

**Workforce Investment Board  
 Executive Committee  
 1880 W. Wardrobe Ave  
 Monday, December 3, 2007, 7:30-9:00 a.m.  
 Amended Meeting Agenda**



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

1. Call to Order/Roll Call.....
2. Approval of Agenda .....
3. Approval of October 1, 2007 Minutes .....
4. Public Opportunity to Speak.....
5. Consent Agenda .....
- a. Child Abuse Treatment Operational Agreement Approval ..... Dave Davis
- b. Individual Training Accounts Policy.....Dave Davis
- c. WorkKeys Work-Ready Certificate Signature.....Joanne Presnell
- d. Workforce Investment Board Membership – Joseph Lombardi.....Dave Davis
- e. Workforce Investment Board Membership – Garith Krause.....Dave Davis
- f. Workforce Investment Board Membership – David Long.....Dave Davis
6. Action Agenda .....
- a. Youth Programs Request for Proposal.....Alfredo Mendoza
- b. Manpower, Inc One-Stop Memorandum of Understanding .....Dave Davis
- c. Ad Hoc One-Stop Certification Committee.....Dave Davis
- d. Incentive Funds Disposition.....Dave Davis
7. Information Agenda.....
- a. Evening Use of Merced Worknet Employment Resource Center .....Dave Davis
- b. Fiscal Reports.....Jackie Walther-Parnell
8. Director Comments.....(5 min)
9. Chair Comments .....(5 min)
10. Next Meeting – January 7, 2008.....
11. Adjourn .....

**Workforce Investment Board  
Executive Committee  
1880 W. Wardrobe Ave  
October 1, 2007, 7:30-9:00 a.m.  
Meeting Minutes**



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

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**Members Present:**

Kathleen Crookham	Edward Dietz	Robert Harmon (Chair)	Rennise Ferrario
Albert Montejano	Vann (Mike) Smith	Al Romero	

**Members Absent:**

Don Bergman

**Others Present:**

Andrea Baker	Brian Cutler	Dave Davis	Dee Knight
Alfredo Mendoza	Joanne Presnell	Jackie Walther-Parnell	

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1. Call to Order/Roll Call: The Chair called the meeting to order at 7:31 a.m. Roll call was taken.
  2. Approval of Agenda: It was *M/S/C Romero/Ferrario* to approve the agenda as published.
  3. Approval of Minutes: It was *M/S/C Smith/Ferrario* to approve the August 6, 2007 minutes.
  4. Public Opportunity to Speak: None.
  5. Action Agenda:
    - a. Modification 8 to Five Year Strategic Plan: Staff gave an overview of the modifications made to the plan. It was *M/S/C Montejano/Dietz* to approve Modification 8 to the Five Year Strategic Plan.
  6. Discussion/Information:
    - a. Workforce Investment Board Membership – The Workforce Investment Board (WIB) is not in compliance with the State law for private sector members due to recent resignations and the added requirement of union representation. If the WIB stays out of compliance, it would be shut down by the State. The Chair noted there would be an ad hoc Membership Committee formed. Members were asked to cooperate by providing names of prospective members for the committee to contact.
      - b. Fiscal Reports – It was noted Federal CAA program dollars are out for bid, and the Central Valley Regional Healthcare group is working on the grant that is due October 11, 2007, to support RN training. The 14 RNs presently enrolled in WIA in the Merced College program are being given supportive services, and the Department is continuing to work with Merced College to find additional funding.
  7. Director Comments: Ms. Andrea Baker noted the Department provided some statistics to the State on the mortgage companies in the area that have gone out of business, which was 14, and there were 27 employees identified that have been affected thus far. The State is requesting a National Emergency Grant (NEG) for this impacted industry. If the NEG is awarded, the Department will be part of it.

Regionally, WorkKeys is being implemented, and Ms. Baker provided a model of the Central California Work Readiness Certificate that has all the elements and scoring of the assessment printed on the back for the

employer. There will be a regional media plan developed to get the word out to all employers regarding WorkKeys. The WIB has the opportunity to decide who should sign the certificate. The suggestion from the Executive Committee was the WIB Chair.

8. Chair Comments: The Chair noted his appreciation to everyone for attending this early morning meeting. He asked if there is any additional information the Executive Committee should be considering, to let staff know.

9. Next Meeting: November 5, 2007, Dept of Workforce Investment Large Conference Room, 1880 W. Wardrobe Ave.

10. Adjourn: The meeting adjourned at 8:14 a.m.

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Child Abuse Treatment (CHAT) Operational Agreements**

**PROPOSED MOTION(S): Approve the Operational Agreements between Human Services Agency (HSA) and the Workforce Investment Board (WIB) and the Youth Council.**

**DISCUSSION: For the third consecutive year, HSA has received grant monies through the State Office of Emergency Services to provide counseling and victim support services to child victims of abuse and neglect. Operational Agreements between HSA and the WIB and Youth Council are grant requirements.**

**The Agreements state that HSA will accept child client referrals from representatives from the WIB and Youth Council, and will provide services to the youth and limited services to the non-offending parent if the referral involved domestic violence. The program is referred to as Child Abuse Treatment (CHAT).**

**ATTACHMENT(S):  
Operational Agreements**

**CHILD ABUSE TREATMENT (CHAT) PROGRAM**

**OPERATIONAL AGREEMENT BETWEEN**

**Merced County Human Services Agency**

and

**Merced County Workforce Investment Board**

This Operational Agreement (OA) stands as evidence the **Merced County Human Services Agency (HSA)** and the **Merced County Workforce Investment Board** intend to work together toward the mutual goal of providing maximum available assistance for child crime victims residing in **Merced County**. Both agencies believe the implementation of the **Child Abuse Treatment (CHAT) Program** will further this goal. To this end, the two agencies agree to participate in the exchange of services by coordinating the provision of **CHAT Program** objectives.

