



EXECUTIVE COMMITTEE MEETING AGENDA PACKET

Wednesday, January 17, 2018

8:30 a.m. – 10:30 a.m.

MBEST

3180 Imjin Road, Conference Room B, Marina, CA

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. **ALTERNATE AGENDA FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

NOTICE TO THE PUBLIC

Members of the public who wish to address the Committee should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Committee Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Committee Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee may take action on any item designated as an action item.
- Workforce Development Board Executive Committee members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board Executive Committee members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North
Salinas, CA 93901

(831) 796-6434
www.montereycountywdb.org

**Executive Committee
Members:**

*Erik Cushman,
WDB & Executive Chair*

Paula Calvetti
Cesar Lara
Mary Ann Leffel
Dr. Willard Clark Lewallen

Monterey County Workforce Development Board Executive Committee

MBEST, 3180 Imjin Road, Conference Room B, Marina, CA 93933

Wednesday, January 17, 2018; 8:30 a.m.

AGENDA

CALL TO ORDER/INTRODUCTIONS:		
CHANGES TO AGENDA:		Erik Cushman, <i>Chair</i>
PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA: <i>(Limited to 2 minutes per person)</i>		
CONSENT CALENDAR:		Erik Cushman
1. ACTION: Approve minutes from Executive Committee meeting of November 29, 2017.		
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:		Erik Cushman
1. ACTION: Consider and approve the revised WDB Policy #2011-04 - Individual Training Accounts Policy.		Chris Donnelly
2. ACTION: Authorize and approve up to \$25,000 for the Workforce Development Board's website development and redesign.		Chris Donnelly
3. ACTION: Consider and approve a contract for on-line training programs with New York Wired for Education, LLC in the amount of \$5,800.		Chris Donnelly
4. ACTION: Approve new Eligible Training Provider Master Agreements with: <ul style="list-style-type: none"> • Advanced Vocational Institute • New Horizons Career Development Solutions 		Chris Donnelly
5. ACTION: Approve meeting dates for the Workforce Development Board Executive Committee for Calendar Year 2018.		Erik Cushman
6. Update on WIOA Adult, Dislocated Worker and Youth Program Performance, through December 2017.		Chris Donnelly
7. Update on regional grant funding.		Reva Bear
8. Discussion on America's Job Center of California (AJCC) locations.		Chris Donnelly
9. Review WDB membership composition and discuss recruitment of members.		Erik Cushman
10. Review and discuss the DRAFT WDB Agenda in preparation for the February 7, 2018 meeting.		Erik Cushman
11. Director's Report: <ul style="list-style-type: none"> • One Stop Operator • Discretionary grant funding • Authorization for Executive Director to sign contracts 		Chris Donnelly
ANNOUNCEMENTS:		Erik Cushman
SUBCOMMITTEE MEETINGS: Oversight: 2/8/2018, MBEST Executive: 2/21/2018, MBEST Business Services: 5/8/2018, MBEST	WDB MEETING: 2/7/2018, Marina Library	
ADJOURNMENT:		Erik Cushman



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Executive Committee

Members:

Erik Cushman,
WDB & Executive Chair

Paula Calvetti
Cesar Lara
Mary Ann Leffel
Dr. Willard Clark Lewallen

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UNADOPTED

**Monterey County Workforce Development Board
Executive Committee**

MBEST, 3180 Imjin Road, Conference Room B, Marina, CA
Wednesday, November 29, 2017

Members Present: Erik Cushman (Chair), Mary Ann Leffel, and Cesar Lara

Members Absent: Paula Calvetti, and Dr. Willard Lewallen

Staff Present: Chris Donnelly, Flor Galvan, Marleen Bush, Laura Kershner, Korey Woo, and Javier Vanga

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:47 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Announcements: None

Consent Calendar:

1. Action: Approve the minutes from July 6, 2017 meeting.
2. Action: Approve the minutes from August 16, 2017 meeting.
A motion was made by Mary Ann Leffel to approve the minutes from July 6 and August 16, 2017, seconded by Cesar Lara. ALL AYES
3. Action: Concur with the November 9, 2017 Oversight Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring reports for the Office for Employment Training for Program Year (PY) 2016-17.
A motion was made by Mary Ann Leffel to concur with the November 9, 2017 Oversight Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth Programs monitoring reports for the Office for Employment Training for Program Year (PY) 2016-17, seconded by Cesar Lara. ALL AYES
4. Action: Concur with the November 9, 2017 Oversight Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program monitoring report for Turning Point of Central California, Inc. for PY 2016-17.
A motion was made by Cesar Lara to concur with the November 9, 2017 Oversight Committee's recommendation to approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program monitoring report for the Turning Point of Central California, Inc., seconded by Mary Ann Leffel. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. Action: Consider and approve the following WDB policies:
 - #2017-02 – Conflict of Interest and Code of Conduct Policy
 - #2017-03 – WIOA Adult and Dislocated Worker Eligibility Documentation and Verification.**A motion was made by Mary Ann Leffel to approve the WDB policies #2017-02 and #2017-03, seconded by Cesar Lara. ALL AYES**
2. Action: Consider and approve transfer of \$91,022 in PY 2016-17 carry-over funds from the Dislocated Worker Program to the Adult Program.
A motion was made by Mary Ann Leffel to approve the transfer of \$91,022 in PY 2016-17 carry-over funds from the Dislocated Worker Program to the Adult Program, seconded by Cesar Lara. ALL AYES
3. Report out on Occupational Segmentation.
The committee received a report on Occupational Segmentation.
4. Quarterly and Monthly update on WIOA Programs for PY 2017-18.
The committee received an update on the quarterly and monthly WIOA Programs for PY 2017-18.

5. Quarterly update on Local Workforce Development Area budget for Fiscal Year (FY) 2017-18.
The committee received an update on the quarterly Local Workforce Development Area budget for FY 2017-18.
6. Update on WDB Business Services Team's Rapid Response and Layoff Aversion activities.
The committee received an update on WDB Business Services Team's Rapid Response and Layoff Aversion activities.
7. Update on Regional Board Chair/Directors' meeting. (*verbal*)
The committee received an update on Regional Board Chair/Directors' meeting.
8. Review the WDB membership composition.
The committee reviewed the WDB membership composition.
9. Review and discuss the DRAFT WDB Agenda in preparation for the December 6, 2017 meeting.
The committee reviewed and discussed the DRAFT WDB Agenda for the December 6, 2017 meeting.
10. Director's Report: (*verbal*)
 - Update on State Monitoring Review of Youth Program on October 2-6, 2017.
The committee received the Director's Report regarding the update on State Monitoring Review of Youth Program on October 2-6, 2017.

Adjournment: Mr. Cushman adjourned the meeting at 10:39 a.m.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: APPROVE THE REVISED WDB POLICY #2011-04 "INDIVIDUAL TRAINING ACCOUNTS"
DATE: JANUARY 17, 2018

RECOMMENDATION:

It is recommended that the Executive Committee approve the following WDB policy:

■ **#2011-04 – Individual Training Accounts**

The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that is flexible and maximizes informed customer choice in selecting an eligible training provider. This policy sets the training limit amount and duration of ITAs developed for eligible individuals funded under the Workforce Investment Act (WIA) within Monterey County.

