

**Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 Wardrobe Ave., Merced, CA 95340
August 25, 2003, 7:30 – 9:30 a.m.
Meeting Agenda**



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- I. Call to Order
 - II. Approval of Agenda
 - III. Approval of July 28, 2003 Minutes
 - IV. Public Opportunity to Speak
 - V. Public Hearing – 5-Year Plan Modification
 - VI. Action Agenda
 - a. ITA Policy
 - b. 5-Year Plan Modification
 - c. Performance Measures
 - d. Supportive Services Policy
 - e. WIB Retreat (discussion w/possible action)
 - f. WIB/BOS Joint Meeting (discussion w/possible action)
 - g. Addition to ETPL
 - h. Grant Application
 - VII. Information Agenda
 - a. Report on Training Statistics
 - b. WIB Performance Review Priorities
 - c. JCG Contract Status Update
 - d. Rapid Response Application
 - VIII. Director’s Comments
 - IX. Chair Comments
 - a. Update on One-Stop Certification
 - b. Update on Committee Chair appointment requests
 - X. Other
 - XI. Next Meeting
 - XII. Adjourn

TO: WIB Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Individual Training Account (ITA) Policy

PROPOSED MOTION(S): Grant interim approval to the new ITA Policy.

DISCUSSION: Interim approval of the new ITA Policy is recommended because of program/time exigencies caused by the recent 28% reduction in funding. The ITA policy has been reviewed and recommended updates by staff are: 1. The ITA cap and number of ITAs per two-year period were reduced. 2. A cap of \$2,500 per ITA (instead of \$6,000). 3. A participant can be issued no more that one (1) ITA within a two-year period (instead of no more than three (3) during a two-year period).

This policy will next be sent to the Program Planning and Development Committee for further study and then forwarded to the WIB for final approval.

ATTACHMENT(S): ITA Policy

ITA Policy

- **Policy**
- **Individual Training Accounts (ITA's) - General Provisions**
- **Training Activities**
- **Eligibility for Training**
- **Training Priority System**
- **Limitations of Financial Support**

I. Policy

- A. In order to provide customer choice in the selection of training providers, the Individual Training Account (ITA) system was established. Through this system, eligible Workforce Investment Act (WIA) participants are able to select their choice of training. The Merced County Workforce Investment Board, through the One-Stop Operator, the Merced County Department of Workforce Development (WI), shall make available classroom training in occupations that are directly connected to occupations in demand, as established by the Board. Occupational classroom training will be provided through training vendors evaluated, approved and placed on the state Eligible Training Provider List (ETPL).
- B. The Merced County Workforce Investment Board, through WI, shall provide training services that lead to a certificate/license/credential/degree, a competency or skill recognized by employers, or a training regimen that provides individuals with additional skills or competencies generally recognized by employers.
- C. The Merced County Workforce Investment Board, through the Department of Workforce Development, reserves the right to make exceptions to this policy, on a case by case basis, should individual circumstances warrant exception.

II. Individual Training Accounts (ITA's) - General Conditions

- A. Except as provided in the Workforce Investment Act of 1998 and associated regulations, training services provided to eligible participants shall employ individual training accounts (ITAs) issued through the One-Stop Delivery System.

The "maximum Training Funds Available" on any individual ITA shall not exceed two thousand five hundred dollars (\$2,500) without prior, written approval of the Assistant Director of the One-Stop Operator or in his/her absence, the Program Manager of the One-Stop Career Center

- i. In no event shall an ITA carry a time or dollar balance after the program of training is either completed or terminated.
- ii. The maximum length of training under a single ITA shall be two years.
- iii. No more than one ITA may be issued to a participant within a two-year period
- iv. An ITA shall cover the cost of training including tuition and other training-related items supplied by the training provider (e.g., books,

license fees, training materials, registration fees, supplies, uniforms, DMV printouts, physical examinations, immunizations, health fees and insurance) but will not include or consider the costs of supportive services. Supportive services, if appropriate, shall be delivered pursuant to the Board's Supportive Services Policy.

- B. Both the student and a representative of WI will sign a completed ITA. Signatory authority of WI on the ITA is the Program Manager responsible for Training Services at each of the Department's geographic locations (authorized by the Merced County Board of Supervisors on 7/25/00 and Department of Workforce Development Director on 7/25/00). Once a completed ITA is signed by the student and WI representative, copies will be provided to the Accounting/MIS unit of WI, the school/provider, the case manager and the student. Each geographic location will use the same ITA form, but will utilize Certificate Numbers unique to their location to designate point of origin. Initially, the Livingston office will issue sequentially ITA certificate numbers 1 - 999, Los Banos will issue sequentially ITA certificate numbers 1000-1999, and Merced will issue sequentially ITA certificate numbers 2000-2999.
- C. WI shall ensure that all training activities are provided in sites that are accessible to individuals with disabilities, and that all reasonable accommodations are made to provide services to this populations.

III. Training Activities

- A. The types of training services made available through WI under the Workforce Investment Act shall include:
 - i. Occupational skills training as well as training for non-traditional employment, offered in a classroom environment;
 - ii. Skill upgrading and retraining, including training courses that build upon the individual's existing skills.
- B. Additional training services, not covered by this policy, include:
 - i. Programs that combine workplace training with related instruction, such as customized training programs;
 - ii. On-the-job training;
 - iii. Work experience;
 - iv. Entrepreneurial training;
 - v. Adult education and literacy activities.

IV. Eligibility For Training

WI shall make available Workforce Investment Act funds for the provision of occupational classroom training to eligible populations in accordance with Section 134(d)(4)(A) of the Act. Eligible populations shall include adults, dislocated workers, and incumbent workers who:

- i. Are unable to obtain employment that leads to economic self-sufficiency through core and intensive services;
- ii. After an interview, evaluation or assessment, and case management, have been determined by a one-stop operator to:
 - a. be in need of training services;
 - b. have the skills and qualifications to successfully participate in the selected program;
 - c. have selected programs of training services that are directly linked to the employment opportunities in the Merced County area, central San Joaquin Valley, or in another area in which the customer is willing to relocate;
 - d. are unable to obtain sufficient grant assistance, including PELL grants;
 - e. require support beyond the assistance made available under other grant assistance programs.

V. Training Priority System

- A. If and when the Board declares that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133 (b) are limited, then WI shall provide priority services to recipients of public assistance and other low-income individuals for intensive and training services. Low-income individuals are defined as:
 - i. receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - ii. received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of un-employment compensation, child support payments, payments described in subparagraph (A), an old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of:
 - a. the poverty line, for an equivalent period; or
 - b. 70% of the lower living standard income level, for an equivalent period;
 - iii. is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et. Seq.);
 - iv. qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
 - v. is a foster child on behalf whom State or local government payments are made; or
 - vi. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own incomes meets the requirements of a program described in subparagraph (a) or of

subparagraph (b), but is a member of family whose income does not meet such requirements.