1. The **Merced County Workforce Investment Board** will closely coordinate the following services with the **Merced County Human Services Agency**:
  - The **Merced County Workforce Investment Board** will refer to the **Merced County CHAT Program** child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth to obtain information and assist with filling and filing the Application for Crime Victim Compensation claim forms, explaining the procedure, obtaining required documentation, and tracking information related to the claim.
  - The **Merced County Workforce Investment Board** will refer to the **Merced County CHAT Program** child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for assisting them in understanding and participation in the criminal justice system/judicial proceedings as the result of a crime committed against the child.
2. The **Merced County Workforce Investment Board** will closely coordinate the following services with **Merced County Human Services Agency**:
  - The **Merced County CHAT Program** will receive referrals from the **Merced County Workforce Investment Board** of child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth to provide them with information and assist with filling and filing the Application for Crime Victim Compensation claim forms, explaining the procedure, obtaining required documentation, and tracking information related to the claim.
  - In the event of a denial of the claim on behalf of the child victim, the **Merced County CHAT Program** shall provide assistance for an appeal with the California Victim Compensation and Government Claims Board.

- The **Merced County CHAT Program** will receive referrals from the **Merced County Workforce Investment Board** of child victims of child abuse to include neglect, sexual, physical and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for assistance in understanding and participation in the criminal justice system/judicial proceedings as the result of a crime committed against the child.
  - The **Merced County Workforce Investment Board** will refer to the **Merced County CHAT Program** child victims of child abuse to include neglect, sexual, physical, and emotional abuse, domestic violence, school and community violence, hate crimes, child abduction, children whose lives are victimized by parental substance abuse, high tech crimes against children, and runaway youth for treatment services to include crisis counseling and psychotherapy.
3. Regularly scheduled meetings between designated staff from the **Merced County Human Services Agency and the Merced County Workforce Investment Board** should be maintained to discuss strategies, timetables, and implementation of the Child Abuse Treatment Program services discussed herein.

This OA will begin **October 1, 2007** and end **September 30, 2010**.

We, the undersigned, as authorized representatives of **Merced County Human Services Agency and Merced County Workforce Investment Board**, do hereby approve this MOU.

Name and signature of person authorized to sign the CHAT Grant Award Agreement

Name and signature of person authorized to sign for the Merced County Workforce Investment Board

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Individual Training Account (ITA) Policy**

**PROPOSED MOTION(S): Approve new Individual Training Account Policy.**

**DISCUSSION:** 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 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 Investment, 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 who are evaluated, approved and placed on the state Eligible Training Provider List.

The Individual Training Account Policy provides guidance concerning the funding, management and approval of ITAs. The policy is being revised to include the Supervising Employment and Training Specialists at each One-Stop in the management-decision tree. It also includes information concerning veterans and their spouses in the training priority system.

**ATTACHMENT(S):**

**Individual Training Account Policy**



**DEPARTMENT OF  
WORKFORCE INVESTMENT**

**Policy/Procedure  
For**

**Individual Training Account (ITA) Policy**

**Andrea T. Baker**  
*Director*

**Joanne Presnell**  
*Assistant Director*

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**Policy:** 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 Investment (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 that are evaluated, approved and placed on the state Eligible Training Provider List (ETPL).

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.

The Merced County Workforce Investment Board, through the WI, reserves the right to make exceptions to this policy, on a case-by-case basis, should individual circumstances warrant exception.

**Procedures:**

**I. Individual Training Accounts (ITAs) – General Provisions**

- 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 four thousand five hundred dollars (\$4,500) without prior, written approval of the Assistant Director of the One-Stop Operator or in his/her absence, the Program Manager or Supervising Employment and Training Specialist of the Worknet Employment Resource Center

1. In no event shall an ITA carry a time or dollar balance after the program of training is either completed or terminated.
2. The maximum length of training under a single ITA shall be two years.
3. More than one ITA may be issued to a participant within a two-year period provided the total cost of the ITA does not exceed \$4,500.
4. 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 Supervising Employment and Training Specialist 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 Investment 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, 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 population.

## **II. Training Activities**

- A. The types of training services made available through WI under the Workforce Investment Act shall include:
  - 1. Occupational skills training as well as training for nontraditional employment, offered in a classroom environment;
  - 2. 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:
  - 1. Programs that combine workplace training with related instruction, such as customized training programs;
  - 2. On-the-job training;
  - 3. Work experience;
  - 4. Entrepreneurial training; and
  - 5. Adult education and literacy activities.

## **III. 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:

- A. Are unable to obtain employment that leads to economic self-sufficiency through core and intensive services.

- B. After an interview, evaluation or assessment, and case management, have been determined by a One-Stop operator to:
1. Be in need of training services;
  2. Have the skills and qualifications to successfully participate in the selected program;
  3. 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;
  4. Are unable to obtain sufficient grant assistance, including PELL grants; and
  5. Require support beyond the assistance made available under other grant assistance

#### **IV. Training Priority System**

WI shall provide priority services to veterans and their spouses for intensive and training services.

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:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. 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 unemployment compensation, child support payments, payments described in subparagraph (A), 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, do 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;
3. 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.);
4. 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);
5. Is a foster child on behalf whom State or local government payments are made; or
6. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income 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.

## **V. 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 Investment.
- 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.

## **VI. Procedure for Approving Exceptions to Individual Training Accounts (ITAs)**

Employment and Training Specialists will prepare the file to request an exception to the ITA or supportive services limits and present the file with all supporting documentation of need to the Supervising Employment and Training Specialist for review and concurrence. The Supervising Employment and Training Specialist will either return the file to the Employment and Training Specialist for additional required information, or will review and ensure that funds are available prior to approval.

**Responsible Official:** Special Projects Program Manager

**Revised Date:** November 8, 2007

**Reviewed:** November 8, 2007

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Work Readiness Certificate**

**PROPOSED MOTION(S):** That the signature element for the Central California Work Readiness Certificate reflect the Workforce Investment Board (WIB) Chair.

**DISCUSSION:** On October 1, 2007, the Executive Committee recommended that the Chairman of the WIB sign the Work Readiness Certificate. Each Local Workforce Investment Area in the Central California Workforce Collaborative will establish the signature element on their certificate. WorkKeys is a job skill assessment system that measures real world skills. WorkKeys assesses each individual in Reading for Information, Applied Mathematics, and Locating Information. The assessment provides the individual a score indicating their aptitude for work. The process of the assessments culminates with a certificate of achievement. Applicants must score 3 or higher in each area to receive a certificate.

