



## Workforce Development Board Meeting Agenda

**Wednesday, September 14, 2016 – 1:15 – 2:45 p.m.**

**Location 631 S. Orchard Avenue, Ukiah, CA – Mendocino Room**

*The WDB meets concurrently as the Comprehensive Economic Development Strategy Committee - CEDS*

AGENDA ITEMS:	Time	Outcome
1. Call to Order and Introductions	5	<i>Action by Chair</i>
2. Review and approve agenda	1	<i>Action</i>
3. <b>Disclosure</b> – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken.	3	<i>Action</i>
4. <b>Review and Approve Minutes</b>	5	<i>Action</i>
a) Approve Workforce Development Board (WDB) Meeting May 11, 2016 <b>Attachment</b>		
b) Review Executive Committee Minutes of August 10, 2016, <b>Attachment</b>		
c) Review Special Executive Committee Minutes of June 24, 2016 <b>Attachment</b>		
5. Opportunity for Public Comment for items not on the agenda for which no action may be taken.	3	<i>Information</i>
6. <b><u>Consent Calendar Items</u></b>		
Approval of:	10	<i>Action</i>
a) Redwood Community Services (RCS) PY 2015-2016 4th Quarter Expenses <b>Attachment</b>		
b) RCS Budget PY 2016-2017 <b>Attachment</b>		
c) WIOA Administrative Unit PY 2015-2016 4th Quarter Expenses <b>Attachment</b>		
d) Mendocino Private Industry Council PY 2015-2016 4th Quarter Expenses		
1) Budget vs. Expenses <b>Attachment</b>		
2) Professional Expenses <b>Attachment</b>		
e) Election of Officers <b>Attachment</b>		
7. Review and Possible Action regarding MPIC Training Expenditure Course of Action Report <b>Attachment</b>	10	<i>Action</i>
8. Approve Mendocino Private Industry Council (MPIC) Revised Budget PY 2016-2017 <b>Handout</b>	10	<i>Action</i>
9. Approve WIOA Admin Unit PY 2016-2017 Budget <b>Attachment</b>	3	<i>Action</i>
10. Approval of Mendocino County Local Workforce Development Area Consolidation Request <b>Attachment</b>	15	<i>Action</i>
11. <b>Workforce Development Board Staff Reports:</b>	10	<i>Information/ Discussion</i>
a) Final American Job Centers of California (AJCC) Partners Memorandum of Understanding <b>Attachment</b>		
b) Results of State Fiscal Monitoring for PY 2015-2016		
c) 2015-2016 Performance Negotiations		
d) Staffing Updates		
e) Current Status on Workforce Development Activities		
12. New members read their Affiliations and/or Conflicts of Interest into the record	3	<i>Information</i>
13. Member to Member Announcements “Tip Club”	10	<i>Information</i>
14. Adjourn		<i>Action</i>



*Mendocino County Workforce Investment Board*  
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## 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 3<sup>rd</sup> Quarter Expenses for PY2015-2016
- b. Board members reviewed the MPIC 3<sup>rd</sup> Quarter Professional Services Expenses Attachment.
- c. Board members reviewed the Redwood Community Services (RCS) 3<sup>rd</sup> Quarter Expenses for PY2015-2016.
- d. Board members reviewed WIOA Administrative Unit 3<sup>rd</sup> Quarter Expenses for PY2015-2016
- e. Michaela Barlow Youth Committee Application Attachment
- f. WIOA Master Sub Grant Agreement

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

AYES: Aseltyne, 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 7<sup>th</sup> 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) 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 1<sup>st</sup>, 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 4<sup>th</sup> 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**

631 S. Orchard Avenue

Ukiah, California 95482

www.mendowib.org

(707) 467.5506 / (707) 467.5592 fax

**Special Executive Committee Meeting Minutes – DRAFT**

June 24, 2016 10:30 a.m. – 11:00 a.m.

