

**Workforce Investment Board
Executive Committee
1880 Wardrobe Ave.
July 26, 2004, 7:30 – 9:00 a.m.
Meeting Agenda**



-
- I. Call to Order/Roll Call
 - II. Approval of Agenda
 - III. Approval of June 28, 2004 Minutes
 - IV. Public Opportunity to Speak
 - V. Consent Agenda
 - a. Youth Contract Amendment
 - b. 5-Year Strategic Plan Modification.....
 - VI. Action Agenda
 - a. Exemplary Performance/Corrective Action Plan.....
 - VII. Information Agenda
 - a. Enterprise Zone/LAMBRA Fee
 - b. WIB Teleconference Training and September WIB Meeting.....
 - c. Joint BOS/WIB Meeting – October 26, 2004
 - VIII. Committee Reports..... (20 min)
 - IX. Director’s Comments (5 min)
 - X. Chair Comments..... (5 min)
 - XI. Other
 - XII. Next Meeting – August 30, 2004, 7:30-9:00 a.m.....
 - XIII. Adjourn.....

**Workforce Investment Board
Executive Committee
1880 Wardrobe Ave.
June 28, 2004, 7:30 – 9:00 a.m.
Meeting Minutes**



Members Present:

John Headding
Rick Osorio

Nellie McGarry
Mike Smith

Albert Montejano
Mike Sullivan

Members Absent:

Kathleen Crookham

Others Present:

Andrea Baker
Joanne Presnell

Dave Davis
Jackie Walther-Parnell

Donna Ornelas

- I. Call to Order/Roll Call – The meeting was called to order by the Chair, John Headding and roll call by Donna Ornelas.
- II. Approval of Agenda - The agenda was approved as written.
- III. Approval of Minutes – It was M/S/C Montejano/Smith to approve the minutes of April 26, 2004.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
 - a. Continuum of Care Grant – It was M/S/C Smith/Montejano to approve the submission of the application for a grant to the Department of Housing and Urban Development’s Continuum of Care Program.
 - b. Advocacy Letter – WIA Funding & Local Control – Andrea provided an overview of the purpose of the letter. It was M/S/C Sullivan/Montejano to approve the support from the WIB in writing letters to legislators. It was also decided that each WIB member should receive a copy of the letter along with an address list to include Senator Boxer and Senator Feinstein.
- VI. Information Agenda
 - a. Update on JCG – It was noted that the closeout on the JCG contract is complete and all payments have been made.
 - b. WIB Member Application Form – The WIB application form was shared with the Executive members as a reference. It was noted there was no information requested on the application as it related to income/wages or educational level. There was discussion and Executive committee members requested that it be noted on the application, if approved for appointment, WIB members are required to complete the Conflict of Interest Form 700. The information will be added to the application package.
- VII. Committee Reports -

Albert Montejano reported the Quality Assurance Committee has been working on the strategic scorecard. Mr. Montejano noted that the measurement categories align with the WIB goals and areas of opportunities for improvement that were identified in the Worknet Certification feedback report. The card included the measurement, metric, method, frequency of review and responsible WIB Committee. It was recommended

that options for LMI data be looked at. One of the suggestions was to partner with MCEDCO.

Nellie McGarry reported the Youth Council has discussed a retreat to review and assess goals. It was noted that John Headding will be presenting at the next Youth Council as a general discussion on Youth and direction of the WIB in regard to Youth. Mr. Headding recommended setting up forum on Youth for the full WIB. It was noted that the WIB should also get a full report from Children's Summit to assist with the discussion.

Mike Smith reported there was no Finance Committee meeting since last executive meeting.

Rick Osorio deferred to Joanne Presnell to report on the Program Planning and Development. Ms. Presnell noted the committee has been working on the 5-Year Plan Modification. It is anticipated the Executive Committee will review the plan at the next meeting and then forward to the full WIB. Ms. Presnell also noted that the Department is working with the Chamber and Merced College to provide "Thriving & Surviving in The Workplace" This is a course developed with Merced College for Worknet customers and is available for employers to send their employees for soft skill development. The sessions are held at the Chamber and a person can receive .5 CEU. The sessions are two, four-hour sessions beginning in the September.

