118%
	PY 15-16 Income*	115,430						
	WIA - Administrative Revenues	83,810						
	WIA - Revenues from Program Activities	31,620						
	County Contribution	78,412						
	Career Pathways	100,000	(8,653)	(6,216)	(1,870)	(16,739)	(17,998)	(34,737) 65,263
	Other Carrer Pathways Expenses		(207)	(200)	(61)	(469)	(382)	(851) (851)
								(35,587) 64,413
	Board Exp plus Safeway			(87)		(87)	(295)	(382)
	Slingshot Grant Exp.	156,000	-	-	-	-	-	- 156,000

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

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

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

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

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

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

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

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

	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				
<u>Total Contract Amount</u>	561,207				
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

Attachment 8e(2)

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

Mendocino County
2016-2017 WIOA Funds Budget - DRAFT

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

Slate of Officer Nominees

Workforce Investment Board (WIB) September 1, 2016 through June 30, 2017

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

Nominating Committee Members:

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



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

John Kuhry

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

Paul Castro

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

Patty Bruder

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

Dennis Aseltyne
Jack Buckhorn
Eric Cooper
Pamela Jo Jensen

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



Mendocino County Workforce Investment Board
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MONITORING AND OVERSIGHT

Policy No. 7B

PURPOSE:

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

BACKGROUND:

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

DEFINITIONS:

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

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

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

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

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

REFERENCES:

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

POLICY:

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

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

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

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

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

Title	Monitoring and Oversight		
Policy Number	7	Revision Number	B
Effective Date		Revision Date	10/12/2016
References	WDB Policy 6A Noncriminal Grievance and Complaint Procedures		
Author	Kristen Lawson		
Adopted Comm.	Executive Committee	Date:	10/12/2016
Adopted WIB		Attest:	Debra Dockins



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PRIORITY OF SERVICE FOR ADULTS

Policy No. 1E

Purpose:

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

Background:

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

Policy:

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

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

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

The WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services, the program's eligibility determination must be made first, and then veteran's priority applied. For additional guidance on providing priority of service to veterans through the one-stop system, please reference Workforce Services Directive [WSD 08-10](#).

Priority must be provided in the following order:

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

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

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

Definitions:

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

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

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

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

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

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

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

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

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

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

(Reference WIOA Section 3[36])

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

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

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

Individualized Career Services

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

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include the following:
 - Diagnostic testing and use of other assessment tools.
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination

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

Training Services

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

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

Documentation:

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

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

Title	Priority of Service System for Adults		
Policy Number	1	Revision Number	E
Effective Date	10/12/2016	Revision Date	10/12/2016
References	WIOA Public Law 113-128 Sections 3 and 134, Workforce Services Directive 15-14, Department of Labor TEGL 3-15, Workforce Services Directive 08-10 ,		
Key Words			
Author	Kristen Lawson		
Adopted Comm.	Executive Committee	Date:	10/12/2016
Adopted WIB		Attest:	Debra Dockins

DRAFT



Mendocino County Workforce Investment Board
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Policy No. 40

Personally Identifiable Information (PII)

PURPOSE

The purpose of this policy is to provide guidance to Mendocino County Workforce Development Board (WDB) service providers on compliance with the requirements of acquiring, handling, transmitting, and protecting Personally Identifiable Information (PII).

BACKGROUND

As part of their grant activities, WDB service providers may have in their possession large quantities of PII relating to individual program participants. The information is generally found in participant case files, both paper and electronic. Services Providers are required to take measures to mitigate the risks associated with the collection, storage, and dissemination of PII.

DEFINITIONS

For purposes of this policy, following are definitions of terms related to PII.

- PII - the Office of Management and Budget (OMB) defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual
- Sensitive Information – any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- Protected PII and non-sensitive PII - the Department of Labor (DOL) has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII:
 1. *Protected PII* is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers. Ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords.

2. *Non-Sensitive PII*, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

POLICY

Federal Law and the US Office of Management and Budget (OMB) policies require that PII and sensitive information be protected. To ensure compliance with Federal Law and Regulations, WDB service providers must secure the storage and transmission of PII and sensitive data developed, obtained, or otherwise associated with WDB funds.

In addition to the requirement above, all grantees must also comply with all of the following:

- To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc. must be encrypted using Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module.

(FIPS 140-2 is found at: <http://csrc.nist.gov/groups/STM/cmvp/standards.html>)

Service providers must not e-mail unencrypted sensitive or protected PII to any entity, including contractors.