**Location 1:** 631 South Orchard Ave., Ukiah, CA, Mendocino Room**Location 2 (Teleconference):** 760 B Stewart Street, Fort Bragg, CA**Location 3 (Teleconference):** 3835 N Freeway Blvd Suite 140, Sacramento, CA**Location 4 (Teleconference):** 2525 Cleveland Ave Suite B, Santa Rosa, CA**Members Present:** John Kuhry, Dennis Aseltyne, Paul Castro (teleconference), Jack Buckhorn (teleconference), and Pamela Petterson (teleconference)**Member Absent:** Patty Bruder**Staff Present:** Debra Holmes-Dockins and Kristen Lawson

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

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

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

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

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

6. **Member Comments/Reports** – Member Dennis Aseltyne shared that he will no longer be working for Mendocino County Office of Education and will now be the Dean of Applied Academics at Mendocino College as of July 1<sup>st</sup>, 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.*



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

Attachment 6a

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

Percentage of Expenses      8%      92%

**AGENCY: Redwood Community Services, Inc.**

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

<b>Funding Title</b>	<b>Youth Formula</b>
<b>Project Proposal Amount</b>	<b>\$258,731</b>
<b>OPERATING COSTS</b>	
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
	<b>54,446</b>
Subtotal Operating	<b>\$180,833</b>
<b>DIRECT COSTS</b>	
DIRECT WAGES AND FRINGES	126,387
WIA Team includes	
Employment Services Program Supervisor,	
and 2 FTE Youth Employment Specialists (Coast and Inland)	
<b>DIRECT JOB SEEKER COSTS</b>	
LITERACY SKILLS TRAINING	2,500
CLASSROOM TRAINING <sup>1</sup>	3,500
INTERNSHIPS	-
OJT	-
SUPPORTIVE SERVICES	15,000
TESTING/LICENSE MAT & FEES <sup>2</sup>	-
WORK EXPERIENCE - Youth and Staff WEX wages/benefits	56,899
OTHER (SPECIFY)	
Subtotal Direct Job Seeker Costs	<b>77,899</b>
<b>TOTAL BUDGET</b>	<b>\$258,731</b>

<sup>1</sup>Tuition, Books, etc. for Occupational Training

<sup>2</sup>Testing & Assessment Materials, Testing Fees, License Fees, etc. for Participants



**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
<b>Adult - 201/202</b>					
<b>Expense</b>					
<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.)					
<b>Total Expense</b>	19,539	45,350	59,606	59,655	184,151
					91.1%
<b>Revenue</b>					
2015-2016 WIOA Allocation	199,721				
2014-2015 Carry Forward	2,395				
Total Contract Amount	202,116				
<b>Total Revenue</b>	202,116				
<b>REMAINING CONTRACT AMOUNT</b>	17,965				

	Accrued Expenses				
	Actual	Actual	Actual	Actual	Actual
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
<b>Dislocated Worker - 501/502</b>					
<b>Expense</b>					
<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.)					
<b>Total Expense</b>	40,117	44,062	45,225	43,617	173,021
					82.9%
<b>Revenue</b>					
2015-2016 WIOA Allocation	199,142				
2014-2015 Carry Forward	9,539				
Total Contract Amount	208,681				
<b>Total Revenue</b>	208,681				
<b>REMAINING CONTRACT AMOUNT</b>	35,660				

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

<b>Rapid Response - 540/541</b>		Accrued Expenses				
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	Actual Total
<b>Expense</b>						
	<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
<b>Total Expense</b>		43,839	20,655	20,946	4,969	90,409
						98.7%
<b>Revenue</b>						
	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>				
<b>Total Revenue</b>		91,643				
	<b>REMAINING CONTRACT AMOUNT</b>	1,234				

<b>Layoff Aversion - 292/293</b>		Accrued Expenses				
		Actual 1st Qtr	Actual 2nd Qtr	Actual 3rd Qtr	Actual 4th Qtr	Actual Total
<b>Expense</b>						
	<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
<b>Total Expense</b>		1,705	3,416	11,684	32,557	49,362
						84.0%
<b>Revenue</b>						
	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>				
<b>Total Revenue</b>		58,767				
	<b>REMAINING CONTRACT AMOUNT</b>	9,405				

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

<b>Total - ALL GRANTS</b>	Accrued Expenses				
	Actual	Actual	Actual	Actual	Actual
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
<b>Expense</b>					
<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
<b>Total Expense</b>	105,199	114,045	141,876	80,080	441,199
					78.6%
<b>Revenue</b>					
2015-2016 WIOA Allocation	484,680				
2014-2015 Carry Forward	76,527				
Total Contract Amount	<u>561,207</u>				
<b>Total Revenue</b>	561,207				
<b>REMAINING CONTRACT AMOUNT</b>	120,008				