Below are examples of scores used in WorkKeys.

<u>Job Title</u>	<u>Applied Mathematics</u>	<u>Locating Information</u>	<u>Reading for Information</u>
Cashiers	3	4	3
Construction Carpenters	4	4	4
Registered Nurses	5	4	5
Tractor-Trailer Truck Drivers	4	5	4
Welding Machine Operators and Tenders	5	4	4

**ATTACHMENTS:**  
**Work Readiness Certificate**



# CENTRAL CALIFORNIA WORK READINESS CERTIFICATE

CERTIFIES THAT:  
**SAMPLE**

HAS COMPLETED THE WORKKEYS® ASSESSMENTS WITH THE FOLLOWING SCORES:

**APPLIED  
MATHEMATICS**

**LOCATING  
INFORMATION**

**READING FOR  
INFORMATION**



California Partnership for the  
San Joaquin Valley



DATE

APPLIED MATHEMATICS	READING FOR INFORMATION	LOCATING INFORMATION
<p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>Solve problems that require a single type of mathematical operation (addition, subtraction, multiplication, and division) using whole numbers</li> <li>Add or subtract negative numbers</li> <li>Change numbers from one form to another using whole numbers, fractions, decimals, or percentages</li> <li>Convert simple money and time units (e.g., hours to minutes)</li> </ul>	<p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>Identify main ideas and clearly stated details</li> <li>Choose the correct meaning of a word that is clearly defined in the reading</li> <li>Choose the correct meaning of common, everyday, and workplace words</li> <li>Choose when to perform each step in a short series of steps</li> <li>Apply instructions to a situation that is the same as the one in the reading materials</li> </ul>	<p><b>Level 3</b></p> <ul style="list-style-type: none"> <li>Find one or two pieces of information in a graphic</li> <li>Fill in one or two pieces of information that are missing from a graphic</li> </ul>
<p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>Solve problems that require one or two operations</li> <li>Multiply negative numbers</li> <li>Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals</li> <li>Add commonly known fractions, decimals, or percentages (e.g., <math>\frac{1}{2}</math>, .75, 25%)</li> <li>Add three fractions that share a common denominator</li> <li>Multiply a mixed number by a whole number or decimal</li> <li>Put information in the right order before performing calculations</li> </ul>	<p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>Identify important details that may not be clearly stated</li> <li>Use the reading material to figure out the meaning of words that are not defined</li> <li>Apply instructions with several steps to a situation that is the same as the situation in the reading materials</li> <li>Choose what to do when changing conditions call for a different action (follow directions that include "if-then" statements)</li> </ul>	<p><b>Level 4</b></p> <ul style="list-style-type: none"> <li>Find several pieces of information in one or more graphics</li> <li>Understand how graphics are related to each other</li> <li>Summarize information from one or more straightforward graphics</li> <li>Identify trends shown in one or more straightforward graphics</li> <li>Compare information and trends shown in one or more straightforward graphics</li> </ul>
<p><b>Level 5</b></p> <ul style="list-style-type: none"> <li>Decide what information, calculations, or unit conversions to use to solve the problem</li> <li>Look up a formula and perform single-step conversions within or between systems of measurement</li> <li>Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)</li> <li>Divide negative numbers</li> <li>Find the best deal using one- and two-step calculations and then comparing results</li> <li>Calculate perimeters and areas of basic shapes (rectangles and circles)</li> <li>Calculate percentage discounts or markups</li> </ul>	<p><b>Level 5</b></p> <ul style="list-style-type: none"> <li>Figure out the correct meaning of a word based on how the word is used</li> <li>Identify the correct meaning of an acronym that is defined in the document</li> <li>Identify the paraphrased definition of a technical term or jargon that is defined in the document</li> <li>Apply technical terms and jargon and relate them to stated situations</li> <li>Apply straightforward instructions to a new situation that is similar to the one described in the material</li> <li>Apply complex instructions that include conditionals to situations described in the materials</li> </ul>	<p><b>Level 5</b></p> <ul style="list-style-type: none"> <li>Sort through distracting information</li> <li>Summarize information from one or more detailed graphics</li> <li>Identify trends shown in one or more detailed or complicated graphics</li> <li>Compare information and trends from one or more complicated graphics</li> </ul>
<p><b>Level 6</b></p> <ul style="list-style-type: none"> <li>Use fractions, negative numbers, ratios, percentages, or mixed numbers</li> <li>Rearrange a formula before solving a problem</li> <li>Use two formulas to change from one unit to another within the same system of measurement and different systems of measurement</li> <li>Find mistakes in items that belong at Levels 3, 4, and 5</li> <li>Find the best deal and use the result for another calculation</li> <li>Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations</li> <li>Find the volume of rectangular solids</li> <li>Calculate multiple rates</li> </ul>	<p><b>Level 6</b></p> <ul style="list-style-type: none"> <li>Identify implied details</li> <li>Use technical terms and jargon in new situations</li> <li>Figure out the less common meaning of a word based on the context</li> <li>Apply complicated instructions to new situations</li> <li>Figure out the principles behind policies, rules, and procedures</li> <li>Apply general principles from the materials to similar and new situations</li> <li>Explain the rationale behind a procedure, policy, or communication</li> </ul>	<p><b>Level 6</b></p> <ul style="list-style-type: none"> <li>Draw conclusions based on one complicated graphic or several related graphics</li> <li>Apply information from one or more complicated graphics to specific situations</li> <li>Use the information to make decisions</li> </ul>
<p><b>Level 7</b></p> <ul style="list-style-type: none"> <li>Solve problems that include nonlinear functions and/or that involve more than one unknown</li> <li>Find mistakes in Level 6 items</li> <li>Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages</li> <li>Calculate multiple areas and volumes of spheres, cylinders, or cones</li> <li>Set up and manipulate complex ratios or proportions</li> <li>Find the best deal when there are several choices</li> <li>Apply basic statistical concepts</li> </ul>	<p><b>Level 7</b></p> <ul style="list-style-type: none"> <li>Figure out the definitions of difficult, uncommon words based on how they are used</li> <li>Figure out the meaning of jargon or technical terms based on how they are used</li> <li>Figure out the general principles behind the policies and apply them to situations that are quite different from any described in the materials</li> </ul>	<p><b>Level 7</b></p>



