

**Workforce Investment Board
 Executive Committee
 1880 Wardrobe Ave, Merced, CA 95341
 Monday, November 1, 2010, 7:30-8:30 a.m.
 Meeting Agenda**



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1. Call to Order/Roll Call.....	
2. Approval of Agenda.....	1
3. Approval of October 4, 2010 Minutes	2
4. Public Opportunity to Speak.....	
5. Action Agenda	(20 min)
a. Fiscal Report	Jackie Walther-Parnell 4
b. Supportive Services Policy	Brian Cutler 10
c. Relocation of the Merced One-Stop	Andrea Baker 15
d. Request for Proposal-Youth Programs Contractor	Nancy Havens 17
6. Reports	(10 min)
a. Youth Council.....	Debbie Glass
b. Quality Employment and Development Committee.....	Steve Newvine
7. Discussion Agenda.....	(20 min)
a. Department of Workforce Investment Funding Reduction and Subsequent Changes	18
1) Required WIA Services	Joanne Presnell
2) WIB – Support Staff	Brian Cutler
b. Strategic Scorecard	Alfredo Mendoza
1) Expenditures (1 st Quarter).....	Jackie Walther-Parnell
8. Information	(5 min)
a. Customer Satisfaction Report	Joanne Presnell 20
b. Customer Service Report	Joanne Presnell 24
c. Advocacy Letter AB 2058	Alfredo Mendoza 25
d. TANF Grant Proposal Update	Brian Cutler 27
e. Green Jobs Corps Contract Amendment to San Joaquin and Merced Projects .	Alfredo Mendoza 28
9. Director Comments.....	(2.5 min)
10. Chair Comments	(2.5 min)
11. Next Meeting – December 6, 2010	
12. Adjourn	

**Workforce Investment Board
Executive Committee
1880 Wardrobe Ave
Merced, CA 95341
October 4th, 2010, 7:30-8:30 a.m.
Meeting Minutes**



<http://www.co.merced.ca.us/wi/wib/wib.html>

Members Present:

Alfonse Peterson (Chair) Debbie Glass Hubert (Hub) Walsh Al Romero
Steve Newvine

Members Absent:

Edward Dietz

Others Present:

Andrea Baker Brian Cutler Alfredo Mendoza Cynthia Mount
Joanne Presnell Jackie Walther-Parnell Nancy Havens

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1. Call to Order/Roll Call: Mr. Alfonse Peterson called the meeting to order at 7:32 A.M. Roll call was taken.
 2. Approval of Agenda: It was *M/S/C Romero/Newvine* to approve the agenda as published.
 3. Approval of Minutes: It was *M/S/C Walsh/Glass* to approve the August 9th, 2010 minutes.
 4. Public Opportunity to Speak: None
 5. Action Agenda
 - a. Fiscal Report – *M/S/C Walsh/Romero* to accept the Fiscal Reports as submitted.
 - b. Disposition of Incentive Funds from 07/08 and 08/09 – *M/S/C Newvine/Glass* to approve the use of Incentive funds for 07/08 and 08/09 totaling approximately \$23,049 to supplement paid WIA services for adult and dislocated worker participants.
 - c. Performance Measures – Negotiations – *M/S/C Newvine/Walsh* to approve the attached letter to the State recommending reductions in local performance measure goals in WSDD-49 for Average Earnings for Adult and Dislocated Worker as well as reductions in the Literacy and Numeracy goals for out-of-school youth for Program Years 2009-10 and 2010-11.
 - d. Worknet One-Stops Recertification – Extension – *M/S/C Newvine/Glass* to approve the Quality Employment and Development Ad Hoc Committee’s (QUED) recommendation to extend the certification of the Merced and Los Baños Worknet Employment Resource Centers for a period of two years to take effect from November 3, 2011 to November 3, 2013.
 6. Reports
 - a. Youth Council – The Youth Council will meet every other month with the next scheduled meeting on October 20, 2010. At the last WIB meeting a request for additional WIB member participation was made by the Youth Council Chair. Two WIB members at the last WIB meeting said they will attend the next meeting and see what it is about.

- b. Quality Employment and Development Committee – It was noted that Items 5b, 5c and 5d of this agenda were introduced by the QUED. If needed, a meeting will be held later this month based on what needs to be reviewed.

7. Discussion Agenda

- a. Department of Workforce Investment Funding Reduction and Subsequent Changes – The Director informed the Executive Committee the decision for reductions in staff; reduction and/or termination of service contracts; Board of Supervisors action taken; and, additional steps taken in reducing costs including cost reduction for facility use.

It was noted that contact was made with Merced College and there is no available space to rent on a long-term basis.

The Executive Committee requested information on the following:

- Provide a list of what are the “mandated services” requirements and how the WI is currently meeting or exceeding those requirements;
- Prepare a synopsis of the current level of staff supporting the WIB and to discern if the current organizational structure is the most efficient and effective;
- Prepare the specifics as to the space WI will require in merging Merced One-Stop and Wardrobe Ave. offices.

- b. Strategic Scorecard

- 1) Participant Activity (Planned vs. Estimated)
- 2) Expenditures – Presented as Item 5a above.
- 3) Revenue & Resources – Presented as Item 5a above.

8. Information

- a. Customer Satisfaction Report
- b. Customer Service Report – It was noted that this information was broken out by Los Baños, Merced and Wardrobe sites.

- 9. Director Comments: The Director presented the 2011 San Joaquin Entrepreneur Challenge brochure. What is needed from the WIB are ideas of what businesses in the private sector would be able to say this is what we want to do to promote entrepreneurship in our region. Some names given for possible sponsors were Merced Ahead, Rotary, Lions, and Chamber of Commerce of various cities. Workshops will be held to assist applicants with their applications.

The Director shared that she has been asked by the State WIB to serve on their Health Workforce Development Council which is meeting Tuesday.

- 10. Chair Comments: None made

- 11. Next Meeting: The next scheduled meeting is November 1st, 2010, Department of Workforce Investment, Large Conference Room, 1880 Wardrobe Ave.

- 12. Adjourn: The meeting adjourned at 8:48 A.M.

TO: Executive Committee

DATE: 11/01/10

FROM: WIB Staff

For Discussion

For Action

For Information

SUBJECT: Fiscal Reports: Revenue & Expenditures

PROPOSED MOTION(S): Accept the Fiscal Reports as submitted.

DISCUSSION: Attached is the Fiscal Report for Fiscal Year 2010/11 covering July 1, 2010 through September 30, 2010. This report shows all WIA funds available for Fiscal Year 2010/11 (both new funds and funds carried forward from FY 09/10), accrued expenditures through September 30, 2010, and obligations as of September 30, 2010. 29.86% of available Adult Formula Funds, 31.34% of available Dislocated Worker Formula Funds, and 36.37% of available Youth Formula Funds.

Also included is the Fiscal Report for the Recovery Act Funds (ARRA). This report shows all funds available since the beginning of the ARRA funding and all expenditures against these funds. The County has until June 30, 2011 to spend these funds, with a target of 70% of the Adult and Dislocated Worker funds to be spent by September 30, 2010. The majority of ARRA Youth Funds have been spent, on target with directions from the Department of Labor and the California Employment Development Department. The ARRA Green Jobs program is continuing.

Also attached is the Contracts Report showing FY 10/11 accounts receivable contracts, with invoices received and payments made through September 23, 2010. This report shows the total contract amounts, payments made, and includes the date of the most recent invoices received.

Total MCOE expenditures for all contracts are reported in the contracts reports included in this report. Projected expenditures, by line item and by month, for the Empower and YOP programs have not yet been received from MCOE for the new contracts and therefore the line item reports are not available at this time.

Fees received for Enterprise Zone Vouchers from July 1, 2010 through October 22, 2010 are \$64,980 plus an additional \$10,850 collected on behalf of the State for their fees.