**TOTAL MANDATED TRAINING EXPENSES - ADULT & DISLOCATED WORKER GRANTS**

	<u>Current Year</u>		<u>Previous Year</u>	
	Amount	%	Amount	%
<b>Mandated Training Amount</b>	<b>113,798</b>	<b>25.0%</b>	116,602	25.0%
<b>Actual Expenses</b>	<b>54,577</b>	<b>12.0%</b>	95,527	20.5%
<b>Amount Leveraged</b>	<b>6,117</b>	<b>1.3%</b>	42,096	9.0%
<b>Total Training</b>	<b>60,694</b>	<b>13.3%</b>	137,623	29.5%
<b>Obligated Training Expenses</b>	<b>21,060</b>	<b>4.6%</b>	4,292	0.9%
<b>Projected Training Expenses</b>	<b>22,003</b>	<b>4.8%</b>	16,500	3.5%
<b>Projected Total Training</b>	<b>103,757</b>	<b>22.8%</b>	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
<b>Average Cost Per Enrolled Participant</b>	<b>3,642</b>	<b>5,002</b>

11:40 AM

08/01/16

Accrual Basis

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

Type	Date	Num	Name	Debit	Credit	Balance
<b>Professional Exp</b>						
<b>7420 · Professional Exp.</b>						
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
<b>TOTAL</b>				<b>411.13</b>	<b>0.00</b>	<b>411.13</b>

## Slate of Officer Nominees

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

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

**Nominating Committee Members:**

John Kuhry	<a href="mailto:john@edfc.org">john@edfc.org</a>	467-5917
Dennis Aseltyne	<a href="mailto:daseltyne@mendocino.edu">daseltyne@mendocino.edu</a>	468-3131
Diana Easley	<a href="mailto:diana.easley@dor.ca.gov">diana.easley@dor.ca.gov</a>	463-3645



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

<b>John Kuhry</b>

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

<b>Paul Castro</b>

**2<sup>nd</sup> 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 2<sup>nd</sup> 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:

<b>Patty Bruder</b>

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

<b>Dennis Aseltyne</b>
<b>Jack Buckhorn</b>
<b>Paul Castro</b>
<b>Pamela Jo Jensen</b>

**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.



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.

Administrative Budget PY 2016-17		
Workforce Development Board		
Account		
String	Category	FY 2016-17 Budget
	<b>2239 Salaries &amp; Benefits Total</b>	<b>359,000</b>
	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
	<b>Subtotal Other than Sal &amp; Ben:</b>	<b>151,491</b>
	Accrued	-
	<b>Subtotal:</b>	<b>510,491</b>
	<b>PY 16-17 Expenses (with ICR)</b>	<b>510,491.00</b>
	<b>PY 16-17 WIOA Income*</b>	<b>(108,946.00)</b>
	WIA - Administrative Revenues (10%)	(66,326.00)
	WIA - Rev from Program Activities (P Fee)	(21,620.00)
	Carry In P. Fee	(21,000.00)
	<b>Career Pathways</b>	<b>(41,065.00)</b>
	<b>Slingshot</b>	<b>(78,000.00)</b>
	<b>Department's ICR Rev</b>	<b>(65,800.00)</b>
	<b>County Contribution</b>	<b>216,680.00</b>

**STAFF REPORT**

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**TO:** Mendocino County Workforce Development Board

**FROM:** Debra Holmes, Administrator Workforce Development Board

**SUBJECT:** Local Area Consolidation

**DATE:** September 8 2016

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA), replaces the Workforce Investment Act of 1998. This new law represents a renewed commitment to workforce development with an eye to the future through innovation and support for individual and local area economic growth. It is aimed at increasing opportunities, particularly for those facing barriers to employment, and invests in the important connection between education and career preparation. It looks to the prosperity of workers and employers and focuses on the economic growth of communities, regions, and states to enhance our global competitiveness as a country. Mendocino County receives an annual formula fund allocation of approximately \$821,000. The Workforce Development Board additionally oversees \$110,000 in funding from Northern California Career Pathways Grant (non recurrent funds) and \$156,000 from the Slingshot Grant (non recurrent funds).