**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Workforce Investment Board Membership – Mr. Joseph Lombardi, Mercy Medical Center**

**PROPOSED MOTION(S): Accept the nomination of Mr. Joseph Lombardi and forward to the Board of Supervisors for approval.**

**DISCUSSION: Section 117 of the Workforce Investment Act (WIA) outlines criteria for membership on the local Workforce Investment Board (WIB). One of the requirements is that a majority of the members of the Local Board must be representatives of the private sector in the local area.**

**Ms. Sally Zuniga, The Greater Merced Chamber of Commerce, has nominated Mr. Joseph Lombardi for membership on the WIB as a private sector representative. Mr. Lombardi is the Vice President, Human Resources, Mercy Medical Center - Merced.**

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

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Workforce Investment Board Membership – Mr. Garith Krause, Merced Irrigation District**

**PROPOSED MOTION(S): Accept the nomination of Mr. Garith Krause and forward to the Board of Supervisors for approval.**

**DISCUSSION: Section 117 of the Workforce Investment Act (WIA) outlines criteria for membership on the local Workforce Investment Board (WIB). One of the requirements is that a majority of the members of the Local Board must be representatives of the private sector in the local area.**

**Ms. Sally Zuniga, The Greater Merced Chamber of Commerce, has nominated Mr. Garith Krause for membership on the WIB as a private sector representative. Mr. Lombardi is the General Manager, Merced Irrigation District.**

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

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Workforce Investment Board Membership–Mr. David Long, Hilltop Ranch, Inc**

**PROPOSED MOTION(S): Accept the nomination of Mr. David Long and forward to the Board of Supervisors for approval.**

**DISCUSSION: Section 117 of the Workforce Investment Act (WIA) outlines criteria for membership on the local Workforce Investment Board (WIB). One of the requirements is that a majority of the members of the Local Board must be representatives of the private sector in the local area.**

**Ms. Sally Zuniga, The Greater Merced Chamber of Commerce, has nominated Mr. David Long for membership on the WIB as a private sector representative. Mr. Long is the President/Owner of Hilltop Ranch, Inc.**

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

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: Youth Council**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Request for Proposal (RFP) for new Youth Programs Beginning July 1, 2008**

**PROPOSED MOTION(S): Request that County let a new RFP for the WIA Younger and Out-of-School Youth Programs.**

**DISCUSSION: County procurement procedures require that competition be reestablished after a period of time. More specifically, a contract should be renewed after its initial year, and not more than two extensions. The younger youth and out-of-school contract was awarded to Merced County Office of Education (RFP 5905) in 2004.**

**It is envisioned that one RFP will be issued, requesting proposals for either the younger youth or out-of-school programs, or for both. An RFP takes approximately 100 days to complete from let date to program start date. The combined cost of the new programs is estimated to be \$1.2 million for FY 2008-09.**

**ATTACHMENT(S): N/A**

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: New One-Stop Partner Memorandum of Understanding – Manpower, Inc**

**PROPOSED MOTION(S): Approve One-Stop Partner Memorandum of Understanding (MOU) between Workforce Investment Board and Manpower, Inc**

**DISCUSSION: The Workforce Investment Act requires partners of the One-Stop Delivery System to develop a MOU executed between the Local Board, with the agreement of the chief elected official, and the One-Stop partner. The MOU covers services to be provided through the One-Stop Delivery System, the funding of the services and operating costs of the system, and methods for referring individuals between the One-Stop operators and partners.**

**The latest One-Stop partner is Manpower, Inc. They are not a required partner and will contribute monetarily to the One-Stop by leasing their cubicle spaces in the Merced and Los Banos Worknet Employment Resource Centers.**

**ATTACHMENT(S):  
Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

1. **PURPOSE:** The purpose of this MOU is to enter into an agreement between the Merced County Workforce Investment Board and the Partners of the One-Stop System as required by Section 121 of the Workforce Investment Act of 1998 (WIA).

This agreement is entered into in a spirit of cooperation by the partner agencies to describe how their various funding and institutional resources can be utilized to better serve mutual customers, both employers and job seekers, through an integrated system of service delivery operated in the Merced County's One-Stop System. It is understood that the development and implementation of this System will require mutual trust and teamwork between the agencies, all working as partners to accomplish shared goals.

2. **PARTIES:** The parties to this Memorandum of Understanding (MOU) are:

**Merced County Workforce Investment Board**  
1880 West Wardrobe Avenue  
Merced, CA 95340

**One-Stop Partner: Manpower, Inc**  
1700 Standiford Ave, Suite 150  
Modesto, CA 95350

3. **THE ONE-STOP SYSTEM:**  
Merced County's One-Stop System Vision reflects a new approach to workforce preparation and highlights the role workforce preparation plays in economic development. The One -Stop Vision is built upon four guiding principles, which are the essence of the One-Stop delivery system:

- Π **Integrated:** an integrated system of services to provide employment, training and educational services.
- Π **Universally Accessible:** information for the general population, with wide and easy access to a comprehensive array of information.
- Π **Customer Focused:** providing informed choice as a means for customers to judge the quality of services.
- Π **Performance Based:** with clear outcomes and methods to measure identified outcomes, including customer satisfaction.

4. **DURATION:** This MOU supercedes any previous One-Stop MOU between the two parties and shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998, or in accordance with this section. Either party to this MOU can terminate the MOU upon thirty (30) days written notice to the other party.

5. **MODIFICATION AND ASSIGNMENT:** This MOU may be modified at any time by written agreement of the partners. Any modification not in writing shall not be effective.

6. **DISPUTES:** The One-Stop partner shall first attempt to resolve all disputes informally. Any partner may call a meeting of all the partners to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Merced County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB. Every effort shall be made to explore, mediate and resolve the dispute to the satisfaction of all in accordance with the Workforce Investment Act.