- VIII. Director's Comments – Andrea Baker reported that the Business and Economic Opportunities (BEO) office has moved to Castle. The SCORE counselors that had once shared office space with BEO are now operating out of the Wardrobe office. Andrea noted the group is basically a virtual office and they hold workshops and provide counseling in the building. They will be working closely with the Business Services Unit.

Ms. Baker also noted that she has been made aware of an opportunity for a teleconference arranged by NYATEP for the WIB. The teleconference is offered in three two-hour sessions. Each session is \$900. There was discussion on the usefulness of such sessions. It was decided this should be open to the full WIB. Information will be provided to the WIB as well as specific dates and times as they are available. Staff will coordinate with attendees.

- IX. Chair Comments – Mr. Headding extended an invitation to Executive members to attend the P-16 council on June 30, 11:30-1:30, at MCOE – Clark/Newbold room. There will be a presentation on business and industry needs. Mr. Headding also invited Executive members to the Youth Council, on July 14 at MCOE.
- X. Other - Mr. Osorio inquired about the refugee movement and asked what the WIB is doing to assist, specifically with youth. Ms. Baker noted that she is working with subgroup along with HSA and a community employers coalition to address the specific needs of this community. In addition, Lao Family has a youth advisory council to assist with youth issues.

Ms. McGarry reported the City of Merced is hiring 35 new safety members. She inquired about the programs and collaboration in place with the community college. Ms. Baker advised there is currently a system set up for peace officer training however, we currently do not have a fire safety training program worked out. Mr. Montejano noted Dos Palos has an agreement with the high school and fire service for ROP training.

- XI. Next Meeting – July 26, 2004, 7:30-9:00 a.m.

- XII. Adjourn – meeting adjourned 8:50 a.m.

TO: WIB Executive Committee

DATE: 07/26/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Reallocation of Youth Funds

PROPOSED MOTION(S): Approve the reallocation of approximately \$76,050 of PY 2003/04 Out-of-School youth funds to Younger youth funds.

DISCUSSION: Merced County has contracts with Merced County Office of Education Regional Occupational Program to provide Workforce Investment Act services to youth ages 14-18, and out-of-school youth, ages 17-21. The younger youth program has been in existence since September 2000. The out-of-school program began in September 2003 as a result of the previous provider terminating its contract with Merced County.

WIA Section 129 (c)(4) states that at a minimum, 30 percent of youth funds shall be used to provide youth activities to out-of-school youth. With the closure of JCG and the late start of the MCOE out-of-school program, funds were allocated to the out-of-school program at a 35% rate, rather than the previous 30% rate of other out-of-school programs. Later, when it became evident that at least 30% of the youth funds would actually be spent on out-of-school youth, and additional out-of-school funds were available but would not be spent by the out-of-school program, the decision was then made to allow the younger youth program to include more of their participants in the summer work experience program. To cover these younger youth costs necessitates moving approximately \$76,050 of out-of-school funds to the younger youth contract.

Amendments need to be made to both contracts. The movement of this money will still allow the WIA required 30/70 split of youth funding between programs to be maintained. This action is being taken after-the-fact to allow for actual costs rather than forecast spending. The exact amount will be calculated July 31, 2004.

ATTACHMENT(S): N/A

TO: WIB

DATE: 07/26/04

FROM: Program Planning and Development Staff

For Action

SUBJECT: Five-Year Strategic Plan Modification

PROPOSED MOTION(S): Approve and sign the attached Five-Year Strategic Plan Modification and forward to the WIB with a recommendation to ratify.

DISCUSSION: On September 20, 2000, the Merced County Board of Supervisors approved the local Five-Year Strategic Plan as required by the Workforce Investment Act of 1998. Pursuant to Title 20 of the Code of Federal regulations, Part 661.355, the Governor of California has published procedures governing the modification of the local Five-Year Strategic Plan.

The Workforce Investment Board last modified the plan (Fourth Year Modification) at its meeting on September 11, 2003.