In response to the WIOA programs' increasing dependence on county general fund contribution, the Workforce Development Board gave direction at its May 11, 2016 meeting that consolidation with a neighboring county should be researched by staff. At the June 7, 2016 Mendocino County Board of Supervisors (BOS) meeting, the topic of consolidation was briefly discussed, at that time, staff informed the BOS that due to WDB interest, research and outreach regarding consolidation with a neighboring county was already underway.

Mendocino County is assigned to the North Bay Regional Workforce Development area which includes the Workforce Board of Sonoma, and Solano counties as well as the Workforce Alliance of the North Bay (Counties of Lake, Napa & Marin). Staff has met with Bruce Wilson, Executive Director of the WANB to discuss the possibility of a consolidation with the WANB. In response to those meetings, a proposal has discussed that would include Mendocino County in that regional group.

**THE PROPOSAL:** As currently configured, the WANB governing board is comprised of two elected Supervisors from each county. The proposal currently being discussed would allow Mendocino County to have one Supervisor appointed, for a total WANB Board of seven members. This board would serve as the Chief Local Elected Official for the region and would be accountable for all WIOA funding and functions for the expanded four county area. In accordance with WIOA, the JPA appoints the regional Workforce Development Board, which must meet regulatory requirements for

membership. The JPA will seek to add representation from Mendocino County on its regional WDB and will also establish a Mendocino County Workforce steering committee, to maintain local control of program design. As a part of this agreement, the JPA would seek to contract with Mendocino County for 2.0 FTE's to provide WIOA staffing to the expanded region.

All Mendocino County WIOA formula and special project monies will be received directly by the JPA. Mendocino County would retain 2 full time positions dedicated to the administration of the WIOA program (1 Administrator and 1 Senior Program Specialist). Mendocino will bill the JPA for the costs associated with those employees, in an amount currently being negotiated, however will likely not exceed \$225,000.

**FISCAL IMPACT:** The JPA will retain 10% of WIOA funding from the formula allocations for each county, Rapid Response funding as well as regional grants that have already been awarded. Mendocino County will continue to receive the majority of the base allocations from the state for service delivery, instead of going through the Board of Supervisors however, the funds will be received and contracted through the WANB.

**SUMMARY:** A consolidation would allow for economies of scale and would also allow for other strategic advantages. Should the Workforce Alliance and Mendocino WDB agree to combine, functions of the consolidated local Workforce Development Board would include:

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

**POTENTIAL DISADVANTAGES:** The current proposal raises an equity concern by offering Mendocino County one position on the JPA Board, where every other participating County holds two positions. Additionally, participation in this type of regional approach may create a perceived loss of local identity. Program contractors may fear the loss of the provision of certain formula funds and change to the local area

demographics. It should also be noted that if the County moves forward, it would be difficult as a practical matter to return to a single county Local Workforce Investment Area.

**STRATEGIC ADVANTAGES:** Regionalization is the approach taken by most local workforce investment areas; Mendocino County's sole-county approach is not typical. Participating in the WANB Joint Powers Agency to oversee a regional Workforce Development Board will allow Mendocino County to maintain the greatest possible local control while also achieving economies of scale to best meet the requirements of the Workforce Innovation and Opportunity Act.

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

#### **EXECUTIVE COMMITTEE RECOMMENDATION:**

At their August 10, 2016 meeting, the Workforce Development Board's Executive Committee recommended that the Mendocino County Board of Supervisors pursue consolidation with the WANB, with the stipulation that 2 members of the Mendocino County Board of Supervisors be appointed to the JPA Governing Board to maintain a

sense of equity and ensure local concerns are adequately represented on the regional board.

**STAFF REPORT**

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**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 California<sup>SM</sup> (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.