If the dispute cannot be resolved through the local Board, the matter must be referred to the State Workforce Investment Board for resolution.

7. **INDEMNITY CLAUSE:** The One-Stop partner shall indemnify, defend and hold harmless the Merced County Workforce Investment Board and Merced County, their officers, employees, agents and assigns from and against any and all claims, demands liability, judgments, awards, interest, attorney's fees, costs and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this Agreement. One-Stop partner's liability for indemnity under this Agreement shall apply, regardless of fault, to acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of the One-Stop partner, unless the claim, demand liability, judgment, award, interest, attorney's fee, cost or expense is caused solely by the negligence or willful misconduct of the Merced County Workforce Investment Board or the County, its officers, employees, agents or assigns. One-Stop partner will on request and at its expense defend any action suit or proceeding arising hereunder and shall reimburse and pay the County for any loss, cost, damage or expense (including the cost of attorneys) suffered by it hereunder.
8. **INSURANCE:** The One-Stop partner agrees to extend its in-force insurance or self-insurance coverage programs to apply to its operations performed under the Workforce Investment Act and at the One-Stop Centers, including General and Automobile Bodily Injury and Property Damage Liability, Business Personal Property, Workers' Compensation and Employee Dishonest/Crime coverages. The Partner agrees to require its Property and Workers' Compensation Insurers or self-insurance administrators to waive subrogation rights against the Merced County Workforce Investment Board and the Merced County Board of Supervisors and their officers, volunteers, employees and agents. The Partner agrees that the Merced County Workforce Investment Board and Merced County Board of Supervisors and their officers, volunteers, employees and agents shall be added to the Partner's General, Automobile and Property Damage Liability policies or coverages as "Additional Insureds" or "Additional Covered Parties," insofar as operations or activities under this agreement are concerned.
9. **APPROVAL:** This MOU is of no force or effect until signed by the One-Stop partner and the Chair of the Merced County Workforce Investment Board with the agreement of the Chief Local Elected Official of Merced County. Once signed, this MOU becomes a part of the Local Board's current WIA Strategic Local Plan.
10. **GOVERNING LAW:** This MOU is governed by, and shall be interpreted in accordance with, the laws of the State of California, and the Workforce Investment Act of 1998.

11. **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this agreement, the One-Stop partner agrees that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.
12. **NONDISCRIMINATORY SERVICES:** The One-Stop partner agrees that all goods and services pursuant to this agreement shall be available to persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
13. **ADA COMPLIANCE:** The One-Stop partner agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and the California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
14. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, the One-Stop partner is expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Voluntary attendance at the Worknet Leadership Team meetings. A designee with appropriate authority is to be present to act on behalf of the One-Stop partner.
  - B. General description of Intensive and Core Services. One-Stop partner is to provide a general description of Intensive and Core Services to be provided through the One-Stop delivery system and updated as services change. This information will be maintained as a part of the Resource Sharing Agreement (See Item 19).
  - C. Adherence to Worknet New Employee Orientation procedures. It is expected that all One-Stop partners staff will abide by the Worknet policies and procedures related to general safety and behavior in the workplace.
  - D. Voluntary use of standardized Worknet forms. Standardized Worknet client assessment and tracking forms will be agreed upon by all participating One-Stop partners and will be utilized to insure integration of services at the One-Stop Centers.
  - E. Collaborative Marketing Strategy. The Worknet Employment and Resource Center will be marketed as a comprehensive entity. However, services and staff from each One-Stop partner will be identified. The One-Stop partners will develop and use a collaborative marketing strategy informing job seekers, training and education seekers, employers, employed individuals, and the community at large about the services available through the Worknet Employment Resource Centers. The following resources, if available, will be utilized to enhance coordinated marketing efforts:
    - Web Site
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage
    - Public Television and Radio
15. **SITE SUPERVISION:** All One-Stop partners will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. Employees who are located at the One-Stop Centers shall remain under the supervision of their employing

departments for the purposes of performance evaluation, and other matters concerning civil service rights and responsibilities.

If work-related issues arise at the One-Stop Centers between employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the employee's supervisor.

Further, the One-Stop partner recognizes that a number of practices and philosophies related to agency practices, as well as day-to-day One-Stop Career Center site supervision, are negotiated as a result of implementing operations. Local factors among the One-Stop partner's organization include:

- Differing pay scales for similar positions
- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the Worknet Employment Resource Center
- Union vs. Non-Union employees in similar classification on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holidays schedules
- Sharing of space, equipment, information, and materials
- Employee safety and security of the workplace

The One-Stop partners agree to work out in advance (and specify in relevant agreements) arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements.

16. **SYSTEMATIC REFERRAL PROCESS:** The referral system must always be to the advantage of the customer and include follow-up contact to insure the customer was provided service. The One-Stop partner shall receive referrals from and make referrals to the other partners of the Worknet system. Please refer to the Department of Workforce Investment, Operational Procedure for Interagency Referral, found at <http://www.co.merced.ca.us/wi/wib/policies/policies.html>

If Manpower agrees to participate as a member of the Worknet Leadership Team the partners agree to accomplish the following:

- Provide feedback on the success of the cross-referral system
- Cross-train their respective staff
- Consider co-enrollment options and practices
- Constantly improve the joint delivery of services to customers

Participants may receive the three levels of service concurrently and the determination that an individual needs intensive and/or training services can be made without regard to how long the individual has been receiving core or intensive services. Neither is it necessary for all individuals to receive staff-assisted core services before receiving intensive services. In addition, job search is not the only core service that satisfies the federal requirement that an individual must receive at least one core service before receiving intensive services. Such decisions are based on each participant's employment and training needs."

17. **CONFIDENTIALITY:** The One-Stop partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the One-Stop partners collecting, receiving or sharing

information. As a condition of providing services within the One-Stop, the One-Stop partners shall adhere to the following:

- All client information will be treated with the strictest degree of confidentiality during and after involvement within the Worknet Employment Resource Center.
- Each One-Stop partner shall keep all information that is exchanged between them in the strictest of confidence and make such information available to their own employees on a “need-to-know” basis only.
- Each One-Stop partner shall (where it is appropriate) store and process information in the electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
- This information will only be used in working programs within the Worknet Employment Resource Centers.