ATTACHMENT(S):

FY 2010/11 WIA/ARRA Fiscal Reports

MCOE YOP and EMPOWER Contracts Line Item Report

Contracts Summary Report

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE
For Fiscal Year 2010/2011
July 1, 2010 - June 30, 2011
Through 09/30/10**

Target 25.00%

AVAILABLE FUNDS			BUDGET					ACTUAL			OBLIGATIONS			COMMITTED - AVAILABLE		
	Carryover Funds From 09/10	Appropriation FY 10/11	Planned for New Funds Per Estimated Plan Mod 7/1/10 to 6/30/11	Budget for Available Funds	Budget Adjustments	Revised Budget	Accrued Expense	Available	Percent Expended	Total Obligated Funds	Available after Obligations	Percent Spent + Obligated	Total Committed Funds	Available after Committed	Pct Spent + Obligated + Committed	
							FY to Date		To Date							
ADULT			Core A	\$ 133,691	\$ 191,185	\$ -	\$ 191,185	\$ 67,428	\$ 123,757	35.27%	\$ 8,940	\$ 114,816	39.94%	\$ 113,483	\$ 1,334	99.30%
10/11 Allocation		\$ 1,449,776	Core B	\$ 368,876	\$ 527,510	\$ -	\$ 527,510	\$ 164,038	\$ 363,473	31.10%	\$ 21,901	\$ 341,572	35.25%	\$ 337,604	\$ 3,967	99.25%
			Intensive	\$ 163,019	\$ 233,125	\$ -	\$ 233,125	\$ 117,353	\$ 115,772	50.34%	\$ 27,247	\$ 88,525	62.03%	\$ 87,497	\$ 1,028	99.56%
PY Cash Balances 6/30/10	\$ 623,475		Training	\$ 639,213	\$ 914,105	\$ -	\$ 914,105	\$ 208,342	\$ 705,764	22.79%	\$ 109,653	\$ 596,110	34.79%	\$ 589,186	\$ 6,924	99.24%
	\$ 623,475	\$ 1,449,776	Total	\$ 1,304,799	\$ 1,865,926	\$ -	\$ 1,865,926	\$ 557,160	\$ 1,308,765	29.86%	\$ 167,741	\$ 1,141,024	38.85%	\$ 1,127,771	\$ 13,253	99.29%
DISPLACED WORKER			Core A	\$ 193,171	\$ 238,238	\$ -	\$ 238,238	\$ 60,811	\$ 177,426	25.53%	\$ 8,743	\$ 168,683	29.20%	\$ 166,724	\$ 1,959	99.18%
10/11 Allocation		\$ 1,410,010	Core B	\$ 512,796	\$ 632,431	\$ -	\$ 632,431	\$ 108,908	\$ 523,522	17.22%	\$ 16,126	\$ 507,396	19.77%	\$ 501,503	\$ 5,893	99.07%
			Intensive	\$ 199,370	\$ 245,883	\$ -	\$ 245,883	\$ 124,686	\$ 121,197	50.71%	\$ 28,527	\$ 92,670	62.31%	\$ 91,593	\$ 1,076	99.56%
PY Cash Balances 6/30/10	\$ 328,953		Training	\$ 363,672	\$ 448,516	\$ -	\$ 448,516	\$ 196,101	\$ 252,415	43.72%	\$ 182,850	\$ 69,566	84.49%	\$ 68,758	\$ 808	99.82%
	\$ 328,953	\$ 1,410,010	Total	\$ 1,269,009	\$ 1,565,067	\$ -	\$ 1,565,067	\$ 490,506	\$ 1,074,561	31.34%	\$ 236,245	\$ 838,315	46.44%	\$ 828,578	\$ 9,736	99.38%
YOUTH			In School	\$ 699,156	\$ 1,050,679	\$ -	\$ 1,050,679	\$ 386,602	\$ 664,077	36.80%	\$ 510,167	\$ 153,909	85.35%	\$ 152,122	\$ 1,788	99.83%
10/11 Allocation		\$ 1,553,679	Out of School	\$ 699,156	\$ 1,050,679	\$ -	\$ 1,050,679	\$ 377,658	\$ 673,021	35.94%	\$ 555,980	\$ 117,041	88.86%	\$ 115,682	\$ 1,359	99.87%
PY Cash Balances 6/30/10	\$ 781,164		Total	\$ 1,398,312	\$ 2,101,359	\$ -	\$ 2,101,359	\$ 764,261	\$ 1,337,098	36.37%	\$ 1,066,147	\$ 270,951	87.11%	\$ 267,804	\$ 3,147	99.85%
	\$ 781,164	\$ 1,553,679														
ADMINISTRATIVE			Total Admin	\$ 441,345	\$ 614,706	\$ -	\$ 614,706	\$ 166,921	\$ 447,785	27.15%	\$ 24,534	\$ 423,251	31.15%	\$ 418,335	\$ 4,916	99.20%
All Formula Grants	\$ 1,733,592	\$ 4,413,465	Total	\$ 4,413,465	\$ 6,147,057	\$ -	\$ 6,147,057	\$ 1,978,848	\$ 4,168,209	32.19%	\$ 1,494,668	\$ 2,673,541	56.51%	\$ 2,642,488	\$ 31,052	99.49%
RAPID RESPONSE/15%/25%			Rapid Resp.	\$ 195,040	\$ 193,658	\$ -	\$ 193,658	\$ 19,407	\$ 174,251	10.02%	\$ 1,680	\$ 172,571	10.89%	\$ 170,567	\$ 2,004	98.97%
Formula Rapid Response (540,541)	\$ (1,382)	\$ 195,040		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
	\$ (1,382)	\$ 195,040	Total	\$ 195,040	\$ 193,658	\$ -	\$ 193,658	\$ 19,407	\$ 174,251	10.02%	\$ 1,680	\$ 172,571	10.89%	\$ 170,567	\$ 2,004	98.97%
INCENTIVE AWARDS			Incentive	\$ -	\$ 23,049	\$ -	\$ 23,049	\$ -	\$ 23,049	0.00%	\$ -	\$ 23,049	0.00%	\$ -	\$ 23,049	0.00%
07/08 (153) and 08/09 (113) Awards**	\$ 23,049		Total	\$ -	\$ 23,049	\$ -	\$ 23,049	\$ -	\$ 23,049	0.00%	\$ -	\$ 23,049	0.00%	\$ -	\$ 23,049	0.00%
	\$ 23,049	\$ -														
OTHER (DoL, Contract, etc.)			LVN Project	\$ -	\$ 134,412	\$ -	\$ 134,412	\$ 59,234	\$ 75,178	44.07%	\$ 7,873	\$ 67,304	49.93%	\$ 66,522	\$ 782	99.42%
Federal LVN Grant*	\$ 134,412		Total	\$ -	\$ 134,412	\$ -	\$ 134,412	\$ 59,234	\$ 75,178	44.07%	\$ 7,873	\$ 67,304	49.93%	\$ 66,522	\$ 782	99.42%
	\$ 134,412	\$ -														

* Amount represents cash balance remaining from original multi-year award amounts. ** Incentive Funds unilaterally added to PY 2009-10 Subgrant.

BUDGET: Includes all funds available for fiscal year based on Plan to be submitted to EDD on request, revised in accordance with latest appropriations information received from Chief, Workforce Services Division, as required. Formula Administrative Funds lose their identity upon appropriation. Rapid Response Carryover is an expense held over from the prior year. In-School Youth 50.59%
Out-of-School Youth 49.41%

OBLIGATIONS: Includes funds obligated in contracts and ITA's. Does NOT include funds committed for operations.