ATTACHMENT(S): Five-Year Strategic Plan Modification

Local Workforce Investment Area Strategic Five-Year Local Plan Modification 5, Program Year 2004-05

Local Workforce Investment Area: Merced County

Submitted on: September 30, 2004

Contact Person: Joanne Presnell

Contact Person's Telephone Phone Number: (209) 724-2041

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____ LWIA: Merced County

Date: 4/1/04

**WORKFORCE INVESTMENT ACT
STRATEGIC FIVE-YEAR LOCAL PLAN**

Local Plan Table of Contents

	REVISION		PAGE
	<u>Yes</u>	<u>No</u>	<u>NUMBER</u>
Executive Summary			
I. Plan Development Process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
II. Local Vision and Goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>8</u>
III. Labor Market Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
IV. Leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
V. One-Stop Service Delivery System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
VI. Youth Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>34</u>
VII. Administrative Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
VIII. Assurances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
IX. Signature Page	<u>Required</u>		_____
Attachments			
1. Budget Plan Summaries	<u>Required</u>		<u>44-46</u>
2. Participant Plan Summary	<u>Required</u>		<u>47-50</u>
3. Performance Indicator Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>51</u>
4. Memorandums of Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
5. Public Comments of Disagreement	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. LWIA Grant Recipient Listing	<u>Required</u>		_____
7. Other Submittal(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

<input checked="" type="checkbox"/> Fifth-Year Local Plan Modification PY 2004-05	
<input type="checkbox"/> Modification # _____	LWIA: Merced County
	Date: 4/1/04

IX. SIGNATURE PAGE

This plan modification represents the Merced County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This plan modification is submitted for the period of April 1, 2004 through June 30, 2006, in accordance with the provisions of the Workforce Investment Act.

Workforce Investment Board Chair

Signature

John Heading

Name

Chair

Title

July 26, 2004

Date

Chief Elected Official(s)

Signature

Andrea T. Baker

Name

Director, Department of Workforce Investment

Title

July 26, 2004

Date

**Amendments and updates to the narrative portion of the
STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT PLAN**

Section II – Local Vision and Goals

Page 8 – Section 5

The language should reflect that the LWIB, in conjunction with the Youth Council, will recognize that Performance Measures for the Older Youth Entered Employment Rate and the Older Youth Earnings Change will remain borderline for the next year. After losing the out-of-school youth program provider due to its failure as a business, the LWIB's action to replace the provider within 4 months should raise all older youth performance measures.

Section VI – Youth Activities

Page 34 – Section “E”

The language should be added to reflect that for youth in training, stipends for such activities as GED completion are allowable expenditures under the Merced County WIA youth program, provided the provision of a stipend is included in the participant's individual needs assessment and individual service strategy.

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____

LWIA: Merced County Department of Workforce Investment

Date: 6/1/2004

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2004, beginning 07/01/04 through 06/30/05

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R485xxx Subgrant	R5887xx Subgrant
1. Year of Appropriation	2003	2004
2. Formula Allocation	1,712,311	1,710,129
3. Allocation Adjustment- Plus or Minus	(8,003)	0
4. Transfers - Plus or Minus	0	0
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	1,704,308	1,710,129

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6A through 6E)	1,533,878	1,539,117
A. Core Self Services	645,997	648,204
B. Core Registration Services	374,106	375,384
C. Intensive Services	62,129	62,341
D. Training Services	451,646	453,188
E. Other	0	0
7. Administration (Line 5 minus 6)	170,430	171,012
8. TOTAL (Lines 6 plus 7)	1,704,308	1,710,129

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2003 and July 1, 2004 respectively)		
9. September 2003	0	
10. December 2003	281,070	
11. March 2004	690,932	
12. June 2004	1,042,242	
13. September 2004	1,452,104	
14. December 2004	1,704,308	310,756
15. March 2005		1,010,443
16. June 2005		1,710,129
17. September 2005		
18. December 2005		
19. March 2006		
20. June 2006		

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 8)	10.0%	10.0%

Jackie Walther-Parnell,

Operations Officer

(209)724-2012

6/1/2004

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____

LWIA: Merced County Department of Workforce Investment

Date: 6/1/2004

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2004, beginning 07/01/04 through 06/30/05