18. **SEVERABILITY OF PROVISIONS:** If any provisions of this MOU are held invalid or unenforceable; the remainder of this MOU shall not be affected and would then continue to have force and effect.
19. **RESOURCE/COST SHARING AGREEMENTS:** One-Stop Operator will execute Resource/Cost Sharing Agreements with each partner in the Worknet Employment Resource Center. These Agreements will be maintained as a separate document.
20. **ATTACHMENTS:** The following attachments are included in this MOU:
- a. Definitions: Commonly used terms in the Workforce Development System
21. **AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.

**Merced County Workforce Investment Board**

\_\_\_\_\_ Date \_\_\_\_\_  
Robert Harmon, Chair, Merced County Workforce Investment Board

**Merced County Board of Supervisors**

\_\_\_\_\_ Date \_\_\_\_\_  
John Pedrozo, Chair, Merced County Board of Supervisors

**One-Stop Partner: Manpower, Inc.**

\_\_\_\_\_ Date \_\_\_\_\_  
**Authorized Rep, Title**

APPROVED AS TO LEGALITY AND FORM BY  
JAMES N. FINCHER, COUNTY COUNSEL

\_\_\_\_\_ Date \_\_\_\_\_  
Deputy

## ATTACHMENT A

### Workforce Development Definitions

1. ADA Americans with Disabilities Act
2. Capacity Building Staff training and development and the development overall of the professional One-Stop environment.
3. CLEO Chief Local Elected Official, or the Chair, Merced County Board of Supervisors
4. Employer Services One-Stop services for employers – customers of the system
5. ITA Individual Training Account, or vouchers made available to One-Stop clients to provide for training.
6. Local Area The geographic jurisdiction comprising the Workforce Investment Area as described in WIA, Section 116. (Merced County)
7. MOU Memorandum of Understanding, between the CLEO, local WIB and the One-Stop partners.
8. One-Stop Primary vehicle for service delivery under WIA as a site, center, or system for the provision of multiple employment services or for access to such services. (Worknet of Merced County)
9. One-Stop Operator One or more entities designated or certified in WIA, Section 121 (d), to provide One-Stop services (Department of Workforce Investment).
10. One-Stop Partner A program or other entity as described in WIA, Section 121 (b)(1), who is part to this MOU and who participates in One-Stop operations or service delivery.
11. Partner Cost Calculations One-Stop costs are calculated annually by taking the total costs of operating core services at the One-Stop (including such items as rent, maintenance, utilities, janitorial, security, and reception) to determine the cost of space at the One-Stop. These costs are then allocated to all partners based on the space used by each partner and the amount of time that space is used by the partner.
12. Services Core, Intensive or Training Services as outlined in WIA, Section 134, which must be provided at or through the One-Stop System.
13. State Board The State Workforce Investment Board established under WIA, Section 111, to provide WIA oversight or administration in any State area.



**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Ad Hoc One-Stop Certification Committee**

**PROPOSED MOTION(S): Form an Ad Hoc One-Stop Certification Committee.**

**DISCUSSION: In November 2005, in accordance with Section 117 of the Workforce Investment Act, the Merced County Workforce Investment Board (WIB) certified the Merced Employment Resource Center for a three-year period ending November 2008. The Certification Team was made up of members of the now defunct Quality Assurance Committee.**

**It is a WIB responsibility to designate and certify One-Stop operators. This will be the second recertification of the Merced One-Stop. Because of the lengthy process required for certification, it is imperative an ad hoc committee be immediately formed. The process for each certification has been modified as the experience, maturity and mission of the One-Stop have evolved. It is expected that the upcoming certification process will streamline past procedures.**

**ATTACHMENT(S): N/A**

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Disposition of Incentive Funds**

**PROPOSED MOTION(S): That the Executive Committee Direct the Disposition of Incentive Funds.**

**DISCUSSION: Annually the Governor awards Incentive Funds to Local Workforce Investment Areas (LWIA) based on each LWIA's program performance. Incentive Funds are not linked to any of the three programs; that is, they are not Adult, Dislocated Worker or Youth funds, and they may be spent in any or all of the programs.**

**At this time, of the Incentive Funds received in 2005, \$10,651 remain and must be spent by March 31, 2008, or be returned to Sacramento. Funds for 2006 total \$12,005, and they must be used by June 30, 2008.**

**Of the \$22,656 available, \$500 has been obligated by the WIB for printing the 2007 Youth Resource Directory, and \$1,206 has been obligated by the Youth Council for training to be conducted on December 19, 2007, leaving \$20,896.**

**Again, the Incentive Funds may be used in any program. It is recommended that these funds be used to support Adult training programs. Approximately five (5) more adults would receive training using these funds.**

**ATTACHMENT(S): N/A**

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Evening Use of Merced Worknet Employment Resource Center**

**PROPOSED MOTION(S): Information only.**

**DISCUSSION: Merced College and Department of Workforce Investment are entering into an agreement to allow evening hours use of the PLATO Lab in the Merced Worknet Employment Resource Center.**

**Merced College will use the Center's PLATO Lab, two evenings a week on Tuesday and Thursday, 5:30 p.m.–8:30 p.m., to provide remediation training for their students who are preparing for the Ability to Benefit Test. Students must pass this test in order to qualify for financial aid.**

**The agreement will run from January 1, 2008 through December 31, 2008. The cost is based on calculated combined cost of electricity, gas, sewer, trash disposal and water service, and will not exceed \$30 an hour. Cost per year is expected to be approximately \$6,480.**

**Merced College personnel will be responsible for the opening and closing of the Center.**

**ATTACHMENT(S): N/A**

**TO: Executive Committee**

**DATE: 12/03/07**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Fiscal Report for FY 2007/08**

**PROPOSED MOTION(S): None. Information Only.**

**DISCUSSION:** Attached is the Fiscal Report for Fiscal Year 2007/08 covering July 1, 2006 through October 31, 2007. This report shows all WIA funds available for Fiscal Year 2007/08, accrued expenditures through October 31, 2007, and obligations as of October 31, 2007. Staff will be present at the meeting to answer questions.