- Service providers shall ensure that any PII used during the performance of their grant has been obtained in conformity with this policy and applicable Federal and State Laws governing confidentiality of information.
- Service providers further acknowledge that all PII data obtained through the provision of WIOA services shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed Information Technology (IT) services, and designated locations approved by the WDB. Accessing, processing, and storing of WIOA grant PII data on personally owned equipment, at off-site locations (e.g. employee's home), and non-grantee managed IT services (e.g. Yahoo mail), is strictly prohibited.
- Service providers' employees and other personnel who will have access to sensitive confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and State laws.
- Service providers must have policies and procedures in place under which their employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they

must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanction for improper disclosure.

- Service providers must not extract information from data supplied for any purpose not stated in the memorandum of understanding (MOU).
- Access to any PII created by the WIOA grant must be restricted to only those employees of the service provider who need it in their official capacity to perform duties in connection with the scope of work in the MOU.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.

A service provider's failure to comply with these requirements, or any improper use or disclosure of PII for an unauthorized purpose may result in termination or suspension of the WIOA grant, or the imposition of special conditions or restrictions, or such other actions as the WDB may deem necessary to protect the privacy of participants or the integrity of data.

PROCEDURES

Protected PII is the most sensitive information encountered by service providers and it is important to protect this information. Service Providers are required to protect PII and sensitive information when collecting, storing, and/or disposing of information as well. Outlined below are steps to be followed to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for WIOA purposes only.
- When tracking individuals using an SSN, a truncated version should be used so that the full SSN does not display (**-**-1111 for example).
- When disposing of paper files containing PII, the documents shall be shredded. Any PII stored electronically shall be deleted using a secure manner.
- Records containing PII shall never be left unattended and computer terminals shall be password protected when a computer is left unattended for any length of time.
- Documents containing PII shall be locked in cabinets when not in use and at the end of each business day.
- Any perceived or suspected breach of PII either electronically or by other means shall be reported immediately to Debra Dockins, WIOA Administrator, who will report it to the US Department of Labor Employment and Training Administration (ETA) Information Security at ETA.CSIRT@dol.gov, (202) 693-3444.

Applicability

In addition to the imposition of these requirements on contracted service providers, WDB staff shall be held to the same standards stated herein.

Title	Personally Identifiable Information (PII)		
Policy Number	40	Revision Number	
Effective Date	DRAFT	Revision Date	
References	TEGL 39-11; WIOA § 683.220; FIPS § 140-2		
Key Words	PII		
Author	Jesse Vanvoorhis		
Adopted Comm.		Date:	
Adopted WIB		Attest:	



MEMORANDUM

DATE: August 9, 2016

TO: John Kurhy, Chair
Mendocino Workforce Development Board

FROM: Candy De Los Santos
Executive director

SUBJECT: WIOA Training Mandate Plan of Action

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

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

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

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

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

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

As of July 30, 2016:

- Training Expenditures – 2015-16 PY

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

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

Adult: 6
 Dislocated Workers: 15
 Total: 21

OJT contracts: 3

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



Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
July 2016 - September 2016

Attachment 13

	In School Youth	Out of School Youth	Total Expense July 2016 - September 2016	Total Expense YTD 2016/2017	2016/2017 Budgeted Amount	2016/2017 Budget Remaining
Staff Wages	395	23,923	24,318	24,318	103,596	79,278
Staff Benefits	49	2,936	2,985	2,985	22,791	19,806
WEX - Staff/Youth Wages/Benefits	82	11,647	11,729	11,729	56,899	45,170
Internships	-	-	-	-	-	0
Training (Tuitions, Literacy Skills, OJT, etc)	-	88	88	88	6,000	5,912
Support Services (Bus Passes, etc)	-	325	325	325	15,000	14,675
Advertising	-	-	-	-	1,800	1,800
Copying/Printing			-	-	250	250
Equipment Maintenance/Contracts/Leases	6	379	385	385	3,000	2,615
Occupancy / Maintenance	27	1,669	1,696	1,696	8,000	6,304
Dues and Subscriptions	-	-	-	-	900	900
Insurance Expense	-	75	75	75	500	425
Postage			-	-	100	100
Professional Fees - Consultant	-	-	-	-	-	0
Staff Training / Conferences	4	137	141	141	3,375	3,234
Mileage/Travel	2	245	247	247	6,400	6,153
Office Supplies	9	556	565	565	2,000	1,435
Telephone / Communications	9	557	566	566	3,600	3,034
Utilities	3	178	181	181	1,000	819
Indirect Costs	65	4,290	4,355	4,355	23,521	19,166
Misc Admin Expense	4	212	216	216	-	(216)
Total Expense	655	47,217	47,872	47,872	258,732	210,860
<i>Percentage of Expenses</i>	1%	99%				