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R485xxx Subgrant	R5887xx Subgrant
1. Year of Appropriation		2003	2004
2. Formula Allocation		1,653,263	1,445,485
3. Allocation Adjustment- Plus or Minus		(428)	0
4. Transfers - Plus or Minus		0	0
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)		1,652,835	1,445,485
TOTAL ALLOCATION COST CATEGORY PLAN			
6. Program Services (sum of Lines 6A through 6E)		1,487,552	1,300,937
A. Core Self Services		516,436	451,648
B. Core Registration Services		489,592	428,172
C. Intensive Services		206,776	180,836
D. Training Services		274,748	240,281
E. Other			
7. Administration (Line 5 minus 6)		165,283	144,548
8. TOTAL (Lines 6 plus 7)		1,652,835	1,445,485
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2003 and July 1, 2004 respectively)			
9. September 2003		199,526	
10. December 2003		499,601	
11. March 2004		792,114	
12. June 2004		1,042,839	
13. September 2004		1,435,552	
14. December 2004		1,652,835	301,075
15. March 2005			855,231
16. June 2005			1,445,485
17. September 2005			
18. December 2005			
19. March 2006			
20. June 2006			
COST COMPLIANCE PLAN (maximum 10%)			
21. % for Administration Expenditures (Line 7/Line 8)		10.0%	10.0%

Jackie Walther-Parnell,

Operations Officer

(209)724-2012

6/1/2004

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.

Title IB Budget Plan Summary (Adult or Dislocated Worker)

Forms Supplement

FWIADD-71D DRAFT

Page 1 of 2

4/04

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____

LWIA: Merced County Department of Workforce Investment

Date: 6/1/2004

TITLE IB BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2004, beginning 04/01/04 through 06/30/05

Grant Code 301/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		R485xxx Subgrant	R5887xx Subgrant
1. Year of Appropriation		2003	2004
2. Formula Allocation		2,017,580	1,909,873
3. Allocation Adjustment- Plus or Minus		0	0
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		2,017,580	1,909,873
TOTAL ALLOCATION COST CATEGORY PLAN			
5. Program Services (sum of Lines 5A through 5C)		1,815,822	1,718,886
A. In School		1,271,075	1,203,220
B. Out-of-School (30%)		544,747	515,666
C. Other			
6. Administration (Line 4 minus 5)		201,758	190,987
7. TOTAL (Line 5 plus 6)		2,017,580	1,909,873
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2003, and April 1, 2004)			
8. June 2003		0	
9. September 2003		0	
10. December 2003		0	
11. March 2004		0	
12. June 2004		876,000	
13. September 2004		1,923,769	
14. December 2004		2,017,580	573,997
15. March 2005			1,241,935
16. June 2005			1,909,873
17. September 2005			
18. December 2005			
19. March 2006			
20. June 2006			
COST COMPLIANCE PLAN (maximum 10%)			
21. % for Administration Expenditures (Line 6/Line 7)		10.0%	10.0%