Also attached is the Contracts Report showing payments made on accounts receivable contracts.

**ATTACHMENT(S):**

**FY 2007/08 Fiscal Report and Contracts Report**

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT  
FISCAL REPORT FOR FINANCE COMMITTEE  
For Fiscal Year 2007/2008  
July 1, 2007 - June 30, 2008  
Through 10/31/07**

**Target 33.33%**

AVAILABLE FUNDS			BUDGET				ACTUAL			OBLIGATIONS			COMMITTED - AVAILABLE		
	Carryover Funds From 06/07	Appropriation FY 07/08	Planned for New Funds Per Estimated Plan Mod 7/1/07 to 6/30/08	Budget for Available Funds	Budget Adjustments	Revised Budget	Accrued Expense	Available	Percent Expended	Total Obligated Funds	Available after Obligations	Percent Spent + Obligated	Total Committed Funds	Available after Committed	Pct Spent + Obligated + Committed
							FY to Date		To Date						
<b>ADULT</b>			Core A \$ 313,771	\$ 364,176		\$ 364,176	\$ 109,301	\$ 254,874	30.01%	\$ 24,156	\$ 230,718	36.65%	\$ 230,718	\$ -	100.00%
07/08 Allocation		\$ 1,470,295	Core B \$ 433,231	\$ 502,826		\$ 502,826	\$ 186,672	\$ 316,154	37.12%	\$ 33,973	\$ 282,181	43.88%	\$ 282,181	\$ -	100.00%
			Intensive \$ 117,021	\$ 135,819		\$ 135,819	\$ 37,712	\$ 98,107	27.77%	\$ 10,192	\$ 87,915	35.27%	\$ 87,915	\$ -	100.00%
PY Cash Balances 6/30/07	\$ 271,793		Training \$ 459,243	\$ 533,016		\$ 533,016	\$ 98,310	\$ 434,706	18.44%	\$ 60,812	\$ 373,894	29.85%	\$ 373,894	\$ -	100.00%
	\$ 271,793	\$ 1,470,295	<b>Total</b> \$ 1,323,266	\$ 1,535,837	\$ -	\$ 1,535,837	\$ 431,996	\$ 1,103,841	28.13%	\$ 129,132	\$ 974,709	36.54%	\$ 974,708	\$ -	100.00%
<b>DISPLACED WORKER</b>			Core A \$ 351,873	\$ 423,217		\$ 423,217	\$ 101,801	\$ 321,416	24.05%	\$ 14,836	\$ 306,580	27.56%	\$ 306,580	\$ -	100.00%
07/08 Allocation		\$ 1,099,664	Core B \$ 318,255	\$ 382,782		\$ 382,782	\$ 183,748	\$ 199,034	48.00%	\$ 17,637	\$ 181,397	52.61%	\$ 181,397	\$ -	100.00%
			Intensive \$ 96,107	\$ 115,593		\$ 115,593	\$ 33,225	\$ 82,368	28.74%	\$ 3,250	\$ 79,118	31.55%	\$ 79,118	\$ -	100.00%
PY Cash Balances 6/30/07	\$ 238,001		Training \$ 223,463	\$ 268,771		\$ 268,771	\$ 101,254	\$ 167,517	37.67%	\$ 41,365	\$ 126,152	53.06%	\$ 126,152	\$ -	100.00%
	\$ 238,001	\$ 1,099,664	<b>Total</b> \$ 989,698	\$ 1,190,363	\$ -	\$ 1,190,363	\$ 420,028	\$ 770,335	35.29%	\$ 77,088	\$ 693,248	41.76%	\$ 693,247	\$ -	100.00%
<b>YOUTH</b>			In School \$ 858,900	\$ 1,221,125		\$ 1,221,125	\$ 323,192	\$ 897,933	26.47%	\$ 574,771	\$ 323,161	73.54%	\$ 323,161	\$ -	100.00%
07/08 Allocation		\$ 1,590,556	Out of School \$ 572,601	\$ 814,084		\$ 814,084	\$ 235,551	\$ 578,533	28.93%	\$ 376,703	\$ 201,831	75.21%	\$ 201,831	\$ -	100.00%
PY Cash Balances 6/30/07	\$ 737,863		<b>Total</b> \$ 1,431,501	\$ 2,035,209	\$ -	\$ 2,035,209	\$ 558,743	\$ 1,476,466	27.45%	\$ 951,474	\$ 524,992	74.20%	\$ 524,992	\$ -	100.00%
	\$ 737,863	\$ 1,590,556													
<b>ADMINISTRATIVE</b>			<b>Total Admin</b> \$ 416,050	\$ 646,762	\$ -	\$ 646,762	\$ 152,330	\$ 494,432	23.55%	\$ 21,419	\$ 473,014	26.86%	\$ 469,966	\$ 3,048	99.53%
<b>All Formula Grants</b>	\$ 1,247,657	\$ 4,160,515	<b>Total</b> \$ 4,160,515	\$ 5,408,172	\$ -	\$ 5,408,172	\$ 1,563,098	\$ 3,845,075	28.90%	\$ 1,179,112	\$ 2,665,962	50.70%	\$ 2,662,913	\$ 3,048	99.94%
<b>RAPID RESPONSE/15%/25%</b>			Rapid Resp. \$ 208,630	\$ 203,523		\$ 203,523	\$ 50,578	\$ 152,945	24.85%	\$ 8,114	\$ 144,831	28.84%	\$ 144,831	\$ -	100.00%
Formula Rapid Response (541)	\$ (5,107)	\$ 208,630	Quebecor \$ 11,203	\$ 11,203		\$ 11,203	\$ 4,357	\$ 6,845	38.90%	\$ 594	\$ 6,251	44.20%	\$ 6,251	\$ -	100.00%
Quebecor Expansion (528)	\$ 11,203		CVOC \$ -	\$ 30,578		\$ 30,578	\$ 18,409	\$ 12,169	60.20%	\$ 6,303	\$ 5,866	80.82%	\$ 5,866	\$ -	100.00%
CVOC/DWI Joint Project (537)	\$ 30,578		HCoY \$ -	\$ 55,000	\$ -	\$ 55,000	\$ 15,689	\$ 39,311	28.53%	\$ 39,311	\$ -	100.00%	\$ -	\$ -	100.00%
High Concentration of Youth (648)	\$ 55,000		<b>Total</b> \$ 208,630	\$ 300,304	\$ -	\$ 300,304	\$ 89,034	\$ 211,270	29.65%	\$ 54,322	\$ 156,948	47.74%	\$ 156,948	\$ -	100.00%
	\$ 91,674	\$ 208,630													
<b>INCENTIVE AWARDS</b>			Incentive \$ -	\$ 22,656	\$ -	\$ 22,656	\$ -	\$ 22,656	0.00%	\$ -	\$ 22,656	0.00%	\$ -	\$ 22,656	0.00%
07/08 Award (Amount TBD)	\$ 22,656		<b>Total</b> \$ -	\$ 22,656	\$ -	\$ 22,656	\$ -	\$ 22,656	0.00%	\$ -	\$ 22,656	0.00%	\$ -	\$ 22,656	0.00%
PY Cash Balances 6/30/07	\$ 22,656	\$ -													
	\$ 22,656	\$ -													
<b>OTHER (DoL, Contract, etc.)</b>			LVN Project \$ -	\$ 1,850,443		\$ 1,850,443	\$ 230,602	\$ 1,619,841	12.46%	\$ 1,147,542	\$ 472,299	74.48%	\$ 472,299	\$ -	100.00%
Federal LVN Grant*	\$ 1,850,443		San Joaquin \$ -	\$ 90,000		\$ 90,000	\$ 769	\$ 89,231	0.85%	\$ 1,581	\$ 87,650	2.61%	\$ -	\$ 87,650	2.61%
San Joaquin Manufacturing Contract*	\$ 90,000		Madera \$ -	\$ 106,923		\$ 106,923	\$ 45,843	\$ 61,080	42.87%	\$ 16,175	\$ 44,905	58.00%	\$ 44,905	\$ -	100.00%
Madera Dislocated Worker Contract**	\$ 106,923		CCWC (WorkKeys) Contract* \$ 89,830	\$ 89,830		\$ 89,830	\$ 25,524	\$ 64,306	28.41%	\$ 5,981	\$ 58,325	35.07%	\$ 58,325	\$ -	100.00%
CCWC (WorkKeys) Contract*	\$ 89,830	\$ 89,830	<b>Total</b> \$ 89,830	\$ 2,137,196	\$ -	\$ 2,137,196	\$ 302,739	\$ 1,834,457	14.17%	\$ 1,171,279	\$ 663,179	68.97%	\$ 575,529	\$ 87,650	95.90%
	\$ 2,047,366	\$ 89,830													