VI. Limitations Of Financial Support

- A. For those clients who elect to attend occupational classroom training within the local labor market area (defined as from Fresno County to the south to Stanislaus County to the north), the maximum amount of funds available will be limited to the needs identified in the Individual Employment Plan.
- B. For those clients who elect to attend occupational classroom training outside of the defined labor market area, no supportive services will be made available to the client by the Department of Workforce Development.
- C. For those clients who must attend occupational classroom training outside of the defined local labor market area because there are no providers of the training within the area, the provisions for electing to attend within the local labor market area will apply.

TO: WIB Executive Committee

DATE: 8/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fourth Year Strategic Plan Modification

PROPOSED MOTION(S): Approve the attached Fourth Year Strategic Plan Modification and authorize Chair to sign all applicable copies of the Plan.

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 Board last modified the plan (the Third Year Modification) at its meeting on July 25, 2002.

ATTACHMENT(S): Fourth Year Strategic Plan Modification

Local Workforce Investment Area Strategic Five-Year Local Plan Modification 4, Program Year 2003-04

Local Workforce Investment Area: Merced County

Submitted on: August 26, 2003

Contact Person: Joanne Presnell

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

Fourth-Year Local Plan Modification PY 2003-04

Modification # _____ LWIA: Merced County

Date: 4/1/03

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

Local Plan Table of Contents

	REVISION		<u>PAGE NUMBER</u>
	<u>Yes</u>	<u>No</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>20-21</u>
VI. Youth Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
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. Grant Recipient Listing	<u>Required</u>		_____
7. Other Submittal(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>

<input checked="" type="checkbox"/> Fourth-Year Local Plan Modification PY 2003-04	
<input type="checkbox"/> Modification # _____	LWIA: <u>Merced County</u>
	Date: <u>4/1/03</u>

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, 2003 through June 30, 2005, in accordance with the provisions of the Workforce Investment Act.

Workforce Investment Board Chair

Chief Elected Official(s)

Signature

John Headding
Name

Chair

Title

August 25, 2003
Date

Signature

Andrea T. Baker
Name

Director, Department of Workforce
Investment

Title

August 25, 2003
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 develop a local credential program. The program will be used to raise the local Older Youth Employment and Credential Attainment rate.

Section V – One Stop Delivery System

Page 20 – Section “F” The language addressing ITA General Conditions should now reflect that a maximum of one (rather than three) ITA may be issued to a participant.

Page 21 – Section “F” The language should reflect that the maximum value of any single ITA is limited to \$2,500 (rather than \$6,000).

ATTACHMENT
MERCED COUNTY WORKFORCE INVESTMENT BOARD
FOURTH-YEAR LOCAL PLAN MODIFICATION PY 2003-04

Merced County's WIA funding for 2003/04 was considerably less than for 2002/03. Funding reductions included 28.13% reduction in Youth, 25.44% reduction in Adult and 31.72% in Dislocated Worker. This reduction in funding is resulting in:

1. A decrease in the cap on ITA's and a reduction in the number of ITA's available for participants.
2. A cap on the amount of funds for supportive services for participants and a cap on the amount per participant.
3. Elimination of evening and Saturday hours at the One Stop.
4. A decrease in the number of staff providing direct services to clients. At the same time Merced has seen a 70% increase from PY 2001 to 2002 in people signing in at the One Stop Centers requesting services, as well as a decrease in support staff. Total reduction in force due to WIA funding reductions was 16 positions.
5. A decrease in training for staff at a time when clients are requesting more, and more comprehensive, services.
6. Consolidation of space which makes services less convenient for clients.
7. Cuts in upgrading and replacing equipment in the One Stop at a time when the number of clients is increasing and the demand for the computers in the labs, copier use and other services is increasing.
8. A decrease in funding of contracts for youth providers and a decrease in the number of youth being served.

Fourth Year Local Plan Modification PY 2003-04

Modification # _____

LWIA: Merced County

Date: 7/1/2003

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

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

PROGRAM TYPE for PY 2003, beginning 07/01/03 through 06/30/04

Grant Code 201/202 WIA IB-Adult

Grant Code 501/502 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R380xxx Subgrant	R485xxx Subgrant
1. Year of Appropriation	2002	2003
2. Formula Allocation	2,296,448	1,712,311
3. Allocation Adjustment- Plus or Minus	(11,188)	0
4. Transfers - Plus or Minus	0	0
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	2,285,260	1,712,311

TOTAL ALLOCATION COST CATEGORY PLAN

6. Program Services (sum of Lines 6A through 6E)	2,204,534	1,541,080
A. Core Self Services	566,139	395,760
B. Core Registration Services	461,889	322,884
C. Intensive Services	233,598	163,297
D. Training Services	942,908	659,139
E. Other		
7. Administration (Line 5 minus 6)	80,726	171,231
8. TOTAL (Lines 6 plus 7)	2,285,260	1,712,311

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2002 and July 1, 2003 respectively)

9. September 2002	0	
10. December 2002	411,501	
11. March 2003	1,124,643	
12. June 2003	1,649,598	
13. September 2003	2,285,260	45,028
14. December 2003		615,798
15. March 2004		1,186,568
16. June 2004		1,712,311
17. September 2004		
18. December 2004		
19. March 2005		
20. June 2005		

COST COMPLIANCE PLAN (maximum 10%)

21. % for Administration Expenditures (Line 7/Line 8)	3.5%	10.0%
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Jacqueline Walther-Parnell

(209) 724-2012

July 16, 2003

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. See also Directive WIAD01-10.

Fourth Year Local Plan Modification PY 2003-04

Modification # _____

LWIA: Merced County

Date: 7/1/2003

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

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

PROGRAM TYPE for PY 2003, beginning 07/01/03 through 06/30/04

Grant Code 201/202 WIA IB-Adult

Grant Code 501/502 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R380xxx Subgrant	R485xxx Subgrant
1. Year of Appropriation	2002	2003
2. Formula Allocation	2,421,153	1,653,263
3. Allocation Adjustment- Plus or Minus	(2,390)	0
4. Transfers - Plus or Minus	0	0
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	2,418,763	1,653,263
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6A through 6E)	2,319,966	1,487,937
A. Core Self Services	649,878	416,806
B. Core Registration Services	692,247	443,981
C. Intensive Services	393,821	252,582
D. Training Services	584,020	374,568
E. Other		
7. Administration (Line 5 minus 6)	98,797	165,326
8. TOTAL (Lines 6 plus 7)	2,418,763	1,653,263
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2002 and July 1, 2003 respectively)		
9. September 2002	394,024	
10. December 2002	985,836	
11. March 2003	1,646,199	
12. June 2003	2,418,546	
13. September 2003	2,418,763	321,521
14. December 2003		826,632
15. March 2004		1,331,742
16. June 2004		1,653,263
17. September 2004		
18. December 2004		
19. March 2005		
20. June 2005		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 8)	4.1%	10.0%

Jacqueline Walther-Parnell

(209) 724-2012

July 16, 2003

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. See also Directive WIAD01-10.