COMMITTED: Includes projected staff personnel and overhead costs

AVAILABLE: Balance after expenditures and obligations

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE (ARRA FUNDS)
February 17, 2009 - June 30, 2011**

RECOVERY ACT FUNDS

Through 09/30/10

AVAILABLE FUNDS		BUDGET				ACTUAL			OBLIGATIONS			COMMITTED - AVAILABLE		
	Appropriation Total (Life of Grant)	Planned for ARRA Funds Life of Grant	Budget for Available Funds	Budget Adjustments	Revised Budget	Accrued Expense FY to Date	Available	Percent Expended to Date	Total Obligated Funds	Available after Obligations	Percent Spent + Obligated	Total Committed Funds	Available after Committed	Pct Spent + Obligated + Committed
ADULT		Core A	\$ 199,775	\$ 199,775	\$ (187,000)	\$ 12,775	\$ 275	97.85%	\$ 40	\$ 235	98.16%	\$ 192	\$ 43	99.66%
08/09 Allocation	\$ 936,125	Core B	\$ 275,835	\$ 275,835	\$ (92,000)	\$ 183,835	\$ 1,124	99.39%	\$ 230	\$ 894	99.51%	\$ 729	\$ 165	99.91%
		Intensive	\$ 74,507	\$ 74,507	\$ 94,000	\$ 168,507	\$ 8,158	95.16%	\$ 7,964	\$ 194	99.88%	\$ 159	\$ 36	99.98%
		Training	\$ 292,396	\$ 292,396	\$ 185,000	\$ 477,396	\$ 406,481	85.15%	\$ 70,674	\$ 241	99.95%	\$ 196	\$ 44	99.99%
	\$ 936,125	Total	\$ 842,513	\$ 842,513	\$ -	\$ 842,513	\$ 762,041	90.45%	\$ 78,908	\$ 1,564	99.81%	\$ 1,276	\$ 288	99.97%
DISPLACED WORKER		Core A	\$ 573,858	\$ 573,858	\$ (476,000)	\$ 97,858	\$ 75,921	22.42%	\$ 721	\$ 75,200	23.15%	\$ 61,343	\$ 13,857	85.84%
08/09 Allocation	\$ 1,793,404	Core B	\$ 519,031	\$ 519,031	\$ (100,000)	\$ 419,031	\$ 93,963	77.58%	\$ 6,132	\$ 87,831	79.04%	\$ 71,647	\$ 16,184	96.14%
		Intensive	\$ 156,737	\$ 156,737	\$ 216,000	\$ 372,737	\$ 69,506	81.35%	\$ 12,541	\$ 56,965	84.72%	\$ 46,468	\$ 10,497	97.18%
		Training	\$ 364,438	\$ 364,438	\$ 360,000	\$ 724,438	\$ 561,247	77.47%	\$ 96,527	\$ 66,664	90.80%	\$ 54,380	\$ 12,284	98.30%
	\$ 1,793,404	Total	\$ 1,614,064	\$ 1,614,064	\$ -	\$ 1,614,064	\$ 1,211,483	75.06%	\$ 115,921	\$ 286,659	82.24%	\$ 233,838	\$ 52,822	96.73%
YOUTH		In School	\$ 1,011,942	\$ 1,011,942	\$ (850,000)	\$ 161,942	\$ 5,179	96.80%	\$ 50	\$ 5,129	96.83%	\$ 4,184	\$ 945	99.42%
08/09 Allocation	\$ 2,248,759	Out of School	\$ 1,011,942	\$ 1,011,942	\$ 850,000	\$ 1,861,942	\$ 26,697	98.57%	\$ 50	\$ 26,647	98.57%	\$ 21,737	\$ 4,910	99.74%
	\$ 2,248,759	Total	\$ 2,023,884	\$ 2,023,884	\$ -	\$ 2,023,884	\$ 1,992,008	98.43%	\$ 100	\$ 31,776	98.43%	\$ 25,921	\$ 5,855	99.71%
ADMINISTRATIVE		Total Admin	\$ 497,827	\$ 497,827	\$ -	\$ 497,827	\$ 286,358	57.52%	\$ 2,374	\$ 209,095	58.00%	\$ 170,566	\$ 38,529	92.26%
All ARRA Formula Grants	\$ 4,978,288	Total	\$ 4,978,288	\$ 4,978,288	\$ -	\$ 4,978,288	\$ 4,251,891	85.41%	\$ 197,302	\$ 529,095	89.37%	\$ 431,601	\$ 97,494	98.04%
OTHER (RR,15%,25%,NEG,W-P)		ARRA RR	\$ 278,354	\$ 278,354	\$ -	\$ 278,354	\$ 164,572	59.12%	\$ 8,805	\$ 104,977	62.29%	\$ 85,634	\$ 19,344	93.05%
ARRA Rapid Response (106)	\$ 278,354	GRN JOBS	\$ 937,890	\$ 937,890	\$ -	\$ 937,890	\$ 656,764	70.03%	\$ 254,526	\$ 26,600	97.16%	\$ 26,600	\$ -	100.00%
ARRA Green Jobs 15% (120)*	\$ 937,890	ARRA RR2	\$ 363,650	\$ 363,650	\$ -	\$ 363,650	\$ 12,307	3.38%	\$ 37,561	\$ 313,782	13.71%	\$ 255,963	\$ 57,819	84.10%
ARRA Rapid Response #2 (108)	\$ 363,650	BRIDGES	\$ 499,855	\$ 499,855	\$ -	\$ 499,855	\$ 236,685	47.35%	\$ 221,757	\$ 41,413	91.72%	\$ 41,413	\$ -	100.00%
ARRA Bridges to Success (149)	\$ 499,855	TULARE	\$ 263,780	\$ 263,780	\$ -	\$ 263,780	\$ 9,391	3.56%	\$ 15,003	\$ 239,386	9.25%	\$ 239,386	\$ -	100.00%
ARRA funded Tulare NEG	\$ 263,780	VEAP	\$ 175,117	\$ 175,117	\$ -	\$ 175,117	\$ 63,004	35.98%	\$ 7,853	\$ 104,260	40.46%	\$ 104,260	\$ -	100.00%
ARRA funded Madera Vets Assistance	\$ 175,117	OJT NEG	\$ 310,943	\$ 310,943	\$ -	\$ 310,943	\$ 2,268	0.73%	\$ 404	\$ 308,271	0.86%	\$ 308,271	\$ -	100.00%
ARRA OJT Nat. Emergency Grnt (775)*	\$ 310,943	DP NAV	\$ 465,521	\$ 465,521	\$ -	\$ 465,521	\$ 123,049	26.43%	\$ 17,895	\$ 324,577	30.28%	\$ 264,769	\$ 59,808	87.15%
W-P 10%/ARRA DP Navigator (144)	\$ 465,521	Total	\$ 3,295,110	\$ 3,295,110	\$ -	\$ 3,295,110	\$ 1,268,040	38.48%	\$ 563,805	\$ 1,463,265	55.59%	\$ 1,326,296	\$ 136,971	95.84%
All Other ARRA Grants	\$ 3,295,110													

* GC 120 term ends 3/31/2011; GC 775 term ends 6/30/2012.

BUDGET: Includes all Recovery Act funds available for life of grant, based on Plan to be submitted to EDD, revised in accordance with latest appropriations information received from Chief, Workforce Services Division, as required. Formula Administrative Funds lose their identity upon appropriation. Term of all cash codes is currently set at 06/30/2011 except where otherwise noted.

In-School Youth 7.87%
Out-of-School Youth 92.13%

OBLIGATIONS: Includes funds obligated in contracts and ITA's. Does NOT include funds committed for operations.