Jackie Walther-Parnell

Operations Officer

(209) 724-2012

6/1/2004

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____

LWIA: Merced County Department of Workforce Investment

Date: 7/1/04

LOCAL PERFORMANCE INDICATORS AND GOALS⁽¹⁾

WIA Requirement at Section 136(c)	State Performance Indicator(s) WIA Years					Local Performance Goals WIA Years				
	1	2	3	4	5	1	2	3	4	5
Adults										
Adult Entered Employment Rate	66%	68%	70%	72%	72%	63.6%	61%	63%	72%	
Adult Employment Retention Rate	74%	76%	78%	81%	82%	71.3%	68%	72%	79%	
Adult Earnings Rate	\$3500	\$3600	\$3400	\$3400	\$3450	\$3179	\$3240	\$3196	\$3900	
Adult Employment and Credential Attainment Rate	40%	50%	50%	50%	55%	40%	50%	50%	50%	
Dislocated Workers										
Dislocated Worker Entered Employment Rate	68%	69%	70%	79%	79.5%	63%	62.0%	68%	75.4%	
Dislocated Worker Employment Retention Rate	81%	83%	85%	88%	88%	75%	75%	81%	85.2%	
Dislocated Worker Earnings Replacement Rate	85%	86%	88%	96%	96%	85%	77%	86%	107.2%	
Dislocated Worker Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	40%	42%	45%	58%	
Youth Aged 19-21										
Older Youth Entered Employment Rate	55%	56%	58%	66%	67%	58.8%	50.0%	55%	62.7%	
Older Youth Employment Retention Rate	70%	72%	74%	76.5%	78%	74.8%	65%	69%	72.8%	
Older Youth Earnings Gain	\$2500	\$2600	\$2700	\$3000	\$3000	\$2481	\$2300	\$2400	\$2970	
Older Youth Employment and Credential Attainment Rate	36%	42%	30%	30%	30%	36%	42%	30%	30%	
Youth 14-18										
Younger Youth Skill Attainment Rate	65%	70%	75%	76%	76.5%	60.9%	63%	70%	77.7%	
Younger Youth Diploma or Equivalent Rate	40%	42%	45%	55%	55.5%	40%	42%	45%	53.8%	
Younger Youth Retention Rate	40%	42%	45%	53%	53%	37.5%	38%	42%	55%	
Participant Customer Satisfaction Rate	66%	67%	68%	75%	75%	66%	60.3%	61.2%	62.9%	
Employer Customer Satisfaction Rate	64%	65%	66%	75%	75%	64%	58.5%	59.4%	60.3%	

⁽¹⁾ Guidance on the definitions of specific indicators can be obtained from the State of California Consultation Paper on WIA Performance Measures (Information Bulletin WIAB99-15) at <http://www.edd.ca.gov/emptran.htm> and from the Department of Labor WIA Web site at www.usworkforce.org.

Fifth-Year Local Plan Modification PY 2004-05
Modification # 5

LWIA: Merced County

Date: 6/1/2004

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

Plan the number of individuals that are in each category.

Totals for PY 2004 (07/01/04 through 06/30/2005)	ADULT	DW	OY	YY
1. Registered Participants Carried in from PY 2003	423	251	234	618
2. New Registered Participants for PY 2004	360	420	76	282
3. Total Registered Participants for PY 2004 (Line 1 plus 2)	783	671	310	900
4. Exiters for PY 2004	122	103	15	270
5. Registered Participants Carried Out to PY 2005 (Line 3 minus 4)	661	568	295	630

PROGRAM SERVICES

6. Core Self Services	1,850	2,650		
7. Core Registered Services	515	500		
8. Intensive Services	260	150		
9. Training Services	100	80		

SKILL ATTAINMENT

10. Attained a Skill/Goal				630
---------------------------	--	--	--	-----

EXIT STATUS

11. Entered Employment	160	120	10	80
11A. Training-related	75	65	5	20
11B. Entered Postsecondary/Advanced/Credential Program	0	0	5	
12. Remained with Layoff Employer		0		
13. Entered Military Service				8
14. Entered Advanced Training			10	5
15. Entered Postsecondary Education			0	130
16. Entered Apprenticeship Program				0
17. Attained High School Diploma/GED				450
18. Returned to Secondary School				15
19. Exited for Other Reasons	60	60	15	40

Jacqueline Walther-Parnell

724 2012

6/1/2004

Contact Person, Title

Telephone

Date Prepared

Comments:

**STATE OF CALIFORNIA
LOCAL WORKFORCE INVESTMENT AREA
GRANT RECIPIENT LISTING**

Merced County

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	ADDRESS (STREET, CITY, ZIP)	PHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	Merced County	Deidre Kelsey Chair, Merced County Board of Supervisors	2222 M Sreet Merced, CA 95340	(209) 726-7366 (209) 726-7977
Fiscal Agent	Merced County Department of Workforce Investment	Jackie Walther-Parnell Operations Officer	1880 W. Wardrobe Ave. Merced, CA 95340	(209) 724-2012 (209) 725-3592
Local Area Administrator	Merced County Department of Workforce Investment	Andrea T. Baker Executive Director	1880 W. Wardrobe Ave. Merced, CA 95340	(209) 724-2002

Signature: _____

Chief Elected Official

Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.