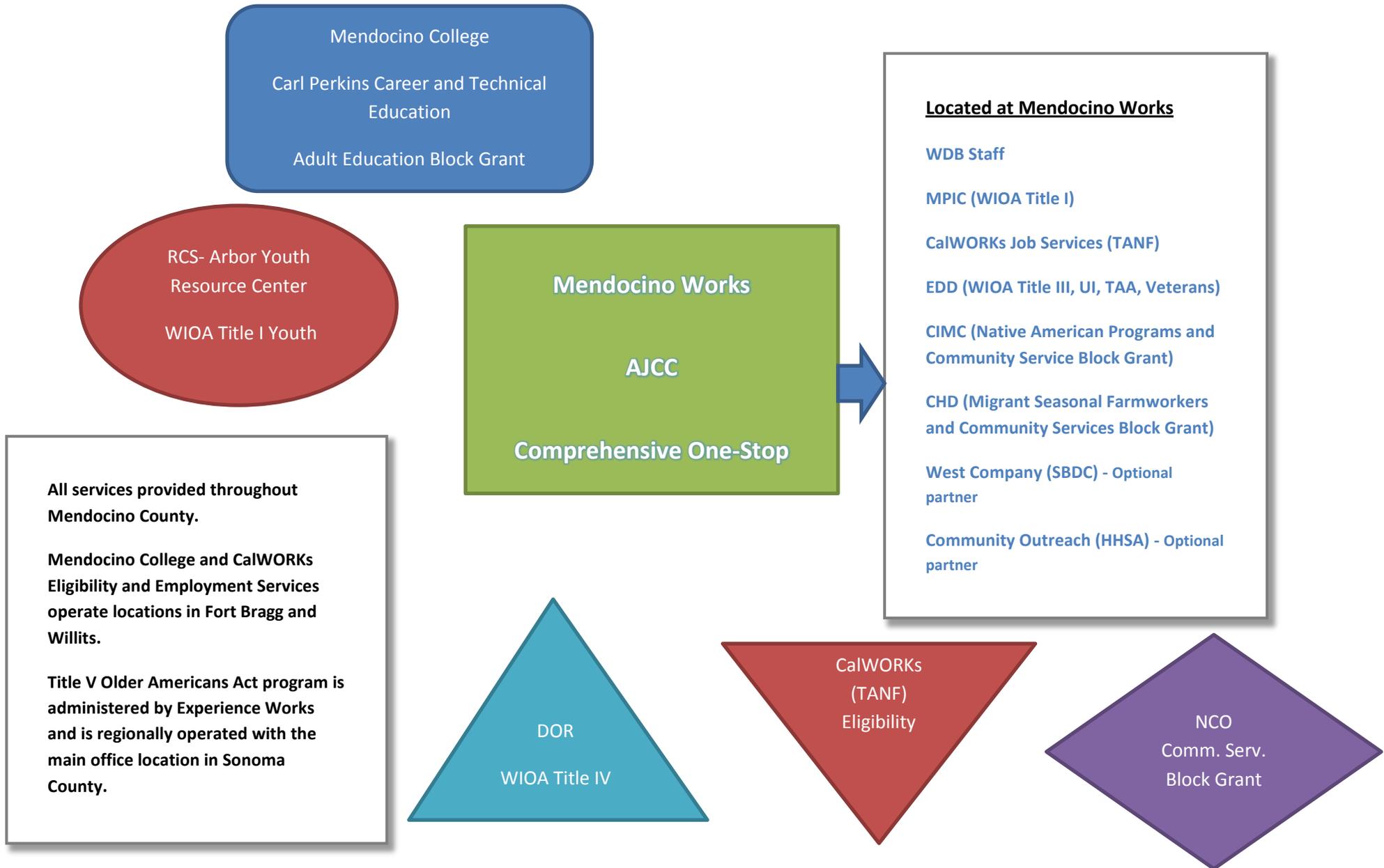
The WIOA Administrative Unit worked with WDB members who were appointed to the WIOA Transition Ad Hoc Committee, as well as AJCC Partners to develop the Phase I portion of the MOU. On June 21, 2016 the Mendocino County Board of Supervisors approved the MOU and the fully executed document was sent to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

# 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.



# **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 California<sup>SM</sup> (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.