ATTACHMENT:

#2011-04 – Individual Training Accounts policy

Effective Date: February 5, 2018

Initial Release Date: June 1, 2004; Revised: June 4, 2014 and January 17, 2018

Executive Committee Adopted: January 17, 2018

TO: Monterey County Workforce Innovation and Opportunity Act (WIOA) Title I and Non-WIOA Funded Service Providers

SUBJECT: Individual Training Accounts (ITA)

PURPOSE: The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITA) that are flexible and maximizes informed customer choice in the selection of an eligible training provider. This policy sets the training limit amount and duration of ITAs for eligible individuals funded under the WIOA/Non-WIOA programs within Monterey County WDB. This policy specifies that training is only provided for the high demand/high growth industries identified in this policy. Training services may be made available to eligible WIOA Title I eligible adults, dislocated workers and out-of-school youth (ages 18-24) and Non-WIOA participants who have meet eligibility requirements:

REFERENCES: WIOA Section 134(c)(3); Title 20 Code of Federal Regulations (CFR) Sections 680.200-230, Training Services; Title 20 CFR Sections 680.300-350, Individual Training Accounts; Title 20 CFR Sections 680.400-530, Eligible Training Providers; Title 20 CFR Section 680.310, Amount or Duration Limits on ITAs; Employment Development Department (EDD), Workforce Services Directive (WSD) 15-07, WIOA Eligible Training Provider List – Policy and Procedures; EDD WSD14-1, Training Expenditure Requirements; Training and Employment Guidance Letter (TEGL) 19-16, Guidance on Services Provided Through the Adult and Dislocated Worker Programs under WIOA; TEGL 21-16, Third WIOA Title I Youth Formula Program Guidance

POLICY: The following must be adhered to prior to training being authorized for WIOA/Non-WIOA clients.

I. Identification of Need for Training:

1. **Initial Determination** – Completion of an interview, comprehensive and specialized assessments (including WorkKeys); Individual Employment Plan (IEP) for adults/dislocated workers and Individual Service Strategy (ISS) for out-of-school youth (ages 18-24); and career planning;
2. **Labor Market Research** – Completion of labor market research to substantiate the request for training assistance for a particular occupation/career that is directly linked to employment opportunities, within the WDB’s five (5) priority industry sectors (Agriculture, Tourism & Hospitality, Education & Research, Health & Social Assistance, and/or Construction);
3. **Informed Customer Choice** – WIOA participants must complete prior to being approved for training, review of ETPL provider list, research trainings that are linked to in-demand occupations, performance of relevant training providers listed on the Eligible Training Provider List (ETPL) in CalJOBS, and is coordinated to the extent possible with other resources to maximize informed customer choice;
4. **WorkKeys Assessments** – Completion of the WorkKeys core assessments (Applied Math, Graphic Literacy, and Workplace Documents) must be done prior to training. Career Ready 101 pretests may be administered to pre-screen the readiness of a participant to take the WorkKeys core assessments. Career Ready 101 online training may also be provided to participants to help improve their scores. Participants who achieve a score

level of 3 or higher on all three WorkKeys core assessments will qualify to receive a National Career Readiness Certificate; and

5. **Financial Assistance** – Completion of a program pre- training budget to determine if other training options and funding sources are considered and exhausted prior to utilizing WIOA/Non-WIOA training funds, and if applicable, completion of the FAFSA online www.fafsa.ed.gov.

II. CalJOBS Application, Enrollment & Documentation: Upon completion of the determination of need for training, the following steps must be completed, prior to the submission of an ITA:

1. **Participant Training Commitment Form** – Participants must agree and sign this form and provide
2. information on their labor market and training program/provider research.
3. **Master Agreement and Authorized Signature Form** – verify if the selected training provider has a signed and active Master Agreement and Authorized Signature Form on file with the WDB.
4. **CalJOBS Application, Activities and Case Notes** – Ensure participant’s WIOA/Non-WIOA application is complete and accurate in CalJOBS, and the appropriate activity codes are entered into CalJOBS (including case notes for each service/activity).