TO: WIB Executive Committee

DATE: 07/26/04

FROM: Youth Council / WIB Staff

For Action

For Information

For Discussion

SUBJECT: Exemplary Performance Award / Corrective Action Plan

PROPOSED MOTION(S): Acknowledge the award of \$9,062 to the Merced County Workforce Investment Area and approve the Corrective Action Plan.

DISCUSSION: The State of California Employment Development Department (EDD) recently awarded the Merced County Workforce Investment Area an exemplary performance incentive award of \$9,062 for meeting or exceeding the majority of the LWIA's performance goals for Program Year 2002-03. Only 7 other LWIAs received more money than Merced. However, one performance goal was not met, the Older Youth Credential/Diploma Rate. Because of this, the WIB is required to submit a Corrective Action and Technical Assistance Plan. The Plan is due back to EDD by August 24, 004.

The performance measure in question included 25 ARBOR youth who exited during the period October 1, 2001 to September 30, 2002. The Negotiated Performance Level was then 30%; attained was 22%. Presently, using exits from both JCG and MCOE programs, a 33.3% performance rating is being achieved.

The best insurance to consistently attain the Credential Performance Measure is to develop a locally recognized credential. During the July 14, 2004 Youth Council meeting, the Council concurred with the development of a locally recognized credential. MCOE has begun work to develop a locally recognized Working Professional credential. The credential should be ready for presentation at the August – Youth Council and the September – WIB Meetings.

The attached Corrective Action Plan reflects the above actions.

ATTACHMENT(S): Local Workforce Investment Area Corrective Action and Technical Assistance Plan

LOCAL WORKFORCE INVESTMENT AREA

CORRECTIVE ACTION AND TECHNICAL ASSISTANCE PLAN

Local Workforce Investment Area (LWIA):

Merced County _____

Date: *July 1, 2004* _____

Contact Person: *Joanne Presnell* _____

Telephone Number: *209-724-2041* _____

Please work as necessary with your assigned Regional Advisor from the Workforce Investment Division (WID) of the Employment Development Department (EDD) to complete the following questions and information. Please be brief and specific in your responses.

1. List the performance measure(s) for which the LWIA failed to achieve at least 80 percent, and list the percentage achieved for each.

Older Youth Credential Rate: 22.2%

2. For each of the above, provide an explanation or analysis of why the LWIA failed to achieve the minimum 80 percent.

Several factors impacted this performance measure:

a. The Older Youth Provider, ARBOR, had been notified that their contract would not be continued because of marginal management. The provider had the cost of the contract and the number of clients to be served considerably reduced, half way through the performance period.

b. A second Older Youth Provider, Jobs for California Graduates, Inc. began a new contract 6 months into the performance measures period. Start-up, combined with eventually having to take over the ARBOR case load, resulted in slow enrollments and very few exits.

c. Only 25 older youth clients exited during this program year. Credentials had been earned by 6 clients at measurement. The addition of one more client (total 7) would have caused the performance measure to meet the 80% parameter. The addition of two clients (total 8) would have caused the performance standard to be exceeded.

d. A locally developed workforce ready certification credential was being developed through the entrepreneurial program of a One-Stop partner. The funding source for that program was cut. The program was subsequently reduced in length and quality and the WIB stopped all actions for this locally recognized credential program.

3. Based on the above analysis, describe what corrective actions will be taken to ensure that the minimum 80 percent performance will be achieved in subsequent years. See the attached "Items to Consider in Developing a Corrective Action Plan" for guidance as applicable to your situation.

The WIB has chosen a third Older Youth Provider. ARBOR was discontinued due to marginal management; Jobs for California Graduates, Merced County, Inc. terminated its contract with Merced County and dissolved its Board of Directors. Fiscal mismanagement was the major factor in the dissolution.