<b>JOB SEEKER</b>		
<p>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.</p>		
<b><u>CAREER SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
<p>Intake, with Identification of Service Needs and Referrals</p>	<ul style="list-style-type: none"> <li>• Registration into CalJOBS with initial identification of service/s needs. Referrals to appropriate programs, workshops and AJCC partners.</li> <li>• Off-site AJCC partners will refer customers to appropriate service/s based on identified needs.</li> <li>• 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;</li> </ul>	<ul style="list-style-type: none"> <li>• AJCC intake: MPIC (WIOA Title I Adult/DW) and/or EDD</li> <li>• Off-site AJCC partner program intake and referral: RCS, MC, UUSD, MCOE, DOR, EW, NCO and CW Eligibility</li> <li>• HHS, CJS, NCO                             <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> </li> </ul> <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"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth)</li> <li>Other Programs: HSA, EDD, DOR, EW, CIMC, CHD, NCO, MC, UUSD, MCOE</li> </ul>
AJCC Orientation	<ul style="list-style-type: none"> <li>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.</li> <li>A required workshop for AJCC customers who want to use staff-supported services.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and/or EDD</li> <li>MPIC (WIOA Title I Orientation), EDD for UI mandated workshops – IWA, PISA, and REA</li> </ul>
Initial Assessment of Skill Levels, Aptitudes, Abilities and Support Service Needs	<ul style="list-style-type: none"> <li>Provide WIOA customers with individual and/or group assessments.</li> <li>Provide CalWORKs customers with individual assessments.</li> <li>Provide assessments according to individual agency's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth)</li> <li>CJS</li> <li>DOR, EDD, MC, UUSD, EW, CHD, CIMC, MCOE, NCO</li> </ul>
Job Search and Placement Assistance	<ul style="list-style-type: none"> <li>AJCC self-service job search.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and EDD</li> <li>MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW,</li> </ul>
Unemployment Insurance Claims Filing	<ul style="list-style-type: none"> <li>Provide information and assistance with filing a claim for Unemployment Insurance programs</li> </ul>	<ul style="list-style-type: none"> <li>EDD</li> </ul>

<b><u>INDIVIDUALIZED CAREER SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
Comprehensive Interview and Assessment with Career Counseling to Assist Customers in Determining Employment Goals and/or Career Pathway	<ul style="list-style-type: none"> <li>• 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"> <li>➤ This may be an ongoing process with the customer which includes group and/or individual counseling, career planning, and mentoring.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth)</li> <li>• All other programs: EDD, CJS, DOR, CIMC, CHD, NCO, MC, UUSD, MCOE, EW, West Co., UVAH</li> </ul>
Develop an Individual Employment Plan (IEP) or Individual Services Strategy (ISS) and Establish an Individual Training Account (ITA)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, and EDD</li> </ul> <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"> <li>• Communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, working with others, and self-management skills.</li> <li>• 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,</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, CJS, EDD, DOR, EW, CHD, NCO, MC, UUSD, MCOE, West Co., UVAH</li> <li>• MC, MCOE, UUSD</li> </ul>

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

<b><u>FOLLOW-UP SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
Follow-up or Job Retention Services	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Job Retention services provided for up to 12 months after leaving the CalWORKs Welfare-to-Work program and becoming employed.</li> <li>• Follow-up or Job Retention services provided according to partner program's availability, requirements, and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth)</li> <li>• CJS</li> <li>• DOR, UVAH, EW</li> </ul>

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

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

	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"> <li>• 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.</li> <li>• 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.</li> <li>• Small Business and Entrepreneurial Training that may include: Business Planning, Financing &amp; Loans, Marketing, Financial Management, Human Resources, Operations, and Technology</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), WDB Staff, DOR</li> <li>• MPIC (WIOA Title I Adult/DW) and WDB Staff</li> <li>• West Co., EDFC, MC</li> </ul>
Business and Employer Outreach	<ul style="list-style-type: none"> <li>• Outreach to businesses and employers regarding WIOA and AJCC programs that can assist with all Business Services listed above.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH, West Co., EDFC</li> <li>• MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH</li> </ul>

	<p>Employment.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Outreach to businesses and employers to conduct satisfaction surveys, needs assessment surveys, and other workforce surveys.</li> </ul>	<ul style="list-style-type: none"> <li>• WDB staff</li>   <li>• WDB staff</li> </ul>
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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