III. ITA Authorization Approval: The following general rules, sequence and timeline must be followed to ensure adequate review time prior to final approval of all ITA Contracts and Invoices:

1. **ITA General Rules** –
 - a. All ITA Contract documents must be completed and approved prior to commencement of any training program.
 - b. All ITA Contract documents must be submitted to the WDB Fiscal Manager via email for review and approval to obligate funds, ten (10) days prior to the start of training.
 - c. Under no circumstance will the participant begin training without an approved and signed ITA Contract in place.
 - d. No ITA Contract will be issued, approved or paid retroactively for any WIOA participant previously enrolled in training by an ETPL training provider, prior or concurrently to their enrollment into a WIOA/Non-WIOA program.
 - e. ITA funds must be dedicated toward training in the WDB’s five (5) priority industry sectors: Agriculture, Tourism & Hospitality, Education & Research, Health & Social Assistance, and/or Construction.
 - f. The maximum dollar limit for training is \$5,000. This amount must be used for tuition related fees and other costs, such as: books, licenses, tools, equipment, safety gear, drug testing, testing fees, certification fees, student association fees, and uniforms.
 - g. The duration of training shall not exceed twelve (12) months.

Any exceptions to the general rules stated above, must have the approval of the WDB Finance Manager and WDB Executive Director, and may only be granted on a case-by-case basis due to extreme financial hardship, by following the ITA Waiver process under section IV. of this policy.

2. **ITA Sequence and Timeline** –
 - a. **ITA Contract and Invoices** – must be completed and emailed to the WDB Fiscal Manager, ten (10) days prior to the start date of training.
 - b. **WDB Fiscal Manager Pre-Approval & Obligation** – Within two (2) working days upon receipt of the ITA Contract and Invoices, the WDB Fiscal Manager, shall review and approve the contract, obligate the funds for training, and return the contract to the originating WIOA/Non-WIOA service provider (counselor) via email, confirming approval of the ITA.

- c. **WIOA/Non-WIOA Supervisor and ETPL Training Provider Approval** – Upon receipt, the WIOA/Non-WIOA service provider (counselor) shall forward the ITA Contract and Invoices for approval to the WIOA/Non-WIOA supervisor and ETPL training provider and then return the signed ITA back to the WDB Fiscal Manager via email within two (2) working days.
- d. **WDB Fiscal Manager Final Approval** – Within two (2) working days upon receipt of all ITA Contracts, the WDB Fiscal Manager will review and approve/deny the ITA Contract and notify the WIOA/Non-WIOA service provider (counselor) if the ITA Contract has been approved or denied.

IV. ITA Waivers: Waivers must be completed and emailed to the WDB Fiscal Manager should any difficulties arise with meeting the ITA general rules, sequence and or timeline. Within two (2) working days upon receipt of the ITA Waiver and Contract, the WDB Fiscal Manager and WDB Executive Director will review and approve/deny the ITA Waiver and notify the WIOA/Non-WIOA service provider (counselor) if the ITA Waiver has been approved or denied.

V. ITA Deobligations: In the event, the ITA Contract needs to be deobligated, an ITA Deobligation with justification explaining the reason for the deobligation must be completed, signed and submitted to the WDB Fiscal Manager with the ITA Contract.

VI. Recovery of ITA Tuition Funds: In the event a participant discontinues training; the WIOA/Non-WIOA service provider (counselor) must conduct due diligence to ensure the recovery of WIOA/Non-WIOA funds provided to training institutions. WIOA/Non-WIOA service providers (counselors) must verify the following:

- a. The refund policy of the training provider for early termination from the training program;
- b. A requirement for the training provider to notify the WIOA/Non-WIOA service provider (counselor) of early participant dropout;
- c. The percentage of the advanced payment to be returned;
- d. Turnaround timeframe for the refund; and
- e. Time spent in training before a refund will no longer be honored.

VII. Confirmation of Participant Training & Documentation: Upon receipt of the completed and signed ITA Contract, the WIOA/Non-WIOA service provider (counselor) shall confirm with the participant the start of training and document the enrollment into the CalJOBS system, (including case notes for each service/activity), as appropriate.