Fourth Year Local Plan Modification PY 2003-04

Modification # _____

LWIA: Merced County

Date: 4/1/2003

TITLE IB BUDGET PLAN SUMMARY (Youth)

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

PROGRAM TYPE for PY 2003, beginning 04/01/03 through 06/30/04

Grant Code 301 WIA IB-Youth

FUNDING IDENTIFICATION	R380xxx Subgrant	R485xxx Subgrant
1. Year of Appropriation	2002	2003
2. Formula Allocation	2,807,336	2,017,580
3. Allocation Adjustment- Plus or Minus	0	0
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	2,807,336	2,017,580

TOTAL ALLOCATION COST CATEGORY PLAN

5. Program Services (sum of Lines 5A through 5C)	2,526,603	1,815,822
A. In School	1,768,622	1,271,075
B. Out-of-School (30%)	757,981	544,747
C. Other	0	
6. Administration (Line 4 minus 5)	280,733	201,758
7. TOTAL (Line 5 plus 6)	2,807,336	2,017,580

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2002, and April 1, 2003)

8. June 2002		
9. September 2002		
10. December 2002		
11. March 2003	565,829	
12. June 2003	1,995,616	
13. September 2003	2,807,336	
14. December 2003		672,527
15. March 2004		1,345,053
16. June 2004		2,017,580
17. September 2004		
18. December 2004		
19. March 2005		
20. June 2005		

COST COMPLIANCE PLAN (maximum 10%)

21. % for Administration Expenditures (Line 6/Line 7)	10.0%	10.0%
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Jacqueline Walther-Parnell

(209) 724-2012

July 16, 2003

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. See also Directive WIAD01-10.

Fourth-Year Local Plan Modification PY 2003-04
Modification # _____

LWIA: Merced County

Date: _____ 7/1/2003

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 2003 (07/01/03 through 06/30/2004)	ADULT	DW	OY	YY
1. Registered Participants Carried in from PY 2002	260	200	163	790
2. New Registered Participants for PY 2003	80	90	125	370
3. Total Registered Participants for PY 2003 (Line 1 plus 2)	340	290	288	1,160
4. Exiters for PY 2003	130	80	100	430
5. Registered Participants Carried Out to PY 2004 (Line 3 minus 4)	210	210	188	730

PROGRAM SERVICES

6. Core Self Services	1,828	2,620		
7. Core Registered Services	300	420		
8. Intensive Services	240	60		
9. Training Services	80	60		

SKILL ATTAINMENT

10. Attained a Skill/Goal				650
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EXIT STATUS

11. Entered Employment	120	90	30	80
11A. Training-related	60	60	10	25
11B. Entered Postsecondary/Advanced/Credential Program	0	0	5	
12. Remained with Layoff Employer		0		
13. Entered Military Service				4
14. Entered Advanced Training			15	6
15. Entered Postsecondary Education			5	135
16. Entered Apprenticeship Program				10
17. Attained High School Diploma/GED				350
18. Returned to Secondary School				10
19. Exited for Other Reasons	40	40	20	400

Jacqueline Walther-Parnell

(209)724-2012

7/16/2003

Contact Person, Title

Telephone Date Prepared

Comments:

Fourth-Year Local Plan Modification PY 2003-04

Modification # _____ LWIA: Merced County

Date: 7/1/03

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	1	2	3	4
Adults								
Adult Entered Employment Rate	66%	68%	70%	72%	66%	61.2%	63%	
Adult Employment Retention Rate	74%	76%	78%	81%	74%	68.4%	70.2%	
Adult Earnings Rate	\$3500	\$3060	\$3700 ⁽²⁾	\$3,400	\$3500	\$3240	\$3330	
Adult Employment and Credential Attainment Rate	40%	50%	60% ⁽²⁾	50%	40%	45%	54%	
Dislocated Workers								
Dislocated Worker Entered Employment Rate	68%	69%	70%	79%	68%	62.1%	63%	
Dislocated Worker Employment Retention Rate	81%	83%	85%	88%	81%	74.7%	76.5%	
Dislocated Worker Earnings Replacement Rate	85%	86%	88%	96%	85%	77.4%	79.2%	
Dislocated Worker Employment and Credential Attainment Rate	40%	42%	45%	58%	40%	37.8%	40.5%	
Youth Aged 19-21								
Older Youth Entered Employment Rate	55%	56%	58%	66%	55%	50.4%	52.2%	
Older Youth Employment Retention Rate	70%	72%	74%	76.5%	70%	64.8%	66.6%	
Older Youth Earnings Gain	\$2500	\$2600	\$2700	\$3,000	\$2500	\$2340	\$2430	
Older Youth Employment and Credential Attainment Rate	36%	42%	30%	30%	36%	37.8%	40.5%	
Youth 14-18								
Younger Youth Skill Attainment Rate	65%	70%	75%	76%	65%	63%	67.5%	
Younger Youth Diploma or Equivalent Rate	40%	42%	45%	55%	40%	37.8%	40.5%	
Younger Youth Retention Rate	40%	42%	45%	53%	40%	37.8%	40.5%	
Participant Customer Satisfaction Rate	66%	67%	68%	75%	66%	60.3%	61.2%	
Employer Customer Satisfaction Rate	64%	65%	66%	75%	64%	58.5%	59.4%	

⁽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 www.edd.ca.gov/emptran.htm and from the Department of Labor WIA Web site at www.usworkforce.org.

⁽²⁾ Agreement has not been reached with the Department of Labor on the changes we have proposed for these measures.

**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	Kathleen Crookham Chair, Merced County Board of Supervisors	2222 M Street Merced, CA 95340	(209) 726-7977
Fiscal Agent	Merced County Department of Workforce Investment	Jackie Walther-Parnell Operations Officer	1880 West Wardrobe Avenue Merced, CA 95340	(209) 724-2012 Fax (209) 725-3592
Local Area Administrator	Merced County Department of Workforce Investment	Andrea T. Baker, Director	same	(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: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIA Performance Measures 2003-2004

PROPOSED MOTION(S): To approve the local area performance levels that will begin the negotiation process with the state.

DISCUSSION: On July 31, 2003, the Workforce Investment Division (WID) of the Employment Development Department issued a Directive [WIAD03-6] to make the Local Workforce Area (LWIA) performance goals for PY 2002-2003 final, and to outline the process to begin LWIA negotiations for 2003-2004. The proposed local goals must be in to the state and postmarked by August 29, 2003.