<b>JOB SEEKER</b>		
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.		
<b><u>CAREER SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
Intake, with Identification of Service Needs and Referrals	<ul style="list-style-type: none"> <li>• Registration into CalJOBS with initial identification of service/s needs. Referrals to appropriate programs, workshops and AJCC partners.</li> <li>• Off-site AJCC partners will refer customers to appropriate service/s based on identified needs.</li> <li>• 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;</li> </ul>	<ul style="list-style-type: none"> <li>• AJCC intake: MPIC (WIOA Title I Adult/DW) and/or EDD</li> <li>• Off-site AJCC partner program intake and referral: RCS, MC, UUSD, MCOE, DOR, EW, NCO and CW Eligibility</li> <li>• HHSA, CJS, NCO                             <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> </li> </ul> <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"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth)</li> <li>Other Programs: HNSA, EDD, DOR, EW, CIMC, CHD, NCO, MC, UUSD, MCOE</li> </ul>
AJCC Orientation	<ul style="list-style-type: none"> <li>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.</li> <li>A required workshop for AJCC customers who want to use staff-supported services.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and/or EDD</li> <li>MPIC (WIOA Title I Orientation), EDD for UI mandated workshops – IWA, PISA, and REA</li> </ul>
Initial Assessment of Skill Levels, Aptitudes, Abilities and Support Service Needs	<ul style="list-style-type: none"> <li>Provide WIOA customers with individual and/or group assessments.</li> <li>Provide CalWORKs customers with individual assessments.</li> <li>Provide assessments according to individual agency's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth)</li> <li>CJS</li> <li>DOR, EDD, MC, UUSD, EW, CHD, CIMC, MCOE, NCO</li> </ul>
Job Search and Placement Assistance	<ul style="list-style-type: none"> <li>AJCC self-service job search.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>MPIC (WIOA Title I Adult/DW) and EDD</li> <li>MPIC, RCS, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW,</li> </ul>
Unemployment Insurance Claims Filing	<ul style="list-style-type: none"> <li>Provide information and assistance with filing a claim for Unemployment Insurance programs</li> </ul>	<ul style="list-style-type: none"> <li>EDD</li> </ul>

<b><u>INDIVIDUALIZED CAREER SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
Comprehensive Interview and Assessment with Career Counseling to Assist Customers in Determining Employment Goals and/or Career Pathway	<ul style="list-style-type: none"> <li>• 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"> <li>➤ This may be an ongoing process with the customer which includes group and/or individual counseling, career planning, and mentoring.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• WIOA Adult, DW, Youth Programs: MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth)</li> <li>• All other programs: EDD, CJS, DOR, CIMC, CHD, NCO, MC, UUSD, MCOE, EW, West Co., UVAH</li> </ul>
Develop an Individual Employment Plan (IEP) or Individual Services Strategy (ISS) and Establish an Individual Training Account (ITA)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, and EDD</li> </ul> <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"> <li>• Communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, working with others, and self-management skills.</li> <li>• 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,</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), RCS (WIOA Title I Youth, CJS, EDD, DOR, EW, CHD, NCO, MC, UUSD, MCOE, West Co., UVAH</li> <li>• MC, MCOE, UUSD</li> </ul>

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

<b><u>FOLLOW-UP SERVICES</u></b>	<b>DESCRIPTION</b>	<b>PARTNER PROVIDING SERVICE/S</b>
Follow-up or Job Retention Services	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Job Retention services provided for up to 12 months after leaving the CalWORKs Welfare-to-Work program and becoming employed.</li> <li>• Follow-up or Job Retention services provided according to partner program's availability, requirements, and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW) and RCS (WIOA Title I Youth)</li> <li>• CJS</li> <li>• DOR, UVAH, EW</li> </ul>

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

	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"> <li>• 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.</li> <li>• 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.</li> <li>• Small Business and Entrepreneurial Training that may include: Business Planning, Financing &amp; Loans, Marketing, Financial Management, Human Resources, Operations, and Technology</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC (WIOA Title I Adult/DW), WDB Staff, DOR</li> <li>• MPIC (WIOA Title I Adult/DW) and WDB Staff</li> <li>• West Co., EDFC, MC</li> </ul>
Business and Employer Outreach	<ul style="list-style-type: none"> <li>• Outreach to businesses and employers regarding WIOA and AJCC programs that can assist with all Business Services listed above.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH, West Co., EDFC</li> <li>• MPIC, RCS, WDB staff, EDD, CJS, DOR, MC, MCOE, UUSD, CIMC, CHD, NCO, EW, UVAH</li> </ul>

	<p>Employment.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Outreach to businesses and employers to conduct satisfaction surveys, needs assessment surveys, and other workforce surveys.</li> </ul>	<ul style="list-style-type: none"> <li>• WDB staff</li>   <li>• WDB staff</li> </ul>
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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