

# **WORKFORCE INVESTMENT ACT (WIA) MONITORING ACTIVITY SUMMARY JULY 1, 2000 THROUGH FEBRUARY 2001**

The following provides a summary of the WIA's monitoring activities.

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

## **JTPA Closeout (equipment inventory)**

- Performed an equipment inventory of items purchased with JTPA funds. Various community-based organizations were physically checked (Merced College, Merced Adult School, MCOE, etc.). A detailed listing of each equipment item (identifying location, cost, condition, etc.) was developed and subsequently used as a reporting tool to the State for final closeout.

## **Policies & Procedures**

- An all-new monitoring policies and procedures document was drafted to reflect WIA requirements and language. Departmental approval was in October 2000. The document can be viewed and/or downloaded via PITD's intranet.
- Updated the department's EEO policy in accordance with the WIA and State directives. . The EEO policy was approved in November 2000, and can be viewed and/or downloaded via PITD's intranet.
- Monitoring procedures and tools (checklists) have been developed for the various One-Stop partners. The monitoring tools were formulated from authoritative sources, such as the WIA, Final Rule, MOUs, DOL's and EDD's proposed monitoring checklists, and information gained via the various training sessions presented by recognized WIA authorities. Also, Equal Opportunity, Americans with Disabilities Act (ADA), drug awareness and safety requirements are additional checklist items.

## **One Stop**

- Initial monitoring reviews of the One-Stops began in December 2000. The Merced, Livingston, and Los Banos One-Stops have been monitored. Monitoring of the Merced College One-Stop partner is currently in progress. Completion of all one-stop monitoring is tentatively scheduled for the end of March 2001.
- Overall, the One-Stops have transitioned well in meeting the requirements and objectives of WIA. However, concerns were noted in the areas of MOU compliance, operational procedures and resource sharing. Action is being taken on these areas with the WIB consultant Ms. Lori Strumpf and the One-Stop partners. The goal of the WIB is to resolve these issues by the end of the fiscal year.

### **On-The-Job Training (OJT)**

- The following OJT's have been completed or will be completed by the end of February 01.
  1. Modern Air Mechanical Oct. 00
  2. Golden Valley Health Care Dec.00
  3. La Sierra Care Center Jan. 01
  4. Merced Alarm Co. Feb. 01
  5. Bercik & Roberts LLP Feb. 01
  6. Carol Welch Your Home Feb. 01
  7. International Machine Ind. Feb. 01
  8. LJS Construction Feb. 01
  9. Modern Air Mechanical Feb. 01
  10. Fathi DDS Feb. 01

### **Work Experience**

- Three contracts were reviewed:
  1. PITD, General Clerk.
  2. EDD, Employment Clerk.
  3. City of Atwater, Scheduler.

### **Younger Youth**

- Assisted in the development of the Year Round Younger Youth Contract, to include refinement of the initial Request for Proposal (RFP). Additionally, the subcontracts between the lead agency (MCOE) and subcontractors/collaborators were also reviewed.
- Provided ongoing technical support to meet MCOE's needs; i.e., interpretation of the law (WIA), forms and eligibility assistance, and information regarding child labor laws. Also, provided Power Point presentations on "Monitoring," a brief description of the monitoring process.
- Currently developing monitoring tools to assess programmatic and fiscal accountability for the Younger Youth program.

### **Older Youth (ARBOR)**

- Assisted in the development of the Older Youth contract, to include review of the initial RFP.
- Provided ongoing technical support to meet ARBOR's needs: e.g., hosted presentations on the monitoring process. Provided training on forms management, eligibility requirements, the contract work-statement and other related topics in concert with other PITD departments. These training sessions have been mutually beneficial as they allow for an active exchange of thoughts on bettering the program, and promote cohesion between the partners.
- At ARBOR's request, the monitoring staff assisted in a facilities review for ADA compliance at their two locations, Merced and Los Banos. Minor deficiencies were identified. These deficiencies were brought to the attention of the facilities' owners and resolved.

- Reviewed ARBOR's November & December billing. All expenditures were within the allowed cost categories and line items as specified in the contract's Budget Narrative. Support documentation was provided for most expenditures.
- Currently refining the monitoring tools to assess programmatic and fiscal accountability of the Older Youth program

### **Building Trades Program**

- Monitored the "Trades" program in Dec. 00.
- Overall, the program is well structured and is in compliance with the terms and conditions of the contract. It provides an invaluable training service to the community. In addition, participants appear to be very pleased with the program, as reflected by overwhelmingly favorable Customer Satisfaction Survey feedback responses. *Special note:* Both instructors are very knowledgeable, enthusiastic and appear to be genuinely concerned about their students' and the program's success.

### **Services Contract**

The following contracts/programs are pending review and/or approval by the Merced County Board of Supervisors:

- Merced College RN/LVN Program
- Merced College Fee for Services Contract
- Tattoo Removal Contract (pending Board approval)
- Merced County Welfare to Work Independent Living Program (Foster Care)
- Merced County Public Works, Work Experience Contract

### **State Monitoring Review**

- A State compliance review of PITD's fiscal/procurement process was conducted in February 01. Integral to this review was an assessment of the monitoring staff's fiscal tools and process. No findings were noted.