VIII. Payment of ITA Invoices: ITA Invoices shall follow a 40%/50%/10% submission and payment process, where each % represents the amount of the participant's ITA Contract to be paid. All invoices must include proof that performance outcomes have been met in accordance with the participant's ITA Contract and Invoices. Independent reviews and validation of all invoices and documentation of performance outcomes shall be done by the WIOA/Non-WIOA service provider (counselor) before submitting the invoice and documentation to the WDB Fiscal Office to process for payment. Payment will be made to the training provider within thirty (30) days from the receipt of invoice from the WIOA/Non-WIOA service provider (counselor). The WDB will reallocate the remainder of total participant ITA Contract funds not paid to training provider if achievement of the participant's ITA Contract goals are not met.

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Development Board staff at (831) 796-6434. This policy is posted on the WDB website located at: www.montereycountywdb.org/policies/



ITA CONTRACT & INVOICE - FIRST (40%)

ITA must be approved by the WDB Fiscal staff prior to the start of training.

Type of ITA: Select cell to access drop down menu: Type of ITA	WDB FISCAL APPROVAL
WIOA Funding Stream: Select cell to access drop down menu: Funding Stream	Date approved: MM/DD/YYYY
Non-WIOA Funding Stream:	Vendor #: 0
Participant Name:	Obligation #: 0
Last 4 of SS#:	
Training Provider Name:	Comments:
Contact Name:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Name of Program/Course, listed on the ETPL:	
Total Hours of Training:	
Days/Weeks of Training:	
WDB Priority Industry Sector: Select cell to access drop down menu: WDB Industry Sector	
Certifications/Credential:	
Contract Start Date: MM/DD/YYYY	
Contract End Date: MM/DD/YYYY	
Tuition Costs: \$ -	
Other Approved Costs: \$ -	
Less Pell Grant Award: \$ -	
Less Other Student Funds: \$ -	
Total ITA Amount: \$ - <i>ITA Maximum Amount \$5,000</i>	

Training Hrs Completed:	0	0	0	Hrs Completed:	0
Payment Periods & Amounts (Auto calculated based on Total ITA Amount)	First (40%) \$ -	Midway (50%) \$ -	Final (10%) \$ -	Payment Period Due:	First (40%) \$ -
	Amount Due:				

Reference ETPL Master Agreement for details on the WDB's reimbursement and invoicing procedures and refund policy.

Return signed ITA Contract and Invoice to:

WDB Fiscal Manager: [Ruben Trujillo](#)
 Organization Name: [Monterey County WDB, Fiscal](#)
 Address: [1441 Schilling Place - North](#)
 City, State, Zip: [Salinas, CA 93901](#)
 Email: trujillor@co.monterey.ca.us

If applicable, enter "X", and attach proof of Pell Grant Award to 1st invoice.

C E R T I F I C A T I O N

I CERTIFY THAT THE TRAINING AND SERVICES HERE-IN HAVE BEEN APPROVED.

WDB FISCAL APPROVAL FOR PAYMENT SIGNATURE	EMAIL	DATE
CLIENT SIGNATURE	EMAIL	DATE
WIOA/Non-WIOA COUNSELOR SIGNATURE	EMAIL	DATE
WIOA/Non-WIOA SUPERVISOR APPROVAL SIGNATURE	EMAIL	DATE
TRAINING PROVIDER SIGNATURE	EMAIL	DATE



ITA INVOICE - MIDWAY (50%)

ITA must be approved by the WDB Fiscal staff prior to the start of training.