COMMITTED: Includes projected staff personnel and overhead costs

AVAILABLE: Balance after expenditures and obligations

MCOE- YOP #2010196
 Contract Expenditures
 July 1, 2010 - June 30, 2011

	BUDGET	Spent July 1 through 9/30/10	Percent Spent through 9/30/10	Balance on 9/30/10
Salary - Admin	\$ 31,992	\$ 8,549.60	26.72%	23,442.40
Salary - Program	\$ 278,001	\$ 49,703.94	17.88%	228,297.06
Salary - Participant	\$ 68,953	\$ 10,040.00	14.56%	58,913.00
Benefits - Admin	\$ 13,301	\$ 2,420.76	18.20%	10,880.24
Benefits - Program	\$ 108,033	\$ 14,631.67	13.54%	93,401.33
Benefits - Participant	\$ 813	\$ 118.25	14.54%	694.75
Software - 4210	\$ 4,000	\$ 157.35	3.93%	3,842.65
Supplies - Program	\$ 4,925	\$ 768.83	15.61%	4,156.17
Food	\$ 3,000	\$ 33.88	1.13%	2,966.12
Marketing - 5800	\$ 100	\$ -	0.00%	100.00
Equipment - 4400	\$ 800	\$ -	0.00%	800.00
Travel/Conference	\$ 2,960	\$ -	0.00%	2,960.00
Mileage - 5230	\$ 2,800	\$ -	0.00%	2,800.00
Communications	\$ 2,300	\$ 240.00	10.43%	2,060.00
Participant Incentives includes field trip expense	\$ 3,000	\$ -	0.00%	3,000.00 -
Support Services	\$ 2,720	\$ 1,880.19	69.12%	839.81
Rent	\$ 15,647	\$ 3,911.55	25.00%	11,735.45
Transportation - gas, etc	\$ 6,080	\$ 154.17	2.54%	5,925.83
Transportation Van Lease	\$ 3,049	\$ 762.24	25.00%	2,286.76
Indirect cost @ 6.84%	\$ 37,790	\$ 6,386.67	16.90%	31,403.33
Total	\$ 590,264	\$ 99,759.10	16.90%	490,504.90

MCOE- Empower #2010197
 Contract Expenditures
 July 1, 2010 - June 30, 2011

	BUDGET	Spent July 1 through 9/30/10	Percent Spent through 9/30/10	Balance on 9/30/10
Salary - Admin	\$ 22,686	\$ 6,223.12	27.43%	16,462.88
Salary - Program	\$ 278,001	\$ 68,388.34	24.60%	209,612.66
Salary - Participants	\$ 52,000	\$ 18,220.00	35.04%	33,780.00
Benefits - Admin	\$ 10,252	\$ 1,816.74	17.72%	8,435.26
Benefits - Program	\$ 108,033	\$ 18,538.21	17.16%	89,494.79
Benefits - Participants	\$ 612	\$ 214.57	35.06%	397.43
Supplies Program	\$ 4,000	\$ 590.59	14.76%	3,409.41
Food	\$ 2,800	\$ -	0.00%	2,800.00
Software	\$ 4,000	\$ 157.35	3.93%	3,842.65
Equipment	\$ 800	\$ -	0.00%	800.00
Supportive Services	\$ 20,000	\$ 6,628.29	33.14%	13,371.71
Participant Incentive	\$ 1,600	\$ -	0.00%	1,600.00
Mileage	\$ 2,400	\$ -	0.00%	2,400.00
Conference	\$ 3,360	\$ -	0.00%	3,360.00
Transportation gas etc.	\$ 3,178	\$ 134.77	4.24%	3,043.23
Transportation Vans	\$ 3,049	\$ 762.24	25.00%	2,286.76
Marketing	\$ 400	\$ -	0.00%	400.00
Rent	\$ 15,647	\$ 3,911.55	25.00%	11,735.45
Communications	\$ 2,300	\$ 240.00	10.43%	2,060.00
Contracted Serv (career tech ed)	\$ 17,356	\$ -	0.00%	17,356.00
Indirect Cost @ 6.84%	\$ 37,790	\$ 8,606.48	22.77%	29,183.52
Total	\$ 590,264	\$ 134,432.25	22.77%	455,831.75

MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT - WIA CONTRACTS

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2010/11 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Allied Health Partnership	11158	\$ 7,500.00	01/01/10	12/31/10	\$ 7,500.00		-			0%	
Deaf & Hard of Hearing Services	11121	\$ 6,000.00	12/01/09	12/31/10	\$ 5,301.00		699.00		Feb '10	12%	
Fresno County LWIA (SJVJGJ)	2009215	\$ 172,973.00	07/01/09	12/31/10	\$ 64,813.24			108,159.76	Sept '10	63%	Backup Rec'd, Reviewing
Jack L. Boyd Outdoor School (SJVJGJ)	2009217	\$ 45,850.00	09/01/09	10/31/09	\$ -		\$ 45,850.00		Nov '09	100%	
Kern, Inyo, Mono LWIA (SJVJGJ)	2009213	\$ 150,059.00	07/01/09	12/31/10	\$ 98,622.09		\$ 51,436.91		Jun '10	34%	
Kings County LWIA (SJVJGJ)	2009273	\$ 56,664.00	07/01/09	12/31/10	\$ 12,735.62		\$ 43,928.38		Jun '10	78%	
Madera Co. Workforce Development (CB)	2007108	\$ 137,692.60	01/01/07	09/30/10	\$ -		\$ 137,692.60		Jul '10	100%	
Madera Co. Workforce Development (SJVJGJ)	2009212	\$ 56,664.00	07/01/09	12/31/10	\$ 33,892.81		\$ 22,771.19		Sept '10	40%	
MAS, PLATO Lab (ERC)	2010130	\$ 45,569.23	07/01/10	06/30/11	\$ 31,328.48	\$ 45,569.23	\$ 10,582.47	\$ 3,658.28	Sept '10	31%	
MAS, Computer Literacy Labs (Castle)	2010148	\$ 12,729.22	07/01/10	10/31/10	\$ 6,946.12	\$ 12,729.22	\$ 5,783.10		Aug '10	45%	
MAS, Computer Literacy Labs (EC)	2010149	\$ 25,233.39	07/01/10	06/30/11	\$ 21,317.17	\$ 25,233.39	\$ 3,916.22		Aug '10	16%	
MC CNA Training	2010177	\$ 29,025.00	07/01/10	06/30/11	\$ 17,887.50	\$ 29,025.00	\$ -	\$ 11,137.50	Sept '10	38%	
MC CT Technologist Training	2010102	\$ 168,500.00	04/13/10	06/30/11	\$ 126,675.00		\$ 3,000.00	\$ 38,825.00	Sept '10	25%	
MC ETC (Thrive & Survive)	2010147	\$ 18,620.00	06/01/10	06/30/11	\$ 13,036.50		\$ 5,583.50		Sept '10	30%	
MC PLATO Lab	2010131	\$ 60,226.00	07/01/10	06/30/11	\$ 46,844.72	\$ 60,226.00	\$ 3,605.07	\$ 9,776.21	Sept '10	22%	
Merced College-LVN (CB)	2007120	\$ 322,338.00	01/01/07	12/31/09	\$ 1,981.72		\$ 320,356.28		Dec '09	99%	Contract completed
Merced Co. CAED-Business Assistance	2010159	\$ 46,890.00	04/01/10	11/30/11	\$ 37,710.00		\$ 7,920.00	\$ 1,260.00	Sept '10	20%	
MCOE-YOP (ISY)	2010196	\$ 590,264.00	07/01/10	06/30/11	\$ 490,504.89	\$ 590,264.00	\$ 99,759.11		Sept '10	17%	
MCOE-Empower (OSY)	2010197	\$ 590,264.00	07/01/10	06/30/11	\$ 455,831.74	\$ 590,264.00	\$ 134,432.26		Sept '10	23%	
MCOE-BEAM	2010198	\$ 60,000.00	09/01/10	06/30/11	\$ 60,000.00	\$ 60,000.00				0%	
MCOE-Bridges to Success	2010223	\$ 450,000.00	04/01/10	04/30/11	\$ 220,579.20		\$ 159,079.01	70,341.79	Sept '10	51%	
MCOE-Green Jobs (SJVJGJ)	2009216	\$ 56,664.00	07/01/09	12/31/10	\$ 16,640.46		\$ 40,023.54		Sept '10	71%	
MCOE-Green Jobs (SJVJGJ) (Other Funding)	2009216	\$ 67,130.00	07/01/09	12/31/10	\$ 26,269.18		\$ 40,860.82		Sept '10	61%	
Mother Lode LWIA (SJVJGJ)	2009211	\$ 28,331.00	07/01/09	12/31/10	\$ 1,109.34		\$ 27,221.66		Aug '10	96%	
New York Wired-Matrix	11175	\$ 9,900.00	06/01/10	06/30/11	\$ -		\$ 9,900.00		Jun '10	100%	
Rexel (Summers Group, Inc.)	2010012	\$ 103,950.00	01/01/10	06/30/11	\$ 45,915.00	\$ 103,950	58,035.00		Jun '10	56%	
San Joaquin LWIA (SJVJGJ)	2009214	\$ 114,873.00	07/01/09	12/31/10	\$ 53,976.66		60,896.34		Jun '10	53%	
Stanislaus County (CB)	2007121	\$ 208,168.00	01/01/07	12/31/09	\$ 55,499.14		\$ 152,668.86		Jun '10	73%	
Stanislaus County (SJVJGJ)	2009210	\$ 84,032.00	07/01/09	12/31/10	\$ 29,077.43		\$ 54,954.57		Jun '10	65%	
Stanislaus Co. Solar Weatherization	11208	\$ 5,932.80	07/01/10	01/31/11	\$ 5,932.80	\$ 5,932.80	\$ -			0%	
State Center Community College District (CB)	2007104	\$ 358,412.00	01/01/07	12/31/09	\$ 1,455.79		\$ 356,956.21		Jun '10	100%	
Tulare County LWIA (SJVJGJ)	2009264	\$ 71,425.00	07/01/09	12/31/10	\$ 29,529.86		\$ 37,986.09	\$ 3,909.05	Sept '10	59%	
VOS	2009347	\$ 62,220.00	01/01/10	12/31/10	\$ 14,430.00		\$ 47,790.00		Sept '10	77%	
Yosemite Community College (CB)	2007107	\$ 334,621.00	01/01/07	12/31/09	\$ -		\$ 334,621.00		Apr '10	100%	
		\$ 4,372,247.24			\$ 1,955,729.22	\$ 1,523,193.64	\$ 2,277,610.19	\$ 138,907.83			