Redwood Community Services, Inc
WIOA Grant Report
Jul-Sep 2016

In School Expenses

	Jul	Aug	Sept	Total
Staff Wages	110	91	194	395
Staff Benefits	15	12	22	49
WEX - Staff Wages	33	-	-	33
WEX - Staff Benefits	7	-	-	7
WEX - Youth Wages	37	-	-	37
WEX - Youth Benefits	5	-	-	5
Training (Tuitions, etc)	-	-	-	-
Support Services (Bus Passes, etc)	-	-	-	-
Recruitment	-	-	-	-
Equipment Maintenance/Contracts/Leases	-	3	3	6
Occupancy / Maintenance	9	7	11	27
Dues & Subscriptions	-	-	-	-
Insurance Expense	-	-	-	-
Mileage/Travel	2	1	1	4
Misc Admin Expense	-	1	3	4
Office Supplies / Expenses	-	3	6	9
Professional Fees - Consultant	-	-	-	-
Staff Training / Conferences	2	-	-	2
Telephone / Communications	3	2	4	9
Utilities	2	-	1	3
Vehicle Expense	-	-	1	1
Indirect Costs	22	15	28	65
	<hr/>			
Total Expense	247	135	274	656
	<hr/> <hr/>			

Redwood Community Services, Inc
WIOA Grant Report
Jul - Sept 2016

Out of School Expenses

	Jul	Aug	Sept	Total
Staff Wages	6,571	7,656	9,696	23,923
Staff Benefits	894	986	1,056	2,936
WEX - Staff Wages	1,977	1,851	1,618	5,446
WEX - Staff Benefits	435	407	356	1,198
WEX - Youth Wages	2,227	1,479	669	4,375
WEX - Youth Benefits	320	212	96	628
Training (Tuitions, etc)	-	88	-	88
Support Services (Bus Passes, etc)	35	-	290	325
Recruitment	-	-	-	-
Equipment Maintenance/Contracts/Leases	15	238	126	379
Occupancy / Maintenance	553	549	567	1,669
Dues and Subscriptions	-	-	-	-
Insurance Expense	25	25	25	75
Mileage/Travel	104	92	49	245
Misc Admin Expense	-	43	169	212
Office Supplies / Expenses	-	247	309	556
Professional Fees - Consultant	-	-	-	-
Staff Training / Conferences	137	-	-	137
Telephone / Communications	186	161	210	557
Utilities	115	7	56	178
Vehicle Expense	-	-	42	42
Indirect Costs	1,359	1,401	1,530	4,290
				-
Total Expense	14,953	15,442	16,864	47,259

RCS YOUTH EMPLOYMENT SERVICES

FIRST QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Youth Enrollments	1st Quarter	Year to Date	Program Goal	% of Goal
Total Youth Participants 2016-2017	-	21	35	60%
New Enrollments	2	2		
Active Enrollments	8			
In Follow-Up Services	11			
Closed for Exclusion Reasons	2			
Total Participants Served in the Quarter	21			

Financial / Expenditure Requirements

Work Experience (20% expenditure requirement)	\$ 11,729	\$ 11,729	\$ 56,899	21%
Out of School Youth Expenditure	\$ 47,259	\$ 47,259	75%	99%
Total Youth Funds Expended	\$ 47,872	\$ 47,872	\$ 258,732	19%

Performance Measures

Placement in Employment, Education, or Training in 2nd Quarter After Exit	unknown		60%	
Placement in Employment, Education, or Training in 4th Quarter After Exit	unknown		55%	
Credential Attainment During Participation and within 4 Quarters After Exit	unknown		46%	
Quarterly Median Earnings 2nd Quarter After Exit	unknown		Baseline	
Measurable Skills Gains	unknown		Baseline	

Characteristics/Barriers of Youth Currently Served at Enrollment

Homeless	3	6
Pregnant or Parenting	3	6
Tested under the 9th grade level in Reading, Language or Math	6	8
Foster Child	5	5
Have a Disability	2	2
Offender	1	3
English Language Learner	0	0
Low Income	9	19
High School Drop Out	2	3