The WIB has chosen through the Request for Proposal process, the same provider who has been the younger youth provider since WIA program inception. They have a proven track record in both program and fiscal management. As of the 3rd quarter of PY 2003-04, the older youth credential rate is 33.3%, or 3.3% above the standard.

The Local Plan was modified in the 4th Year Modification to require a local workforce credential be developed. The 5th Year Modification reiterates the need for the local credential program. The WIB will be analyzing the Yolo Youth Opportunity Council's Work Ready/Career Exploration Certificate Program. Merced County Office of Education supervisors (present older and younger youth programs provider) feel strongly that they can develop a similar program for WIB acceptance. Local certification should be formalized by the WIB by January 1, 2005.

4. Will you require technical assistance from sources other than your LWIA staff resources as part of your corrective action plan?

Yes No

5. If "Yes," identify the source(s) and the type(s) of assistance, and how the assistance will help to achieve the previously described corrective action goals. For example, local training/consultation may be available from other governmental or private entities. At the State level, your WID Regional Advisor may be able to provide or identify other sources available to meet your specific needs, such as the WID Capacity Building Unit, EDD's Employment and Training Network, the Department of Labor, and other sources.

N/A

6. Will any of the technical assistance sources identified above require funding not currently available to the LWIA?

Yes No

7. If “Yes,” do you plan to apply for technical assistance funds from the State?
(NOTE: Other sources must be used if available. Requesting funding from the State must be a last resort if other sources are not available.)

Yes No

If “Yes,” complete the attached “Application for Technical Assistance Funds Regarding Failure to Meet Performance” and attach it to this corrective action plan. If “No,” describe how you plan to procure the assistance.

ITEMS TO CONSIDER IN DEVELOPING A CORRECTIVE ACTION PLAN

- Improving the assessment methodology to ensure appropriate referrals to Core B, Intensive, and Training services
- Training for staff and/or subcontractors through a combination of cross-training by strong performers and on-site visits elsewhere in the State
- Training on adult, dislocated worker, and youth performance management
- Training on job development and client job retention
- Training on Workforce Investment Act (WIA) case management for adults and youth
- Improving customer service and customer satisfaction
- Improving local partnerships and expanding services in the One-Stop system
- Improving monitoring of service providers and other subcontractors
- Training on WIA participant reporting forms
- Training regarding the efficient use of management information system data
- Procurement of updated labor market information tailored to local participant and employer needs
- Development of specialized outreach efforts to publicize the services available in the One-Stop Career Centers, including free public announcements through local media and professionally produced videos
- Reorganization study conducted by outside consultants
- Consultant services to assess the LWIA's procurement system
- Improving the One-Stop certification process
- Improving linkages with the business community
- Improving client follow-up services

APPLICATION FOR TECHNICAL ASSISTANCE FUNDS REGARDING FAILURE TO MEET PERFORMANCE

Subject to the availability of funds, the State may provide a maximum of \$25,000. A local area will not receive more funding for technical assistance than it would have been eligible to receive in incentive awards, or that it received as a partial award, under the Exemplary Performance Incentive Award policy described in WIA Directive WIAD01-11. The State will not fund the following:

- Administrative costs
- Staff salaries or benefits
- Out-of-State travel
- Development or implementation of management information systems (NOTE: local areas may receive funding for consultant services or training on how to improve their systems, use data efficiently, etc., but not to directly develop or implement a new system)

Identify each training source/title, seminar/conference, etc. (NOTE: Make sure this is consistent with sources identified in *items 3 and/or 5* on the first page of this corrective action plan). A brief expenditure breakout is required for each source/activity identifying expenditures by type of activity:

- Consultant/Trainer Costs
- Travel/Equipment/Facilities, etc.
- All Other Costs (identify types and amounts)

TOTAL FUNDS REQUESTED: \$ 0.00

SIGNATURE PAGE

This Corrective Action and Technical Assistance Plan for the **Merced**
County Local Workforce Investment Area
is approved for submittal to the State of California.