\* Amounts represent entire multi-year award amounts, which are immediately available. \*\*Reflects contract amendment of October 3, 2007 reducing total contract amount.

<b>BUDGET:</b>	Includes all funds available for fiscal year based on Plan to be submitted to EDD on request, revised in accordance with latest appropriations information received from Chief, Workforce Services Division, as required.	<b>In-School Youth</b>	57.84%
<b>OBLIGATIONS:</b>	Includes funds obligated in contracts and ITA's	<b>Out-of-School Youth</b>	42.16%
<b>COMMITTED:</b>	Does NOT include funds committed for operations.		
<b>AVAILABLE:</b>	Includes projected staff personnel and overhead costs Balance after expenditures and obligations		

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT  
WIA CONTRACTS**

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2007/08 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Merced Adult School, PLATO Lab (ERC)	2007095	\$ 26,060	07/01/07	06/30/08	\$ 21,383.95	\$ 26,060.00	\$ -	\$ 4,676.05	Oct '07	18%	Inv to be adjusted at year end for ADA credits
Merced College-LB Campus PLATO Lab	2007105	\$ 66,584	07/01/07	06/30/08	\$ 52,667.19	\$ 66,584.00	\$ 13,916.81		Oct '07	21%	
Merced College-Thrive & Survive	10850	\$ 3,649	08/01/07	06/30/08	\$ 3,213.34	\$ 3,649.00	\$ 435.66		Oct '07	12%	
Merced County Office of Education-ISY	2007158	\$ 677,196	07/01/07	06/30/08	\$ 510,465.17	\$ 677,196.00	\$ 166,730.83		Oct '07	25%	
Merced County Office of Education-OSY	2007159	\$ 451,465	07/01/07	06/30/08	\$ 330,612.56	\$ 451,465.00	\$ 120,852.44		Oct '07	27%	
Merced County Office of Education-HC	2007053	\$ 55,000	12/01/06	12/31/07	\$ 39,310.69		\$ 15,689.31		Oct '07	29%	
Madera Co. Workforce Development (CB)	2007108	\$ 139,083	01/01/07	12/31/09	\$ 118,250.25		\$ 20,832.75		Oct '07	15%	
Merced College-LVN (CB)	2007120	\$ 325,594	01/01/07	12/31/09	\$ 250,934.50		\$ 74,659.50		Oct '07	23%	
Stanislaus County (CB)	2007121	\$ 208,168	01/01/07	12/31/09	\$ 206,508.22		\$ 1,494.72	\$ 165.06	Sept '07	1%	Pending receipt of original invoice
State Center Community College District (CB)	2007104	\$ 362,032	01/01/07	12/31/09	\$ 299,936.83		\$ 31,632.77	\$ 30,462.40	Sept '07	17%	Pending receipt of original invoice
Yosemite Community College (CB)	2007107	\$ 290,526	01/01/07	12/31/09	\$ 270,774.93		\$ 19,751.07		Sept '07	7%	
		<b>\$ 2,605,357.00</b>			<b>\$ 2,104,057.63</b>	<b>\$ 1,224,954.00</b>	<b>\$ 465,995.86</b>	<b>\$ 35,303.51</b>			

\* Expenditures To-Date include entire contract period.

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

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

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

Updated 11/28/07