Enrollment of Program Elements

Tutoring, Study Skills Training	9	9
Alternative Secondary School Services and Dropout Recovery Services	0	0
Work Experience (including paid & unpaid, OJT, internships, and job shadowing)	8	8
Occupational Skills Training	9	9
Education offered related to Workforce Preparation Activities and Training	0	0
Leadership Development Opportunities	5	5
Supportive Services (interview & work attire, transportation, books, etc.)	30	30
Adult Mentoring	0	0
Follow-up Services	5	5
Comprehensive Guidance & Counseling	1	1
Financial Literacy Education	0	0
Entrepreneurial Skills Training	0	0
Career Awareness, Counseling, and Exploration Services	1	1
Preparation for Transition to Post-Secondary Education or Training	0	0

RCS YOUTH EMPLOYMENT SERVICES

FIRST QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Success Story

Daniel is a 22 year old young man who came to us without his high school diploma and was working at McDonald's. He knew he wanted to become a mechanic, but was unsure of how to go about getting training in this career. With assistance from the WIOA program, Daniel enrolled at Mendocino College and started a mechanic class. He was unable to receive financial aid because of not having his high school diploma or GED. Daniel also co-enrolled at the Ukiah Adult School in order to work towards earning his GED. While studying for his GED, attending his mechanic course at Mendocino College and working at McDonald's, Daniel also participated in a Work Experience (WEX) position at Auto Alliance an average of 20 hours a week. In September, Daniel received his GED! In October, Daniel finished 240 hours of WEX with Auto Alliance and received all satisfactory progress reports from his WEX supervisor. Daniel plans on continuing his education at Mendocino College this Spring and wants to earn an Associate's Degree in Automotive Technology. He now qualifies for a Federal Pell Grant since he has earned his GED! He is currently applying for beginning mechanic positions around Ukiah. We are so proud of Daniel and all of his accomplishments. We look forward to seeing him receive his Associate's Degree in the near future.

Enrollments

The RCS WIOA Youth Program is actively enrolling Out-of-School Youth, ages 16-24 years old. We are conducting outreach at local events, through partner agencies, and social media. We are focusing outreach efforts on the coast due to low participation in the Fort Bragg area. We have three youth who are in the process of enrolling who have pre-screened as eligible to the WIOA youth program, but need to complete enrollment and will then begin participation.

STAFF REPORT

TO: Mendocino County Workforce Development Board

FROM: 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 Workforce Development Board and The America's Job Center of California Partners

- 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
Workforce Development Board and The America's Job Center of California Partners

- 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 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.

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 • HHS, 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: HSA, 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

	<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
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		
<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

	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

	<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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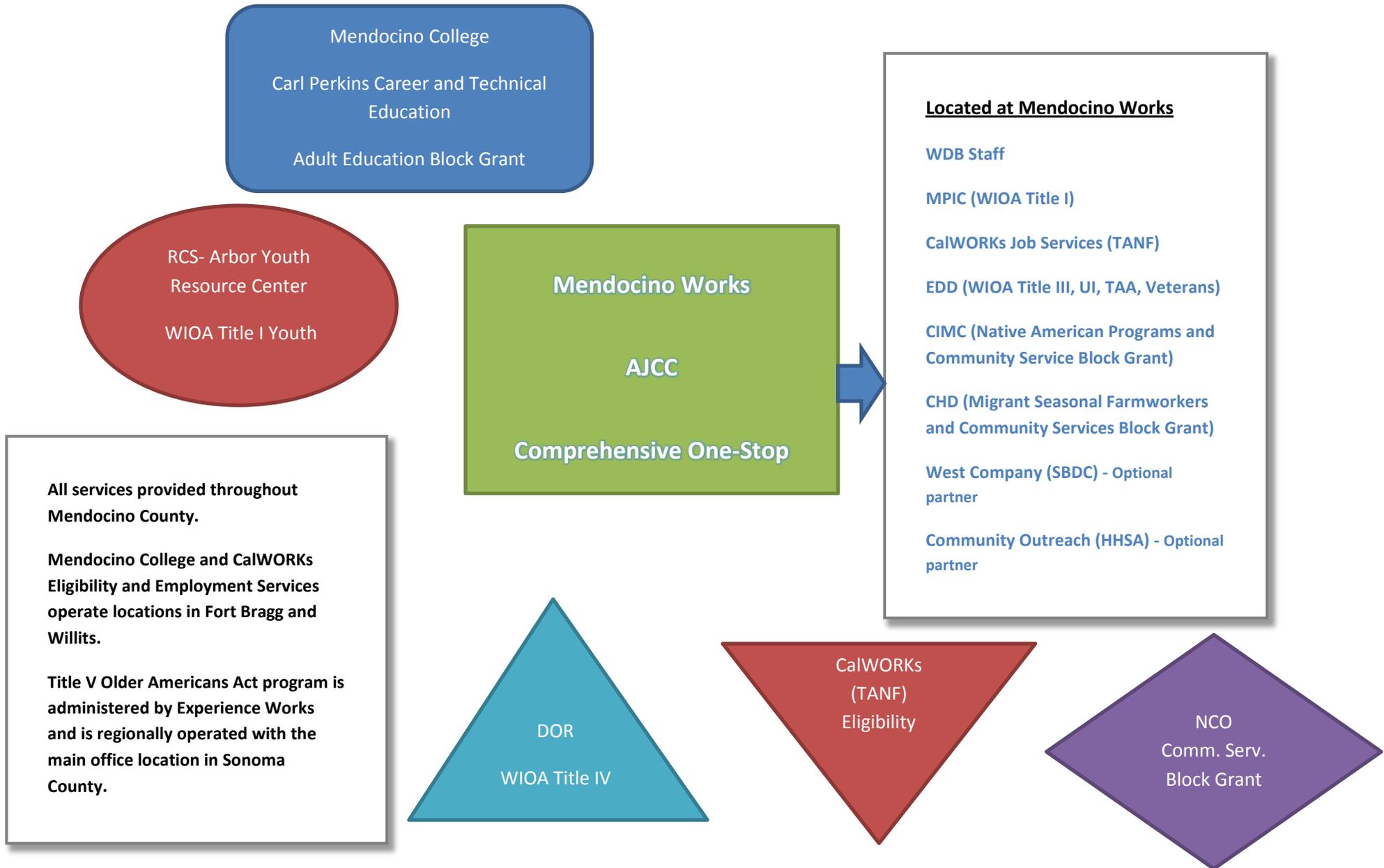
Agency Acronym Key