ATTACHMENT(S): Merced LWIA Performance Goals and State Performance Goals

MERCED WIA PERFORMANCE GOALS AND STATE PERFORMANCE GOALS

Performance Measures	Merced WIA Performance Goals and Actual Goals			State Performance Goals	Merced Performance Goals
	01/02 Goals	01/02 Actual Goals	02/03 Goals	PY 2003/2004 Goals	PY 2003/2004 Goals
Adult Program					
Entered Employment	61.00%	79.49%	63.00%	72.00%	65.00%
Retention	68.00%	82.50%	72.00%	81.00%	72.00%
Wage Gain	\$3,240	\$4,643	\$3,400	\$3,400	\$3,400
Employment and Credential	50.00%	57.14%	60.00%	50.00%	50.00%
Dislocated Workers					
Entered Employment	62.00%	70.80%	68.00%	79.00%	70.00%
Retention	75.00%	90.20%	81.00%	88.00%	81.00%
Wage Gain	77.00%	95.90%	86.00%	96.00%	88.00%
Employment and Credential	42.00%	55.40%	45.00%	58.00%	58.00%
Older Youth					
Entered Employment	50.00%	69.70%	55.00%	66.00%	55.00%
Retention	65.00%	84.00%	69.00%	76.50%	69.00%
Wage Gain	\$2,300	\$2,523	\$2,400	\$3,000	\$2,400
Employment and Credential	42.00%	5.40%	30.00%	30.00%	30.00%
Younger Youth					
Skill Attainment	63.00%	90.70%	70.00%	76.00%	74.00%
Diploma or Equivalent	42.00%	75.50%	45.00%	55.00%	55.00%
Retention (Education, Military, or Employment)	38.00%	55.30%	42.00%	53.00%	42.00%

TO: WIB Executive Committee

DATE: 8/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Supportive Services Policy

PROPOSED MOTION(S): Grant interim approval to the new Supportive Services Policy.

DISCUSSION: Interim approval of the new Supportive Services Policy is recommended because of program/time exigencies caused by the recent 28% reduction in funding. The reduction in funds has necessitated a review of the current policy. A cafeteria-style policy has been developed that would cap the total amount a participant would receive. The support services policy is designed so that customers can choose the support services that they need to assist them in completing their training goal.

This policy will next be sent to the Program Planning & Development Committee for further study and then to the WIB for final approval.

ATTACHMENT(S): Supportive Services Policy

**DEPARTMENT OF WORKFORCE INVESTMENT
SUPPORTIVE SERVICES
POLICY**

- **Section 1 - General Provisions**
- **Section 2 - Supportive Services**
- **Section 3 - Merced College Licensed Vocational Nursing Program**
- **Section 4 - Merced College Registered Nursing Program**
- **Section 5 - Pell Grants**
- **Section 6 - ITA's, Limitations of Financial Support**

Effective July 1, 2003, participants may be provided supportive services using the criteria stated in this policy.

Section 1 - 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) participants. All requests for participant supportive services and any collaborating information will be documented in the Individual Employment Plan and/or the participant's diary. To the best of its ability, the Department of Workforce Investment ensures that:

- Services provided under this policy are necessary to enable participants to participate in activities authorized under Title I of WIA;
- 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, if provided, are based on the attendance and performance by the participants receiving them;
- To the extent possible, similarly situated participants receive similar services;
- The Workforce Investment Area will meet applicable Internal Revenue Service and Fair Labor Standards Act requirements; and
- Needs-related supportive services are based on the program activity in which an individual is enrolled and the ongoing assessment related to the participant, such information to be documented in the Individual Employment Plan.
- Provision of supportive services under this policy is contingent upon WIA funds availability. Additionally, at the discretion of the Local WIB this Supportive Services Policy is subject to review and change.

Supportive services will be provided through a Flexible Benefit Account for each eligible participant. The Flexible Benefit Account is a maximum amount of dollars available to each eligible participant, based on the daily allowance for transportation and child care and/or the actual cost of other services provided, to offset any authorized supportive service needs for which the participant is eligible, as agreed to, and documented by, an Employment and Training Specialist. Each eligible participant may select how their allocation will be used to assist them during training and or job search activities. At no time will a participant's use of any one service, or combination of services, exceed the total amount of money available in his or her Flexible Benefit Account.

The maximum limits for a participant's Flexible Benefit Account are:

- Enrolled in Core B/Intensive services - \$150.

- Enrolled in a full time training activity (as defined by the training provider) - \$1,500. (Note: this allowance is not authorized for the LVN and RN programs at Merced College).
- Enrolled in Licensed Vocational Nursing program at Merced College, whether a cross referral or under contract – \$1,764.
- Enrolled in Registered Nursing Program at Merced College, whether a cross referral or under contract – \$3,051.

All requests for supportive services by participants enrolled in training, will be approved by the Program Manager prior to a final amount and/or decision being communicated to a participant.

Exceptions may be made to this policy, on a case-by-case basis, should individual circumstances warrant exception and are documented in the case diary by an Employment and Training Specialist. Only the appropriate Program Manager can approve exceptions.

Section 2 – Supportive Services

The Department of Workforce Investment, in accordance with the Workforce Investment Act and its implementing regulations, will provide supportive services deemed appropriate for payment or reimbursement to participants and/or other agencies or businesses for pre-approved necessary services, equipment and/or materials provided to the participant. Such services, equipment and/or materials may include, but are not limited to, the following:

- Transportation ¹
- Childcare ²
- Placement Incentives ³
- DMV printouts;
- Physicals;
- Tools;
- Uniforms/shoes/boots;
- Immunizations;
- Testing costs;
- Fees;
- Licensing or endorsements;
- Application fees;
- Haircuts;
- Work clothes.

¹ In-county residents attending out-of-county full-time training, and in-county residents with a round trip commute of 50 miles or more (including to and from child care provider) to attend in-county full time training, are eligible to be reimbursed at the rate of \$10 per day (daily attendance for training to be verified by training provider). For those individuals who reside within 50 miles of training, issuance of bus passes are authorized. The Internet website Map Quest, or similar site will be used to verify mileage. Also, participants who are eligible to receive a transportation allowance must provide proof of driver's license, vehicle registration and insurance.

² Participants with a child 12 years of age or younger may be eligible for childcare. Participants 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 her self, as determined by a legally qualified professional, or who is under court supervision. If the participant's spouse or significant other is neither working, looking for work, nor in a training program and is not incapacitated or does not have special needs, childcare is not authorized. Participants qualifying for childcare will be reimbursed at the rate of \$15.00 per day, regardless of the number of qualifying children. Documentation for reimbursement for childcare is the participant's time and attendance for days in training, furnished by the training provider. Referrals to

Children's Services Network will be made for those participant's that appear to be eligible for childcare services through Children's Services Network.

³ A participant who has successfully completed their enrollment component and has entered full time employment is eligible for the placement incentive of his or her choice: \$25.00 gas card; \$25.00 phone card; or a \$25.00 cash payment. Verification from the employer is required to qualify, and there must be adequate money in the participant's Flexible Benefit Account to cover the cost of the incentive.

Needs-Related / Incidental Payments will not be authorized for this program year.