* Expenditures To-Date include entire contract period.

** Inv's Rec'd Not Yet Pd include invoices recently received and invoices requiring corrections/backup.

*** Invoiced Through shows latest dates of service covered by invoices.

**** % Billed is of entire contract, not just current year.

Updated 10/25/2010

TO: Executive Committee

DATE: 11/01/10

FROM: QUED

For Action

For Discussion

For Information

SUBJECT: Supportive Services Policy

PROPOSED MOTION(S): Approve revised Supportive Services Policy.

DISCUSSION: The Supportive Services Policy was last modified June 1, 2009. Due to funding decreases there is a need to update the Supportive Services Policy in order to provide guidance and funding limits for staff serving adults, dislocated workers and youth who are being provided supportive services. The policy has been updated decreasing the maximum funding available to each participant in order to serve more participants with fewer available dollars.

Supportive services that were reduced include a reduction in core b services of \$100, approximately 50% reductions in training related supportive services, up to a \$5 reduction per day in transportation reimbursements, and up to \$10 per day in child care expenses. Some of the language in the revision is more detailed regarding documentation of need and support documents required.

On October 13, 2010, the Quality Employment Development (QUED) ad hoc committee recommended the revised supportive services policy be presented to the Executive Committee for action.

ATTACHMENT(S):

Revised Supportive Services Policy



Andrea T. Baker
Director

Joanne Presnell
Assistant Director

1880 Wardrobe Avenue
Merced, CA 95341-6407
(209) 724-2000
(209) 725-3592 Fax
www.co.merced.ca.us/index.asp?NID=92
Equal Opportunity Employer

DEPARTMENT OF WORKFORCE INVESTMENT

Policy/Procedure For Supportive Services

Policy: Effective November 1, 2010, customers may be provided supportive services using the criteria stated in this policy.

General Provisions:

The Merced County Workforce Investment Board (WIB), through the Merced County Department of Workforce Investment (WI), will make available supportive services to appropriate Workforce Investment Act (WIA) customers dependent upon WIA funding. All requests for customer supportive services and all collaborating information detailing the need will be documented in the Individual Employment Plan and/or in the customer's case notes/diary. Provisions of supportive services under this policy are contingent upon the availability of funds. Additionally, at the discretion of the local WIB, this Supportive Services Policy is subject to review and change. The Department of WI will ensure:

- Services provided under this policy are based on the needs of the customer;
- Incidental payments/related supportive services are based on the program activity in which an individual is enrolled and the ongoing assessment of need related to the customer. Such information to be documented in the Individual Employment Plan.
- Services provided under this policy are available after all other resources have been exhausted;
- Services provided under this policy are necessary to enable customers to participate in activities authorized under Title IB of WIA and adults, dislocated workers and youth participants served under the American Recovery and Reinvestment Act of 2009;
- Services provided do not duplicate services available from other sources, and are coordinated with the services and resources of the One-Stop partners and other community service partners;
- Financial assistance does not include post-exit services;
- Bonus and incentive payments, when allowable by law and if provided, are based on the attendance and performance by the customers receiving them;
- The Workforce Investment Area will meet applicable Internal Revenue Service and Fair Labor Standards Act requirements.

Section 1: Levels of Supportive Services

Core B Services:

- Enrollment in Intensive Job Search, Preemployment Related Services or Employment Specific Services - \$150. Employment and Training Specialists are authorized to spend up to \$150 without a manager's approval and are responsible to ensure that funds are available. For purchases that exceed \$150, a supervisor/manager's authorization is needed. This includes the Customer Reimbursement Form and Vendor Notification of Authorization to Purchase.

Intensive and Training Services:

- Enrollment in a full-time training activity, and is listed on the State Eligible Training Provider List:
 - Up to \$2,500, this may include transportation and childcare, dependent on the need of the customer and funding availability.
- Enrollment in a full-time training activity with a training provider not on the Eligible Training Provider List:
 - Up to \$3,000, this may include transportation and childcare dependent on the need of the customer and WIA funding availability.
 - To include actual costs associated with the training such as books, uniforms, supplies, and fees such as health and parking.
 - In no instance may any portion of this money be used for registration or tuition costs.

Exceptions may be made to this policy on a case-by-case basis should individual circumstances warrant exception, and are to be documented in the case notes/diary by an Employment and Training Specialist and approved by the Assistant Director or Director.

Section 2: Types of Supportive Services

The Dept of WI, in accordance with the Workforce Investment Act and its implementing regulations, will provide supportive services deemed appropriate for payment or reimbursement to customers and/or other agencies or businesses for preapproved necessary services, supplies and/or materials provided to the customer. Such services, supplies and/or materials may include, but are not limited to, the following:

- DMV printouts.
- Physicals when required for training or employment.
- One-time GED Testing Fee for the 5 required tests noted in the Individual Employment Plan.
- Transportation⁽¹⁾
- Childcare⁽²⁾.

⁽¹⁾ Customers attending training who drive their own vehicle are eligible based on need for mileage reimbursement. Mileage must be verified by Map Quest or a similar website (including to and from childcare provider to attend in-county full-time training) daily attendance will be verified by the training provider. The rate of reimbursement varies: 10-19 miles roundtrip, \$5.00 per day; 20-49 miles roundtrip, \$7.50 per day; 50-74 miles roundtrip, \$10 per day; 75-99 miles roundtrip, \$12.50 per day; 100+ roundtrip, \$15.00 per day. Bus passes are available to those customers whose schedule and childcare arrangements can be accommodated by public transportation. When mileage is provided, the following must be kept in the customer's file: 1) a copy of the customer's valid CA Driver's License, 2) proof of current insurance for the vehicle to be driven, 3) proof of current California vehicle registration in the customer's name, and 4) a map, from a known source; i.e., Mapquest, of the commute to and from training.