- 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.



LWDB: Mendocino
 RPU: North Bay
 Date of Negotiation:
 LWDB Contact Name: Debra Dockins

Mendocino PY 2015-16 Performance Goals			
	Adults	Dislocated Workers	Youth
Entered Employment	73.0%	72.5%	N/A
Retention Rate	79.0%	81.0%	N/A
Average Earnings	\$14,900	\$13,500	N/A
Placement Employment Education	N/A	N/A	65.0%
Attainment Degree Certificate	N/A	N/A	55.0%
Literacy Numeracy Gains	N/A	N/A	50.0%

Mendocino PY 2016-17 Performance Goals			
	Adults	Dislocated Workers	Youth
Employment Rate 2nd Quarter After Exit	60%	60%	60.0%
Employment Rate 4th Quarter After Exit	59%	9%	55.0%
Quarterly - Median Earnings 2nd Quarter After Exit	\$3,600	\$4,200	BASELINE
Credential Attainment within 4 Quarters After Exit	52.9	52.9	46%

Mendocino PY 2017-18 Performance Goals			
	Adults	Dislocated Workers	Youth
Employment Rate 2nd Quarter After Exit	63%	65%	63%
Employment Rate 4th Quarter After Exit	62%	64%	58%
Quarterly - Median Earnings 2nd Quarter After Exit	\$3,800	\$\$4,400	BASELINE
Credential Attainment within 4 Quarters After Exit	53%	53%	49%

November 1, 2016

Bruce Wilson,
Executive Director
Workforce Alliance of the North Bay
120 N. Redwood Drive
San Rafael, CA 94903

Dear Mr. Wilson,

The issue of consolidating the Mendocino County Local Workforce Development Area with the Workforce Alliance of the North Bay (NAWB) has been discussed at both the Local Workforce Development Board and Board of Supervisors levels. It is the consensus of both boards that this consolidation would allow for economies of scale and improve services being provided to the local area.

The Employment Development Department (EDD) has assigned Mendocino County to the North Bay Regional Workforce Development area which includes the Workforce Alliance of the North Bay (Counties of Lake, Napa & Marin) counties as well as the Workforce Board of Sonoma, and Solano. Staff have worked closely with Napa, Lake and Marin Counties even prior to the State's assigned region and believe that including Mendocino County NAWB 's Joint Powers Agency would be a natural pairing.

Please consider this letter the official request of the Mendocino County Board of Supervisors to be included in the Joint Powers Agency recently created between Lake, Marin and Napa Counties. Both the Mendocino County Workforce Development Board and the Mendocino County Board of Supervisor's approval was dependent on the condition that Mendocino County having two seats on the JPA Governing Board.

If you have any questions and/or concerns, please feel free to contact me.

Respectfully,

Dan Gjerde,
Chair, Mendocino County Board of Supervisors

CC: Napa County Board of Supervisors
Lake County Board of Supervisors
Marin County Board of Supervisors