_____ Andrea T. Baker Director, Dept of Workforce Investment	_____ Signature	_____ July 26, 2004
--	--------------------	---------------------------

_____ John Headding Merced County Workforce Investment Board Chair	_____ Signature	_____ July 26, 2004
---	--------------------	---------------------------

TO: WIB Executive Committee

DATE: 07/26/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fee for Enterprise Zone/LAMBRA Voucher Application Process

PROPOSED MOTION(S): Information Only

DISCUSSION: The Enterprise Zone/LAMBRA Programs target economically distressed areas throughout California. Special state and local incentives encourage business investment and promote the creation of new jobs. The purpose of the Enterprise Zone/LAMBRA Programs is to provide tax incentives to businesses and allow private sector market forces to revive the local economy. Enterprise Zone/LAMBRA companies are eligible for substantial tax credits and benefits. With Hiring Tax Credits a business can earn up to \$31,590 in State tax credits for each qualified employee hired. Merced County has areas that have been designated Enterprise Zone/LAMBRA areas.

The Merced County Department of WI is the designated vouchering agent in Merced County that provides this service to employers. The number of Enterprise Zone/LAMBRA Voucher applications has been increasing and is impacting Workforce Investment Act funds. To recover some of the costs incurred by WI, staff is requesting that a fee ordinance be adopted in FY 2004-05. This fee is based on the estimated cost per application in 2003-04. There were 1,981 Enterprise Zone/LAMBRA Voucher applications processed in 2003-04 with a potential state tax credit benefit of \$62,579,790 to employers over 5 years. The Workforce Investment Act Section 195(7)(A) states, "Income under any program administered by a public or private nonprofit entity may be retained by such entity only if such income is used to continue to carry out the program." WI will be charging a fee to pay for staff costs and overhead incurred through the Enterprise Zone/LAMBRA Voucher promotion and application process.

The users will be charged a fee of \$40 per application submitted to WI. The estimated cost per application for FY 2004-05 was based on staff time which was \$78 for FY 2003-04. The \$40 fee per application does not cover the full cost and will be used to defray the increasing cost to WI. This fee does not include any State imposed fees that would have to be passed on to the business requesting this service. In FY2005-06 and in subsequent years the cost will be determined based on actual costs for staff providing service in the Enterprise Zone/LAMBRA application process during the preceding year.

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 07/26/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIB Teleconference, September 28, 2004, “Aligning Action and Achievement!”

PROPOSED MOTION(S): Information Only

DISCUSSION: At the June 28, 2004 WIB Executive Committee it was decided that the WIB would participate in the Teleconference series co-sponsored by NAWB and NYATEP. The first one is called, “Aligning for Action and Achievement!” Greg Newton will be the first presenter and it will be held 8:00 to 10:00 a.m. our time.

Following is a description of what the session will entail: While some workforce areas have issued “State of the Workforce Reports” and identified targeted industries, some have not yet translated these findings to concerted action. In order to have a meaningful impact, all resources you directly control must be aligned to meet identified needs; partner programs must be influenced to common purpose; and the entire community must be mobilized to attack your community’s workforce problems.

This session will help your Board initiate your strategic planning for the workforce or, if you have a plan, to translate those plans into concrete action steps to achieve your workforce improvement goals. In This Session, You Will Learn: What the four Workforce Board roles are and how your board can simultaneously fulfill both your legislative program roles and your business services and workforce development roles.

Why creating comprehensive business services to increase the economic vitality of the private sector is different than operating effective employer services to help jobseekers get jobs --- and how your Board can connect the two. When partnering, informing, advocating, and evaluating are just as important as program creation and operation in your Board’s strategic planning for workforce improvement. How to conduct an “alignment audit” of your Board, your operations, and your partner programs to ensure increased responsiveness to your workforce priorities.

ATTACHMENT(S): N/A

TO: WIB

DATE: 07/26/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIB/ BOS Joint Meeting

PROPOSED MOTION(S): Information Only.

DISCUSSION: The WIB/CLEO Agreement states that the Local Elected Officials will meet once a year in conjunction with the local workforce Investment Board for strategic planning purposes. This meeting is scheduled for October 26, 2004 at 1:30 p.m. in the Board Chambers.

ATTACHMENT(S): N/A