Participants who obtain unsubsidized employment shall have their Supportive Services (Flexible Benefit Account) reduced or terminated as of the date of their employment, unless they can show proof that such reduction would create a hardship upon them. The participant's "needs" will be reassessed to determine if further assistance from WIA funding is required.

An Employment and Training Specialist will provide approval for services, equipment and/or materials that are typical for a participant's area of training, job search, and/or program activity.

Section 3 – Merced College Licensed Vocational Nursing Program Participants

Participants enrolled in the Merced College Licensed Vocational Nursing program are eligible for a Flexible Benefit Account that is for direct training support only, as per the attached list¹, and excludes transportation and child care. The individual Flexible Benefit Account limit for each participant enrolled in the Merced College Licensed Vocation Nursing program is \$1,700.

Section 4 – Merced College Registered Nursing Program Participants

Participants enrolled in the Merced College Registered Nursing program are eligible for a Flexible Benefit Account that is for direct training support only, as per the attached list⁵, and excludes transportation and child care. The individual Flexible Benefit Account limit for each participant enrolled in the Merced College Registered Nursing program is \$2,775.

Section 5 – Pell Grants

Participants enrolled or accepted for enrollment at an accredited college, in a course of study eligible for federal or State financial aid and, leading to the award of a professional certificate, degree, etc., 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. Any other grants, which the participant has applied for, must also be verified. Copies of the verification documents will be maintained in the participant'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 counselors 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 award amount for the 2003/2004-program year is \$4,050 per student.

For WIA participants enrolled in the RN and LVN programs at Merced College, Supportive Services may be provided while a Pell Grant application is pending. Supportive Services for these programs will

⁴ List to be verified with Merced College at the beginning of each semester, and adjustments made to the list, and LVN flexible benefit account limit, as necessary.

⁵ List to be verified with Merced College at the beginning of each semester, and adjustments made to the list, and the RN flexible benefit account limit, as necessary.

not exceed the established funding limits. Expenditures for Supportive Services will be tracked through the Department's fiscal client database.

On a monthly basis, case managers will coordinate with Merced College's Financial Aid Office – through Ms. Karyn Wiens, Director, Employer-Focused Training Center (ETC) #722-5090 - regarding the status of their clients' Pell Grant applications. 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 provided to the One-Stop (Employment Resource Center) on a semester basis.

Upon award of a Pell Grant, full or partial, the participant's Supportive Services (Flexible Benefit Account) may be reduced or terminated. The participants "needs" will be reassessed to determine the appropriate level of assistance from WIA funding.

Section 6 - ITA's, Limitations of Financial Support

For those clients who elect to attend occupational classroom training within the local labor market area (defined as from Fresno County to the South to Stanislaus County to the North), the maximum amount of funds available will be limited to the needs identified in the Individual Employment Plan and be consistent with the criteria set forth in this policy.

The Department of Workforce Investment will make no Supportive Services available to clients who elect to attend occupational classroom training outside of the defined labor market area.

For those clients who must attend occupational classroom training outside of the defined local labor market area because there are no providers of the training within the local area, the provisions set forth in paragraph A above (electing to attend within the local labor market area) will apply.

**Merced College Licensed Vocational Nursing Program
Approved Training Related List
PY 2003/2004**

LVN First Semester

	Cost
Books:	
Springhouse Nurse's Drug Guide	\$ 32.65
Pharmacology & the Nursing Process	\$ 58.65
Fundamentals of Mental Health Nursing	\$ 31.95
Nursing Diagnosis Reference Manual	\$ 37.30
Vocational Nursing Syllabus First Semester	\$ 4.00
Vocational Nursing Syllabus First Semester Clinical Papers	\$ 10.55
Cyclopedic Medical Dictionary	\$ 38.35
Fundamental Concepts & Skills for Nursing w/ Study Guide	<u>\$ 21.35</u>
Total	\$234.80
Tax	<u>\$ 17.02</u>
Cost	\$251.82
Total MC Book Cost Additions	<u>\$ 93.18</u>
Total Cost	<u>\$345.00</u>
Misc:	
Nursing Kit	\$ 64.00
2 uniforms	\$ 80.00
1 pr. white shoes	\$ 50.00
2 pink aprons	\$ 40.00
1 watch w/second hand	\$ 25.00
1 stethoscope	\$ 25.00
Total	\$284.00
Tax	<u>\$ 20.59</u>
Total Cost	<u>\$304.59</u>
Insurance/Fees:	
Malpractice insurance	\$ 15.00
CPR class	\$ 55.00
Physical	\$ 60.00
Parking Fee	<u>\$ 30.00</u>
Total Cost	<u>\$160.00</u>
Total Cost, 1st Semester	<u>\$809.59</u>

Merced College Licensed Vocational Nursing Program (Cont.)

LVN Second Semester Cost

Books:

Basic Maternal/Pediatric Nursing, 1 st ed.	\$ 77.35
Merced College Vocational Nursing 2 nd Semester Syllabus	\$ 3.80
Merced College Vocational Nursing 2 nd Semester Syllabus Clinical Papers	\$ 12.65
Total	\$ 93.80
Tax	\$ 6.80
Total Cost	\$100.60

Insurance/Fees:

Parking fee	\$ 30.00
Total Cost	\$ 30.00

Total Cost, 2nd Semester **\$130.60**

LVN Third Semester

Cost

Books:

Total Cost	\$ 30.00
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Misc:

2 Uniforms	\$ 80.00
1 pr. shoes	\$ 50.00
Graduation uniform	\$ 65.00
1 pr. graduation dress shoes	\$ 50.00
Total	\$245.00
Tax	\$ 17.76
Total Cost	\$262.76

Insurance/Fees:

Live Scan	\$ 71.00
BVNPT Application fee	\$ 75.00
Interim permit	\$ 40.00
NCLEX testing fee	\$200.00
BVNPT License fee	\$100.00
Malpractice Insurance	\$ 15.00
Parking fee	\$ 30.00
Total Cost	\$531.00

