

WORKFORCE INVESTMENT ACT (WIA) MONITORING ACTIVITY SUMMARY MAY 2001 THROUGH JANUARY 2002

During this period the monitoring staff continued providing technical assistance and oversight to help assure a smooth transition to the Workforce Investment Act (WIA), both with PITD and among partner/community organizations.

The following provides an activity summary of PITD's Monitoring Unit.

Worknet Monitoring, Program Year (PY) '00

Completed initial (first year) monitoring of all One-Stop partners. Overall, each of the partners made positive strides in ensuring conformity with the *new* WIA.

EDD Self-Evaluation Guides.

- Conducted a State mandated self-evaluation of WIA Title I programs, Administration and Equal Employment Opportunities (EEO) policies & procedures. The evaluation was based on inspection guides provided by the State's (EDD) Compliance Review Division (CRD) which assessed Merced's PITD compliance with WIA, State and local rules and regulations.
- Based on the information provided, the CRD acknowledged that the Merced PITD was in compliance with the WIA.

Worknet Monitoring, Program Year (PY) '01

- Revised monitoring procedures and tools (checklists) for each of the One-Stop partners. The monitoring tools were formulated from the partner's Memorandum of Understanding (MOU), WIA, Final Rule and Office of Management & Budget (OMB) circulars. Also, Equal Opportunity, Americans with Disabilities Act, Drug Free workplace Act and safety requirements were additional checklist items.
- Monitoring of the One-Stop partners began in August 2001. The following partners have been evaluated:
 1. PITD, One-Stop operator/partner
 2. Central Valley Opportunity Center
 3. Merced County Office of Education
 4. Employment Development Department
 5. Housing Authority
 6. Merced College
 7. Department of Rehabilitation
 8. Merced Adult School
 9. Community Action Agency

- One-Stop partners pending review include:
 1. Human Services Agency, Title V (Older Worker program)
 2. Action Business Center (Optional Partner)
- Monitoring completion of all One-Stop partners is tentatively scheduled for the end of March 2002. Overall, the One-Stop partners have transitioned well in meeting the requirements and guidelines of the WIA.

Older Youth (ARBOR)

- Developed monitoring tools (program & fiscal) to assess ARBOR's level of compliance with WIA and their own Work Statement provisions. ARBOR was monitored in late June '01. Overall, numerous deficiencies in program and fiscal administration were identified.
- At the request of the Youth Council's Operations Committee, a presentation was provided to the committee members summarizing ARBOR's monitoring.
- The monitoring results were also addressed with Dr. Gabriel Ross, President and Mr. Charles Jameson, Vice President, ARBOR Inc.
- A follow-up to assess ARBOR's corrective actions was conducted in December 19, '01. PITD's Special Projects Unit conducted the review.

Younger Youth

The Youth (14-18 year olds) Year Round Program is currently being reviewed. Merced County Office of Education (MCOE) is the lead contractor. MCOE's sub-contractors associated with the Youth contract include: (Dos Palos/ORO Loma Unified School District (DP/OLUSD), Employment Development Department (EDD), Jobs for California Graduates (JCG), Lao Family Community, Los Banos Unified School District (LBUSD), and Merced Union High School District (MUHSD).

Completion of the Younger Youth review is tentatively scheduled for mid March '02.

Other Monitoring Activities

Review of Individual Training Account (ITA), Work Experience, and On-The-Job Training (OJT) contracts were accomplished.

- **ITA's**
15 Training Providers were monitored.
- **Other Training Contracts (Merced College)**
Building Trades Program
Computers in Business
Medical Assistant
- **Work Experience**
Five (5) contracts/worksites were monitored
Four (4) contracts/worksites are scheduled for monitoring in March '02

- **On-The-Job Training Contracts**
 30 OJT contracts were monitored
 Of the contracts monitored:
 2 participants voluntarily quit
 4 participants quit to take other jobs
 1 participant quit for medical reasons
 1 participant quit for personal reasons
 4 participants were terminated by the employer
 1 participant was laid off – lack of work
 17 participants are still employed

10 more OJT contracts are scheduled to be monitored in March '02

Contract Reviews

- All contracts, agreements and MOUs are initially coordinated through the Monitoring Unit to assess basic compliance with applicable rules and regulations. Finalized contracts are monitored on an annual basis. They are reviewed for compliance with State, federal and local requirements, to include price payment provisions, budget/budget narrative, work statement compliance, invoicing procedures, and costs associated with the contract (to determine if costs are reasonable, necessary, and allowable). The following are contracts which will be monitored during this fiscal Program Year (2001-2002):
 1. CISCO Academy, Dos Palos – Oro Loma Joint School District.
 2. Welfare To Work Tattoo Removal Program
 3. Kings View Work Experience Center
 4. William Bell And Company
 5. Welfare To Work Independent Living Program (Merced College)
 6. EDD/PITD Labor Market Information Survey Agreement
 7. Lori Strumpf and Associates.
 8. Building Trades
 9. Merced College RN/LVN Program
 10. Merced College Fee For Services Contract
 11. VIA Transportation (to provide student transportation)
- Currently, the Kings View, Tattoo Removal, Lori Strumpf and Associates, and VIA Transportation contracts are being assessed

Additional Services

In addition to the regular monitoring of training/service providers, the monitoring unit:

- Assists in the development of Requests for Proposals (RFPs), contracts, agreements and Memorandums of Understanding (MOUs).
- Provides PITD representation at the Jobs for California Graduates Installation & Initiation and Career Development Chapter awards ceremonies.
- Offers technical assistance to service providers.
- Conducts courtesy inspections; e.g. participant file reviews, safety, and ADA compliance.

Technical Assistance

- Youth Monitoring Presentation. At the request of Youth Council's Operations Committee, the Monitoring staff facilitated a presentation of the Youth Monitoring process. The presentation informed the committee members of the purpose and scope of the monitoring; i.e. gauging the overall performance of the youth programs and ensuring their compliance with the WIA. The Monitoring tools used in the evaluation process were also addressed.
- Monitoring Process Presentations. Provided Power-Point presentations on the Monitoring process- the scope and purpose- to the following WIB sub-Committees: Planning & Policy, Marketing & Economic Development and Education and Employment.
- Older Youth (ARBOR). Assisted in providing on-going technical support to ARBOR personnel, to include: forms management, eligibility requirements, interpretation of WIA youth requirements, fiscal administration and review of ARBOR's Work Statement Narrative. Also, a Power Point presentation describing the Monitoring Process was provided to ARBOR staff.
 1. Assisted PITD's Special Projects Unit in reviewing revised performance criteria for ARBOR.
 2. In concert with another PITD unit, assisted in providing additional 'eligibility' training to ARBOR upon EDD's publication of a new (revised) Technical Assistance Guide (TAG).
- Younger Youth (MCOE). Provided technical support to MCOE regarding the implementation of the Younger Youth program. The Monitoring staff assisted in the following training: forms management, eligibility requirements, and interpretation of WIA requirements. Additionally, a presentation on the Monitoring Process and Child Labor Laws was provided to the MCOE staff and collaborating subcontractors.
- Americans with Disabilities Act (ADA) Training. The monitoring staff coordinated with the Department of Rehabilitation, ADA Implementation Unit, to provide ADA training (Working With Customers With Disabilities) to PITD staff and partner agencies.
- Refining Local Youth Eligibility Policy. The monitoring staff served as a member on PITD's TAG 'Eligibility Committee'. The purpose of the committee was to define local policies and procedures regarding applicant eligibility for Title 1-B Adult, Dislocated Worker, and Youth programs.