⁽²⁾ Customers with a child 12 years of age or younger may be eligible for childcare. Customers with a child 13 through 18 years of age may be eligible for childcare if the child is physically or mentally incapable of caring for him or herself, as determined by a legally qualified professional, or, if the child is under court supervision. If the customer's spouse or significant other is either not working nor looking for work, nor participating in a training program, and is not incapacitated or does not have special needs, childcare will not be authorized. Customers qualifying for childcare will be reimbursed for childcare at the rate of \$10.00 per day if attending training for 4 hours or less, or \$20.00 per day if attending training over 4 hours. Documentation for reimbursement for childcare is the customer's time and attendance for days in training, to be furnished by the training provider. When childcare is provided, the length and number of days of training, number of children, age(s), hours per day childcare is required, and the childcare provider need to be documented in the Individual Employment Plan/Diary. Child care funding should not be provided while children are at school. A written statement from the child care provider which will include the name of the provider, their Social Security number and/or child care license number, the number of children, age/s, hours per day will also be required for participant reimbursement.

- One-time Emergency Assistance for training or employment
- Incidental Payments up to \$5 per day⁽³⁾.

Customers who obtain unsubsidized employment may have their supportive services reduced or terminated. The needs of the customer will be reassessed to determine if further assistance from WIA funding is required.

An Employment and Training Specialist, in collaboration with the customer, will develop a plan for services, supplies and/or materials that are typical for a customer's area of training, job search, and/or program activity.

Section 3:Pell Grants

Customers enrolled or accepted for enrollment at an accredited college in a course of study eligible for Federal or State financial aid must apply for a Federal Pell Grant. No supportive services will be provided until this action is accomplished, as verified by a copy of the Pell Grant Application or award letter. Pell Grant recipients must reapply each year to continue supportive services. Any other grants that the customer has applied for must also be verified. Copies of the verification documents will be maintained in the customer's file.

Note: Preliminary Pell Grant eligibility can be established prior to enrollment into a training program. The Free Application for Federal Student Aid (FAFSA) form is used to determine eligibility, and is available through the Internet or the financial-aid offices of accredited colleges. Applications can be submitted on-line through the One-Stop. One-Stop specialists will be familiar with the proper completion procedures for these forms, and be able to assist customers in the filing process. Pell Grants are awarded only once in a program year, and only for one academic institution. The maximum amount for the Pell Grant will vary from year to year.

For WIA customers enrolled in programs at a College, supportive services may be provided while a Pell Grant application is pending. Expenditures for supportive services will be tracked through the Department's client financial database.

One-Stop Specialists will utilize their monthly contact with the customer to verify the status of the PELL Grant application. Note: Merced College publishes a Student Financial Aid Report that documents the status of Pell and other grant applications. The report also details the amounts and disposition of any grants awarded. These reports are requested by the One-Stop (Employment Resource Center) on a semester basis.

Upon award of a Pell Grant, full or partial, the customer's supportive services may be reduced or terminated. The customer's needs will be reassessed and documented to determine appropriate level of assistance from WIA funding.

Section: 4 ITAs, Limitations of Financial Support

For those customers who elect to attend occupational skills training within the local labor market area (defined as from Fresno County to the South and Stanislaus County to the North), the

⁽³⁾ Incidental payments provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services authorized by WIA section 134(e)(3). Adult/DW must be (a) unemployed, (b)not qualify for, or have ceased qualifying for, unemployment compensation and enrolled in training services under WIA by the end of the 13th week. For Adults the amount of funds cannot exceed the poverty levels for the equivalent period. For DW the amounts can not exceed the weekly level of UI benefits. The amount of \$5 a day times the number of days in training can be determined by the Employment & Training Specialist. Any additional Incidental Payments or One-time Emergency Assistance needs to have the concurrence of a supervisor or manager and be provided to the Assistant Director or Director for final approval.

maximum amount of funds available will be limited by the needs identified in the Individual Employment Plan, and be consistent with the criteria put forth in this policy.

The Dept of WI will make no supportive services available to customers who elect to attend occupational classroom training outside of the defined labor market area.

Procedure: The Employment and Training Specialist will thoroughly interview each customer and ask appropriate questions relevant to the level of assistance the customer requires. The Employment and Training Specialist will prepare a plan of services that will be based on the individual's needs and what he/she is eligible for to successfully complete training. The Employment and Training Specialist, in collaboration with the customer, will prepare all supportive services obligations. Backup documentation is required in the file to support the need for the supportive services and the exact amount and type of services(s) provided. For example:

When mileage is provided, the following must be kept in the customer's file: 1) a copy of the customer's valid CA Driver's License, 2) proof of current insurance for the vehicle to be driven, 3) proof of current California vehicle registration in the customer's name, and 4) a map, from a known source; i.e., Mapquest, of the commute to and from training.

Employment and Training Specialists will review the Individual Employment Plan with their supervisor, either individually or during a staffing session, at which time verbal approval/denial/-modification will be given by the supervisor/manager. The Employment and Training Specialist will complete the Customer Financial Form (CFF) and submit it electronically to MIS, and a copy of the CFF will be forwarded to the supervisor/manager. Upon acceptance by MIS, the client obligation (or CFF) will be logged into the web-based obligations database used to manage funding resources in the various grants.

Procedure for Approving Exceptions to Supportive Service Limits:

Employment and Training Specialists will prepare the file to request an exception to the ITA or supportive services limits, and present the file with all supporting documentation of need to the Supervising Employment Training Specialist/Manager for review and concurrence. Supervising Employment Training Specialist/Manager will review and ensure that funds are available prior to approval. Upon approval by the Supervising Employment Training Specialist/Manager the request will be sent for final written approval by the Assistant Director or the Director.

Responsible Official: Training Supervisor/Manager

Reviewed Date: November 1, 2010

Revised Date:

TO: Executive Committee

DATE: 11/01/10

FROM: QUED

For Discussion

For Action

For Information

SUBJECT: Relocation of the Merced One-Stop

PROPOSED MOTION(S): That the Executive Committee approve the Merced Worknet One-Stop currently located at 1200 W. 16th Street be collocated at the Department of Workforce Investment (WI) facility at 1880 Wardrobe Ave. in Merced thus relieving WI of costs associated with the 1200 W. 16th Street facility.

DISCUSSION: On September 15, 2010, the Quality Employment Development (QUED) ad hoc committee was noticed that the WI was considering relocating its facilities as a cost saving measure due the reduction/elimination of contracts, increase costs, reductions in funding from the Federal and State Governments and the possibility of future reductions.

Several options were presented to the committee from staff. Included were the closing of the Los Baños Worknet One-Stop, combining the Wardrobe facility located at 1880 Wardrobe with the Merced Worknet One-Stop located at 1200 W. 16th Street, and finding other buildings that were suitable at a lesser cost.

The QUED offered a variety of recommendations including the following: The Los Baños Office serves a substantial portion of the Merced County customer base and needs to have a presence on the Westside. The QUED asked that the WI research the price and availability of other properties for rent/lease that would meet the requirements of WI in Merced, check on availability and cost of other options (such as space at Merced College, the County Library, the previous Castle Air Force Base facility), and any other location opportunities while keeping in mind the availability of technology and moving costs for other facilities considered.

On October 4, 2010, the Executive Committee was informed of the same information presented to the QUED at the September meeting.

The Executive Committee asked that the WI consider the accessibility of facility options and consider the notoriety of the current Worknet One-Stop location in Merced. A recommendation was made to negotiate lower rents and other accommodations that will be cost effective and conducive to serving customers. Parking, public transportation and high speed internet access should also be a consideration.

At the October 13, 2010, QUED meeting staff presented information gathered taking into consideration all of the points made above. The QUED recommended taking forward an action item to the Executive Committee to approve the Merced Worknet One-stop currently located at 1200 W. 16th Street be collocated at the Department of Workforce Investment facility at 1880 Wardrobe Ave. in Merced.