Total Cost, 3rd Semester **\$823.76**

Total Program Cost **\$1,763.95**

**Merced College Registered Nursing Program
Approved Training Related List
PY 2003/2004**

RN First Semester

	Cost
Books:	
Taber's Cyclopedia Medical Dictionary, 19 th ed.	\$ 38.35
Nursing Diagnosis, Application to Clinical Practice, 9 th ed.	\$ 50.10
Nurse's Manual of Laboratory Test & Diagnostic Procedures, 2 nd	\$ 33.55
Medical Dosage Calculations	\$ 38.20
Dimensional Analysis for Meds	\$ 48.70
Ten Steps to Help you Write Better Essays & Term Papers	\$ 10.95
Pocket Companion for Physical Examination & Health Assessment	\$ 25.80
Syllabus-Foundations of Nursing Practice	\$ 6.15
Fundamentals of Nursing: Standards & Practice, 2 nd ed.	\$ 76.70
Fundamentals of Nursing: Standards & Practice Study Guide	\$ 25.70
Practice Checklist to Accompany Fundamentals of Nursing Standard & Practice	\$ 17.70
Medical Surgical Nursing Concepts & Clinical Practice, 6 th ed.	\$ 95.95
Study Guide to Accompany Phipps: Medical Surgical Nursing	\$ 21.30
Mosby's Drug Guide for Nurses	\$ 35.95
Syllabus – REGN 13A, Nursing Skills Simulation I	\$ 5.40
Pharmacology & the Nursing Process Study Guide (text & study guide pkg.)	\$ 58.75
Pharmacology and the Nursing Process Study Guide	\$ 21.30
Pathophysiology: The Biological Basis for Disease in Adults & Children	<u>\$ 82.10</u>
Total	\$ 692.65
Tax	<u>\$ 50.22</u>
Total Cost	\$ 742.87
 Misc:	
Nursing Kit	\$ 64.00
2 uniforms	\$ 80.00
1 pr. white shoes	\$ 50.00
2 aprons	\$ 40.00
1 watch w/second hand	\$ 25.00
1 stethoscope	\$ 25.00
Total	\$ 284.00
Tax	\$ 20.59
Additional penlight/scissors	<u>\$ 15.00</u>
Total Cost	\$ 319.59
 Insurance/Fees:	
Malpractice insurance	\$ 15.00
CPR class	\$ 55.00
Physical/Immunizations	\$ 60.00
Hepatitis B	\$ 120.00
Parking Fee	<u>\$ 30.00</u>
Total Cost	\$ 280.00
 Total Cost, 1st Semester	 <u>\$1,342.46</u>
Merced College Registered Nursing Program (Cont.)	

RN Second Semester**Cost****Books:**

Speedy Spanish for Nursing Personnel	\$ 3.30
Nursing Care Plans & Documentation – Nursing Diagnoses & Col. Probs.	\$ 41.05
Study Guide to Accompany Maternity Nursing	\$ 21.30
Davis' Guide to IV Medications, 3 rd ed.	\$ 34.10
Dimensional Analysis for Meds	\$ 48.70
Ten Steps to Help you Write Better Essays & Term Papers	\$ 10.95
Maternity Nursing w/cd, 6 th ed.	\$ 72.50
Essentials of Pediatric Nursing (shrink) 6 th ed.	\$ 74.65
Syllabus REGN Nursing in Health & Illness, Part 1	\$ 4.20
Syllabus REGN Nursing in Health & Illness, Part 2	\$ 8.65
Syllabus REGN 13B Nursing Skills Simulation	\$ 4.30
Total	\$ 323.70
Tax	\$ 23.47
Total Cost	\$ 347.17

Insurance/Fees:

Parking fee	\$ 30.00
Total Cost	\$ 30.00

Total Cost, 2nd Semester**\$ 377.17****RN Third Semester****Cost****Books:**

College Estimate	\$201.00
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Misc:

2 Uniforms	\$ 80.00
1 pr. shoes	\$ 50.00
2 aprons	\$ 32.00
Total	\$ 162.00
Tax	\$ 11.75
Total Cost	\$ 173.75

Insurance/Fees:

Exam & Interim Permit	\$ 105.00
Valley Children's Clinical – 2 weekends	\$ 300.00
Malpractice Insurance	\$ 15.00
Parking fee	\$ 30.00
Total Cost	\$ 450.00

Total Cost, 3rd Semester**\$ 824.75****Merced College Registered Nursing Program (Cont.)****RN Fourth Semester****Cost****Books:**

Syllabus REGN 22 Nursing Health & Illness III	\$ 10.05
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Managing & Coordinating Nursing Care	\$ 38.35
Syllabus REGN 23 Professional Relationships & Responsibilities	\$ 4.60
Syllabus REGN 24B Nursing Concepts Simulation II	<u>\$ 2.40</u>
Total	\$ 55.40
Tax	<u>\$ 4.02</u>
Total Cost	\$ 59.42
College Estimates Total 4th Semester Book Cost	\$82.00
Misc.:	
Graduation uniform	\$ 65.00
1 pr. graduation dress shoes	<u>\$ 50.00</u>
Total	\$ 115.00
Tax	<u>\$ 8.34</u>
Total Cost	\$ 123.34
Insurance/Fees:	
NCLEX Exam	\$ 200.00
Parking fee	\$ 30.00
Live Scan	<u>\$ 71.00</u>
Total Cost	\$ 301.00
Total Cost, 4th Semester	\$ 506.34
Total Program Cost	<u>\$3,050.72</u>

TO: WIB Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Retreat

PROPOSED MOTION(S): That the Executive Committee selects October 2, 2003, 7:30am – 11:30am, as the date for a WIB Retreat.

DISCUSSION: The WIB last met for retreat in June 2002 at the Challenger Learning Center. During that retreat, new strategic goals were set. Since that time the leadership of the WIB has changed, a new committee structure has been implemented, and the WIB's budget has been drastically reduced. Additionally, the political leadership for the community has changed both in Washington, D.C. and Sacramento.

The Retreat will be used to refine the WIB's strategic goals, measure accomplishment, and chart the course for future attainment. The WIB's next regular meeting is September 11, 2003.

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIB/BOS Joint Meeting

PROPOSED MOTION(S): That the Executive Committee chooses October 7, 2003, in the afternoon, as the date for the required annual WIB/BOS Joint Meeting

DISCUSSION: The WIB/CLEO Agreement states that the Local Elected Officials will meet once a year in conjunction with the local WIB for strategic planning purposes. The last joint meeting was held August 29, 2002 at the Merced County Fairgrounds Pavilion, immediately after the Ed Barlow presentation.

The past agenda included the presentation of the End-of-Year Report, State of the Workforce, and comments from the Board of Supervisors Chair, and the Workforce Investment Board Chair.

The WIB is scheduled to meet September 11, 2003, November 13, 2003 and January 8, 2004.

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 8/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Addition to Eligible Training Provider's List (ETPL)

PROPOSED MOTION(S): Approve the Merced Adult School's Pharmacy Technician course for addition to the State ETPL

DISCUSSION: The Workforce Investment Board approved an ETPL Policy on June 20, 2000. The Workforce Investment Act requires that training providers who wish to access WIA funds must submit applications to be placed on the state training list. Providers must meet all local and state criteria; agree to provide approved training to WIA enrolled participants; supply required client data for long-termed follow-up and they must agree to abide by all WIA required regulations and/or laws.

The application from Merced Adult School for its Pharmacy Technician course meets the requirements for inclusion in the ETPL. Additionally, the cost is \$995 per student, considerably cheaper than near by courses taught in Modesto (\$1,925 from Abrams College and \$9,495 from Institute of Technology) and in Fresno (\$6,251 from Quality College VOC Careers).

ATTACHMENT(S): Application will be available at the meeting.

TO: WIB Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Grant Application Approval, Disability Program Navigator

PROPOSED MOTION(S): That the Executive Committee authorize the submittal for a grant application to the California Employment Development Department (EDD) to fund a Disability Program Navigator position at the Worknet Employment Resource Center. Further, that the Committee authorize the Chair, Workforce Investment Board, to sign all applicable copies of the application.

DISCUSSION: On August 18, 2003, EDD, in collaboration with the California Governor's Committee on Employment of People with Disabilities, announced the availability of funds for the creation of up to ten (10) Disability Program Navigator positions in California One-Stop Career Centers. Funds requested shall not exceed \$75,000.

Local Workforce Investment Boards may apply for funds for the new positions. If awarded, the funds will be used to recruit, hire, and retain an individual to perform the roles and responsibilities of the Navigator position. Navigators will conduct outreach to agencies and organizations that serve persons with disabilities, to help persons with disabilities access and navigate the complex programs that impact their ability to gain, return to, or retain employment.

The navigators will serve as disability resource specialists and will leverage Worknet resources and relationships with local providers and the employer community to facilitate outreach, effective employment linkages, and seamless service delivery for persons with disabilities.

The grant will be for one year. All Navigators will be required to attend specialized training developed by the Department of Labor and the Social Security Administration. The training course is approximately one week in duration and is provided at no cost.

ATTACHMENT(S): Executive Summary

Executive Summary
Application to the Disability Program Navigator Grant Allocation

On August 18, 2003, the Employment Development Department, in cooperation with the California Governor's Committee on the Employment of People with Disabilities, announced the availability of funds for the creation of ten Disability Program Navigator positions in One-Stop Career Centers throughout California. Local Workforce Investment Boards are eligible for these funds.

The Disability Program Navigators will conduct outreach to agencies and organizations that serve persons with disabilities, utilizing the collective experience of these entities to help persons with disabilities access and navigate the complex programs that impact their ability to gain, return to, or retain employment. The Navigators will develop linkages and collaborate with the employer community on an ongoing basis to facilitate job placements, access to assistive technology, and educate the employer community on disability-related issues. Through the various partnerships and linkages established, the Navigators will serve as a resource to the workforce investment community to ensure the availability of comprehensive knowledge of federal, state, local and private programs that impact the ability of persons with disabilities to enter and remain in the workforce.

The WIB is eligible to apply for up to \$75,000 to fund one year of wages and benefits for one Disability Program Navigator. The WIB may also request funds (no more than 10% of the \$75,000 request) for administering the grant. Applications are due to the Employment Development Department by September 5th, with notification expected in October 2003.

TO: Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

Meeting Notes

SUBJECT: Training Statistics

PROPOSED MOTION(S): None – Information Only

DISCUSSION: At the June 28, 2003 Executive Committee meeting a request was made for staff to provide statistical data for 2002/03 Individual Training Accounts (ITA's) and Core B services provided to participants.

The first attached report shows all ITA's by category (training title); the minimum, maximum and median cost of each category; the minimum, maximum and median cost of supportive services provided for those participants by ITA category; and statistics on completion and employment.

The second attached report shows enrollments in Core B services. Participants may receive services in more than one area, and may receive Core A services along with Core B services.

ATTACHMENT(S): Reports.

ITA Summary for July 2002 to June 2003

	Number In Training	Maximum Training Cost	Mininum Training Cost	Median Training Cost	Maximum Supportive Svcs Cost	Mininum Supportive Svcs Cost	Median Supportive Svcs Cost	Training Completed?			# Employed
								Y	N	SA	
All ITAs	62	\$ 13,095.00	\$ 923.00	\$ 4,999.00	\$ 4,810.00	\$ -	\$ 436.50	49	4	9	15
Office Occupations											
Accounting	2	\$ 2,880.00	\$ 2,142.00	\$ 2,511.00	\$ 1,445.00	\$ 330.00	\$ 887.50	1	1	0	1
Administrative Assistant	3	\$ 6,530.00	\$ 6,000.00	\$ 6,000.00	\$ 1,335.00	\$ 316.00	\$ 720.00	2	0	1	0
Bookkeeper	1	\$ 7,032.00	\$ 7,032.00	\$ 7,032.00	\$ 362.00	\$ 362.00	\$ 362.00	1	0	0	1
Office Administration	1	\$ 8,945.69	\$ 8,945.69	\$ 8,945.00	\$ 3,690.00	\$ 3,690.00	\$ 3,690.00	1	0	0	0
Office Occupations	1	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0	0	1	0
Medical Occupations											
Administrative Medical Clerk	2	\$ 6,000.00	\$ 5,530.00	\$ 5,765.00	\$ 880.00	\$ 640.00	\$ 760.00	2	0	0	1
Medical Assistant	1	\$ 4,969.67	\$ 4,969.67	\$ 4,969.67	\$ 1,603.20	\$ 1,603.20	\$ 1,603.20	0	0	1	0
Medical Billing Clerk	1	\$ 5,595.00	\$ 5,595.00	\$ 5,595.00	\$ 2,580.00	\$ 2,580.00	\$ 2,580.00	1	0	0	0
Occupational Therapy Aide	1	\$ 7,242.00	\$ 7,242.00	\$ 7,242.00	\$ 1,263.00	\$ 1,263.00	\$ 1,263.00	1	0	0	0
Vocational Nursing	1	\$ 1,135.96	\$ 1,135.96	\$ 1,135.96	\$ 135.00	\$ 135.00	\$ 135.00	0	1	0	0
Physical Therapy Aide	1	\$ 1,285.00	\$ 1,285.00	\$ 1,285.00	\$ 732.38	\$ 732.38	\$ 732.38	0	1	0	0
Pharmacy Technician	3	\$ 6,000.00	\$ 2,038.00	\$ 5,251.00	\$ 2,385.68	\$ 840.13	\$ 1,172.00	3	0	0	1
Technical Occupations											
Building Inspector	1	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 510.00	\$ 510.00	\$ 510.00	1	0	0	1
Computer Maintenance & Repair	1	\$ 5,745.99	\$ 5,745.99	\$ 5,745.99	\$ 2,955.00	\$ 2,955.00	\$ 2,955.00	1	0	0	0
Elec. Tech/Computer Network	1	\$ 13,095.00	\$ 13,095.00	\$ 13,095.00	\$ 4,810.00	\$ 4,810.00	\$ 4,810.00	1	0	0	0
Graphic Arts	1	\$ 5,950.00	\$ 5,950.00	\$ 5,950.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0	0	1	0
User Support Analyst	1	\$ 4,930.00	\$ 4,930.00	\$ 4,930.00	\$ 1,960.00	\$ 1,960.00	\$ 1,960.00	0	0	1	0
Production, Maintenance, etc. Occupations											
Building Maintenance	2	\$ 5,800.00	\$ 5,500.00	\$ 5,650.00	\$ 3,063.00	\$ 1,305.00	\$ 2,184.00	2	0	0	0
HVAC Tech.	2	\$ 5,995.00	\$ 5,995.00	\$ 5,995.00	\$ 880.00	\$ 648.00	\$ 764.00	2	0	0	0
HVAC/R Tech./Commercial Refrig. Tech.	1	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 2,010.00	\$ 2,010.00	\$ 2,010.00	1	0	0	0
Advanced Tractor Trailer Operator	13	\$ 4,157.00	\$ 4,058.00	\$ 4,122.00	\$ 924.00	\$ 160.00	\$ 230.00	12	0	1	5
Truck Driver Training	19	\$ 9,820.00	\$ 923.00	\$ 4,999.00	\$ 1,053.85	\$ -	\$ 190.00	15	1	3	5
Welder, Combination	1	\$ 6,495.00	\$ 6,495.00	\$ 6,495.00	\$ 441.00	\$ 441.00	\$ 441.00	1	0	0	0
Welding & Industrial Maintenance	1	\$ 4,482.00	\$ 4,482.00	\$ 4,482.00	\$ 2,232.00	\$ 2,232.00	\$ 2,232.00	1	0	0	0