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 11/01/10

FROM: Youth Council Staff

For Discussion

For Action

For Information

SUBJECT: Request for Proposal (RFP) for Workforce Investment Act (WIA) In-School and Out-of-School Youth Programs Beginning July 1, 2011

PROPOSED MOTION(S): Approve and request the Merced County Board of Supervisors to let a new RFP for the WIA In-School (Younger) and Out-of-School (Older) Programs

DISCUSSION: The Merced County procurement procedures require that competition be re-established after a period of time. More specifically, a contract should be renewed after its initial year with not more than two extensions. The Merced County WIA youth programs began in September 2000 and have assisted economically disadvantaged youth that experience any of the following barriers to employment:

- **Basic skills deficient**
- **High School dropout**
- **Homeless, runaway or in foster care**
- **Pregnant or parenting**
- **Offender**
- **Requires additional assistance (as defined by the WIB) to complete educational program or secure and hold employment.**

The services provided by the selected youth provider shall focus on 10 basic elements, including:

- **Paid and unpaid work experiences, internships**
- **Adult mentors**
- **Leadership development**
- **Occupational skills training**
- **Alternative secondary school services**
- **Comprehensive guidance and counseling**
- **Support services**
- **Summer employment opportunities**
- **Tutoring, study skills training / dropout prevention strategies**
- **Follow-up services.**

It is envisioned that one RFP will be issued, requesting proposals for either the In-School or Out-of School programs, or for both. An RFP takes approximately 100 days to complete from the let date to the program start date. The amount of WIA funding is contingent upon the FY 2011/12 appropriation; however, it is anticipated that approximately \$1 million will be available for the combined programs.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 11/01/10

FROM: Staff

For Discussion

For Action

For Information

SUBJECT: Department of Workforce Investment Funding Reduction and Subsequent Changes

PROPOSED MOTION(S): For Discussion only

DISCUSSION: At the WIB Executive Meeting held on October 4, 2010, the Executive Committee asked staff to supply information that denotes the basic services required by the Workforce Investment Act that a designated One-Stop Operator must provide. In addition, the Committee asked staff to provide a list of basic functions/tasks that staff need to perform for the Workforce Investment Board. The reason for this request is to determine what services and functions can be altered, deleted or restructured to help better utilize department and staff resources.

Attached are two lists which were provided to the Quality Employment and Development (QUED)) Ad Hoc Committee. The first is a list of basic core services from the Workforce Investment Act that must be provided to customers. The second is a list of required Workforce Investment Board functions as stated in the Workforce Investment Act.

On November 17, 2010, all staff and managers will participate in a formal process to review for recommendation to the WIB, the most effective and efficient methods to service customers with limited resources.

In addition, WIB Staff will review the current WIB Strategic Scorecard and determine changes that can be made to its elements in order to most effectively utilize staff resources while maintaining and improving mandated WIB functions.

Staff will return to the Executive Committee at a future date with recommendations for the committee to review and consider.

ATTACHMENT(S): List of required core services and required WIB functions

Core Services Shall Be Available

1. Determinations of whether the individuals are eligible to receive assistance under this subtitle
2. Outreach, intake and orientation to the information and other services available through the One-Stop
3. Initial Assessment
4. Job search and placement assistance and where appropriate...career counseling
5. Provision of employment statistics information
6. Provision of performance information and program cost information on eligible providers of training services
7. Provision of information regarding how the local area is performing on the local performance measures
8. Provision of accurate information relating to the availability of support services
9. Provision of information regarding filing claims for unemployment compensation
10. Assistance in establishing eligibility for Financial Aid Assistance
11. Follow-up services

Local Workforce Investment Board Functions:

1. Local Plan
2. Selection of Operators and Providers
3. Budget Administration
4. Program Oversight
5. Negotiation of local performance Measures
6. Employment Statistics System
7. Employer Linkages
8. Connecting Brokering and Coaching

Worknet

Customer Satisfaction Report

September 2010

All Locations Combined	Sep-09	Sep-10	Aug-10	Jul-10
Customer Satisfaction				
Courtesy of staff.	9.44	9.66	9.47	9.50
Time if took for staff to assist you.	9.64	9.66	9.51	9.43
Did you get the information you needed?	9.57	9.58	9.41	9.39
Were you satisfied with the services?	9.43	9.55	9.50	9.47
Did we help you today?	9.55	9.54	9.62	9.49
Would you refer our services to others?				
Yes	128	122	253	349
No	2	0	1	2
No Selection Made	8	3	9	24
How did you hear about us?				
CalWORKs	0	8	11	23
EDD	35	24	37	45
Friend/Family	184	36	126	181
Flyer/Brochure	0	1	5	2
Internet	6	2	4	4
Newspaper	0	4	5	4
Other	2	6	22	28
Phone Book	0	1	3	1
Radio Ad	0	1	5	6
Walk-in	223	48	64	96

*Effective April 2010 the following data is from Customer Satisfaction Surveys vs. Scan Cards

Results By Location - September 2010

	Merced	Los Banos	Wardrobe	All Locations
Customer Satisfaction				
Courtesy of staff.	9.68	9.62	10.00	9.66
Time if took for staff to assist you.	9.83	9.40	10.00	9.66
Did you get the information you needed?	9.75	9.33	10.00	9.58
Were you satisfied with the services?	9.79	9.21	10.00	9.55
Did we help you today?	9.69	9.33	10.00	9.54
Would you refer our services to others?				
Yes	70	51	1	122
No	0	0	0	0
No Selection Made	2	1	0	3
How did you hear about us?				
CalWORKs	5	2	1	8
EDD	14	9	1	24
Friend/Family	23	12	1	36
Flyer/Brochure	1	0	0	1
Internet	2	0	0	2
Newspaper	0	4	0	4
Other	5	1	0	6
Phone Book	1	0	0	1
Radio Ad	1	0	0	1
Walk-in	26	22	0	48

Worknet
Customer Satisfaction Report
Suggestions and Concerns - All Locations - September 2010

Suggestions

Do you have any suggestions on how we can improve our services?

sometimes the noise level in the resource room is a little overwhelming

military services recruitment

a more thorough explanation of the trainings

hire more workers

doing a good job already

longer hours open

doing just fine, thanks

not yet

more help

Worknet was instrumental in my getting a job. Thank you.

I found the service very professional and friendly.

Doing a great job. Friendly & helpful staff :)

No your just fine

Lab needs beter system in checking in for those who are registering

None, everything & everybody very nice.

Nope, everything was good.

All bases look covered

Not at this time

more training options

none at this time

No everything was at it's best

no it was great

Not at this time

No its (it) was help full (helpful)

your (you're) fine

Everything is excellent. Maybe some doughnuts & coffee!

Everything of the services was provided great?

No, it was a good service.

Everything was great!

You need at least 5-7 more people. Attn 2 detail

No. Great people.

Not really. Staff was really good

No its exolent (excellent)

It's all good. You do a good job.

Worknet
Customer Satisfaction Report
Suggestions and Concerns - All Locations - September 2010

Staff was very helpful.

No/None/NA had 26 entries

Worknet
Customer Satisfaction Report
Suggestions and Concerns - All Locations - September 2010

Concerns

Can you think of any concerns or issues that we may be able to assist you with?

there are times when I need to email people to use them as contacts on my resume and I am afraid I will be booted off

lay-offs at work-net

no thanks

lacking computer skills

laid - offs staff

Yes, help with schooling or training.

My school education steps to follow

Getting my GED

Quick Books Pro training

orientation for more training

looking for a job

job

Good

You have helped with everything.

Getting my class A driver lic. and applying for Merced College job.

I can't thnk of anything rite (right) now.

Non. Thank you!

The City Council should have daily surveys.

None - yet

No/None/NA had 33 entries

Worknet Customer Service Report

September 2010

All Locations Combined	Sep-09	Sep-10	Aug-10	Jul-10
Visits				
Return Visits (Total Core Svcs - First Visit Registrations)	4711	10101	11280	10999
First Visits (New Registrations)	443	502	596	687
Total Visits (Core Svcs Used)	5154	10603	11876	11686
Total Visitors (Unique Visitors)	2255	1787	2087	2085
What did our customers use?				
Career Assessment	221	99	163	150
Certificate Test	59	134	111	158
Copier	409	364	374	394
EDD/Unemployment	120	57	61	46
External Web Site Job Referral	0	2627	2565	2349
Fax	1451	198	244	260
Internet Job Search	2418	3175	3577	3418
Job Wall	388	730	798	858
Local Office Orientation - JTA 18	242	99	123	92
Other VOS Internet Services	0	311	484	599
PLATO Lab	872	722	854	717
Resume/Cover Letter/Application JTA 15	841	943	1137	1230
Special Class	159	62	105	25
Staff Appointment	502	156	290	305
Summer Jobs for Youth	233	13	11	23
Telephone	104	215	190	174
Typing Practice	192	113	122	140
Workshop	59	83	71	61

Results By Location - September 2010

All Locations Combined	Merced	Los Banos	Wardrobe	All Locations
Visits				
Return Visits	6176	3761	164	10101
First Visits	319	163	20	502
Total Visits	6495	3924	184	10603
Total Visitors*	1191	598	92	1787
What did our customers use?				
Career Assessment	82	16	1	99
Certificate Test	109	24	1	134
Copier	306	58	0	364
EDD/Unemployment	33	24	0	57
External Web Site Job Referral	1266	1302	59	2627
Fax	152	46	0	198
Internet Job Search	2048	1095	32	3175
Job Wall	618	112	0	730
Local Office Orientation - JTA 18	27	14	58	99
Other VOS Internet Services	185	121	5	311
PLATO Lab	286	435	1	722
Resume/Cover Letter/Application JTA 15	638	300	5	943
Special Class	27	35	0	62
Staff Appointment	83	71	2	156
Summer Jobs for Youth	12	1	0	13
Telephone	184	31	0	215
Typing Practice	68	45	0	113
Workshop	52	31	0	83

*Total visitors count for all locations may be different than the total for each location combined as one person may have visited more than one location during the month.



**WORKFORCE
INVESTMENT BOARD**
MERCED COUNTY

Alfonse Peterson, Chair
Steve Newvine, Vice Chair
1880 Wardrobe Ave. Merced, CA 95341
Phone (209) 724-2008 FAX (209) 725-3592
www.mercedwib.com

September 23, 2010

The Honorable Arnold Schwarzenegger
Governor of California
State Capitol
Sacramento, CA 95814

RE: REQUEST FOR SIGNATURE ON Assembly Bill 2058 (BLOCK): California Training Benefits

Dear Governor Schwarzenegger,

On behalf of the Merced County Workforce Investment Board, I respectfully request your signature on AB 2058 (Block), a bill that will break down barriers for unemployed Californians so they may access training and retraining programs that increase their skills and job-readiness while still receiving unemployment insurance benefits.

The Problem

California is faced with unprecedented job loss and a historic 12.3% unemployment rate in July 2010. Due to the shortage of jobs, job seekers are spending longer periods of time searching for work. Over 34% of the unemployed have been looking for work for over 6 months, up nearly 170.5% since 2008. Merced County has the third-highest unemployment rate in California and currently is set at 17.4 percent. Surrounding cities in the County include South Dos Palos with 40% unemployment and the City of Planada at 37.9%.

The Solution

In May 2009, the U.S. Department of Labor issued a guidance letter to state agencies such as the EDD that administer the UI Program. Specifically, Training and Employment Guidance Letter No. 21-08 encourages states to widen the types of training and the conditions under which education and training are considered "approved training" for purposes of the state's UI law. States are also asked to reconsider their laws and regulations, and applicable administrative requirements, to determine if their approved training requirements are appropriate to the current economy. That guidance letter strongly encourages states to broaden their definition of approved training for UI beneficiaries during economic downturns.

The Current Reality

Currently, until a determination of eligibility for retraining benefits is complete, the EDD will suspend a person's UI benefits. With the current severe recession, many unemployed Californians are trying to regain competitive job skills by participating in the California Training

"Merced County's Workforce Investment system will keep pace with the new growth, the emerging economy, and the ever changing needs of the employers by creating a better educated, highly skilled workforce, that's capable, and prepared, and thoroughly knowledgeable."

Benefits (CTB) Program. Unfortunately, the UI benefits of many Californians who indicate on an EDD form that they have enrolled in training have their UI benefits suspended for a period of four to eight weeks while the EDD verifies their eligibility. As a result, many people decide to drop out of job training in fear of losing their eligibility for UI benefits. This is contrary to the direction of the federal Department of Labor, which has encouraged states to streamline their administrative procedures and laws, if necessary, to assist unemployed people to regain competitive job skills for the current economy. In fact, many people who experience a suspension of UI benefits are found to have been eligible for both UI and retraining benefits.

What AB 2058 Does

AB 2058 will break down the barriers for unemployed Californians so they may access training and retraining programs that will increase their skills and job-readiness while still receiving unemployment insurance benefits.

AB 2058 modernizes the approval list to allow unemployed workers to automatically enroll in training programs that are listed on the Eligible Training Provider List (ETPL) without losing their eligibility to receive unemployment insurance benefits. The ETPL is a state-sanctioned list of training providers in California.

For all of these reasons, we urge you to sign AB 2058 into law.

Sincerely,



Alfonse Peterson
WIB Chair

cc: Marty Block, Member, California State Assembly
Jennifer Mitchell, Policy Director, California Workforce Association

TO: Executive Committee

DATE: 11/01/10

FROM: WIB Staff

For Discussion

For Action

For Information

SUBJECT: Temporary Assistance to Needy Families (TANF) Healthcare Grant Update

PROPOSED MOTION(S): For Information Only.

DISCUSSION: On September 16, 2010, the Workforce Investment Board was informed that a portion of the Central California Workforce Collaborative (CCWC) applied for a U.S. Department of Health and Human Services (under the Administration for Children and Families Division) grant. The portion of the CCWC that participated was the Local Workforce Investment areas of San Joaquin, Stanislaus, Merced, Madera and Kern-Inyo-Mono, Fresno, and Kings Counties.

The Temporary Aid for Needy Families (TANF) funds would be proportioned to the various Local Workforce Areas with the Merced County Department of Workforce Investment's share estimated at \$359,830 per year for five years for a total of \$1,799,150.

The planned activities for the funds included training services focused on health care career ladders to include well paid positions that are expected to either experience labor shortages or be in high demand for the area. The grant application was submitted by the due date of August 5, 2010 with Madera County as the lead agency.

The Department of Workforce Investment was notified that the application submitted by Madera County was not selected for funding.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 11/01/10

FROM: WIB Staff

For Discussion

For Action

For Information

SUBJECT: Green Jobs Corps Amendment to San Joaquin and Merced Projects

PROPOSED MOTION(S): That the Executive Committee recommend reducing the Green Jobs Corps agreement with San Joaquin County by \$25,000, increase the Merced County Office of Education agreement by the same amount, extend the agreement by two months, and forward to the Board of Supervisors for approval.

DISCUSSION: On August 18, 2009, the Board of Supervisors awarded a contract to both the San Joaquin County Employment and Economic Development Office (Contract No. 2009214) and the Merced County Office of Education (Contract No. 2009216) to provide the necessary components of training, education, community service, and work experience to participants in the San Joaquin Valley Green Jobs Corps project.

An evaluation of expenditures of all the participating counties in this project revealed the need to redistribute some of the funding that was unspent due to lower than anticipated staffing costs. In order to ensure that all funding is spent appropriately, it is necessary to reduce \$25,000 from the contract for the San Joaquin County project and use the funds to enhance other areas of the program.

An inquiry of all the participating counties revealed that the project by the MCOE would be able to utilize the funding by increasing the number of participants in the program. Additionally, the agreement will be extended by two months with a new end date of 2/28/11 to ensure maximum fund expenditure.

ATTACHMENT(S): N/A