Completed Training?	Number of Clients
Yes	49
No	4
Still Attending Training	9

Employed?	Number of Clients
Yes - Training Related	12
Yes - Not Training Related	3
Not Exited - Still Receiving Services	47

ENROLLMENTS IN WIA CORE B SERVICES
July 2002 through June 2003

Adults	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Total
Follow-up Services/Counseling	14	2	3	4	4	6	7	12	16	12	20	27	127
Staff Assisted Job Development*	3	0	0	0	0	0	0	0	1	1	0	0	5
Staff Assisted Job Referral*	2	2	1	0	0	0	0	0	0	0	1	0	6
Staff Assisted Job Search	9	2	3	4	7	8	9	9	12	16	19	19	117
Staff Assisted Workshops	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Core Services	8	9	5	4	4	12	9	0	3	2	4	6	66
Non WIA Funded Services	0	0	0	0	0	0	0	0	0	0	0	0	0

Dislocated Workers	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Total
Follow-up Services/Counseling	18	0	2	5	6	7	4	8	12	15	30	39	146
Staff Assisted Job Development*	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Assisted Job Referral*	1	0	1	1	2	2	1	1	1	1	1	0	12
Staff Assisted Job Search	11	2	4	5	7	12	12	16	19	22	24	26	160
Staff Assisted Workshops	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Core Services	8	8	8	7	2	1	4	9	10	9	7	3	76
Non WIA Funded Services	0	0	0	0	0	0	0	0	0	0	0	0	0

* Provided as a Core A service, not enrolling customer. Will be provided as a Core B service in PY 2003/2004

TO: WIB Executive Committee

DATE: 8/25/03

FROM: Quality Assurance Committee

For Action

For Information

For Discussion

SUBJECT: WIB Performance Review Priorities

PROPOSED MOTION(S): Information only

DISCUSSION: During its July 25, 2003 meeting, the Quality Assurance Committee reviewed the WIB performance improvement recommendations from Barbara Shaw. As directed by the WIB, the committee assessed each recommendation and assigned priorities. Please see attachment.

ATTACHMENT(S): Barbara Shaw Recommendations/WIB Improvement

BARBARA SHAW RECOMMENDATIONS

WIB IMPROVEMENT

Program Planning & Development Committee

- **Develop strategies to strengthen Youth Employability Card program**
- **Develop a plan for how to capitalize on UC Merced**

Recommendations made and already accomplished

- **Target the top 50-100 businesses in the area; develop a coordinated approach for outreach.**
- **Develop a priority Service Plan and strategies for the impending cutbacks.**

Quality Assurance Committee

- **Conduct an evaluation of the Nursing Program. Include retention and job placement information.**
- **Establish benchmarks; develop additional ways to measure success, track success stories, measure the “balanced scorecard”.**

Finance Committee

- **Have a joint Executive / Finance Committee meeting to look at options for dealing with funding changes. Meeting to be held quarterly or twice a year.**

Recommendations made and already accomplished

- **Bring the current budget before the WIB at all meetings**

- **Develop a plan vs. actual column**

Executive Committee

- **Develop a plan for how to improve the already strong relationship with the Local Elected Officials. Increase the level of understanding of WIB goals and achievements with the Local Elected Officials.**
- **Have a continuous evaluation of the present WIB Committee structure.**
- **Find 2-3 prospective board members who are major employers**
- **Evaluate new WIB agenda structure and modify as required to keep the board discussions strategic, focused and influencing policy.**

Board Members

- **Develop some strong contacts with the media**
- **Be prepared for meetings – read all materials before the meeting and question staff if clarification is desired**

Recommendations made and already accomplished

- **Develop strong relationships with city and county officials**
- **Be cautious about requests for data and background materials**

Chair and Executive Director

- **Schedule presentations that will continue to develop board member knowledge and interest**
- **Schedule a Planning Session for the full Board**

Recommendations made and already accomplished

- **Develop opportunities for positive contacts with the CEO and BOS**
- **Consider a panel presentation on business needs and issues**
- **Keep the board well informed regarding goals and accomplishments**

TO: WIB Executive Committee

DATE: 08/25/03

FROM: Youth Council

For Action

For Information

For Discussion

SUBJECT: Update on Out-of-School Contract

PROPOSED MOTION(S): Information Only

DISCUSSION: In October 2002, the Youth Council voted to expand the out-of-school youth program by placing a JCG Job Specialist within the Merced County Housing Authority. The contracting process resulted in the specialist being assigned in early 2003. The agreement called for Housing to provide an office, communication equipment, and a list of all potentially WIA eligible youth living in the Housing Authority (all for free). JCG provided the Job Specialist. The contract was increased by \$49,635 to be spent over a 6 month period.

After 7 months, 6 months of last year's contract and 1 month into the new contract, JCG states they have enrolled 4 Housing clients. That equates to a cost of \$12,409 per client vs. the normal \$4,000+. The reasons for this below average performance are poor job performance by the Job Specialist, and lack of managerial oversight.

In June 2003, the Housing Authority requested the Job Specialist be replaced. He was immediately removed from the site and ended his employment with JCG at the end of the month. As of the end of July 2003, JCG has not replaced the Job Specialist.

The Contract Working Group has met with JCG to facilitate a solution. The Director, Department of Workforce Investment has directed that JCG respond in writing, their solution, complete with time lines, to this problem.

ATTACHMENT(S): WI Letter to JCG/Response will be available at the meeting.

TO: WIB Executive Committee

DATE: 08/25/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Rapid Response Grant Application for PY 2003-04

PROPOSED MOTION(S): Information Only

DISCUSSION: The Department of Workforce Investment has applied to the state for Rapid Response Funds which will be used for activities that will address business closures and layoffs within Merced County. The grant would provide funding up to \$175,534 to provide orientations and information to affected workers. In addition, in order to maintain the level of service of last year's rapid response efforts, an additional special projects funding of \$200,000 has been requested.

ATTACHMENT(S): N/A