Type of ITA: Select cell to access drop down menu: Type of ITA	WDB FISCAL APPROVAL
WIOA Funding Stream: Select cell to access drop down menu: Funding Stream	Date approved: MM/DD/YYYY
Non-WIOA Funding Stream: 0	Vendor #: 0
Participant Name: 0	Obligation #: 0
Last 4 of SS#: 0	
Training Provider Name: 0	Comments:
Contact Name: 0	
Address: 0	
City, State, Zip: 0	
Phone: 0	
Email: 0	
Name of Program/Course, listed on the ETPL: 0	
Total Hours of Training: 0	
Days/Weeks of Training: 0	
WDB Priority Industry Sector: Select cell to access drop down menu: WDB Industry Sector	
Certifications/Credential: 0	
Contract Start Date: MM/DD/YYYY	
Contract End Date: MM/DD/YYYY	
Tuition Costs: \$ -	
Other Approved Costs: \$ -	
Less Pell Grant Award: \$ -	
Less Other Student Funds: \$ -	
Total ITA Amount: \$ - <i>ITA Maximum Amount \$5,000</i>	

Training Hrs Completed:	0	0	0	Hrs Completed:	0
Payment Periods & Amounts (Auto calculated based on Total ITA Amount)	First (40%) \$ -	Midway (50%) \$ -	Final (10%) \$ -	Payment Period Due:	Midway (50%)
				Amount Due:	\$ -

Reference ETPL Master Agreement for details on the WDB's reimbursement and invoicing procedures and refund policy.

Return signed ITA Invoice to:

WIOA/Non-WIOA Counselor: [Ruben Trujillo](#)

Organization Name: [Monterey County WDB, Fiscal](#)

Address: [1441 Schilling Place - North](#)

City, State, Zip: [Salinas, CA 93901](#)

Email: trujillor@co.monterey.ca.us

Enter "X", and attach to invoice proof of student attendance and progress reports.

C E R T I F I C A T I O N

I CERTIFY THAT THE TRAINING AND SERVICES HERE-IN HAVE BEEN DELIVERED.

TRAINING PROVIDER SIGNATURE	0	DATE
WIOA/Non-WIOA COUNSELOR SIGNATURE	0	DATE
WIOA/Non-WIOA SUPERVISOR APPROVAL SIGNATURE	0	DATE



ITA INVOICE - FINAL (10%)

ITA must be approved by the WDB Fiscal staff prior to the start of training.

Type of ITA: Select cell to access drop down menu: Type of ITA	WDB FISCAL APPROVAL
WIOA Funding Stream: Select cell to access drop down menu: Funding Stream	Date approved: MM/DD/YYYY
Non-WIOA Funding Stream: 0	Vendor #: 0
Participant Name: 0	Obligation #: 0
Last 4 of SS#: 0	
Training Provider Name: 0	Comments:
Contact Name: 0	
Address: 0	
City, State, Zip: 0	
Phone: 0	
Email: 0	
Name of Program/Course, listed on the ETPL: 0	
Total Hours of Training: 0	
Days/Weeks of Training: 0	
WDB Priority Industry Sector: Select cell to access drop down menu: WDB Industry Sector	
Certifications/Credential: 0	
Contract Start Date: MM/DD/YYYY	
Contract End Date: MM/DD/YYYY	
Tuition Costs: \$ -	
Other Approved Costs: \$ -	
Less Pell Grant Award: \$ -	
Less Other Student Funds: \$ -	
Total ITA Amount: \$ - <i>ITA Maximum Amount \$5,000</i>	

Training Hrs Completed:	0	0	0	Hrs Completed:	0
Payment Periods & Amounts (Auto calculated based on Total ITA Amount)	First (40%)	Midway (50%)	Final (10%)	Payment Period Due:	Final (10%)
	\$ -	\$ -	\$ -	Amount Due:	\$ -

Reference ETPL Master Agreement for details on the WDB's reimbursement and invoicing procedures and refund policy.

Return signed ITA Invoice to:

WIOA/Non-WIOA Counselor: [Ruben Trujillo](#)

Organization Name: [Monterey County WDB, Fiscal](#)

Address: [1441 Schilling Place - North](#)

City, State, Zip: [Salinas, CA 93901](#)

Email: trujillor@co.monterey.ca.us

Enter "X", and attach to invoice proof of student attendance and progress reports.

Enter "X", and attach to invoice proof of industry recognized credential, certificate, and/or license obtained.

C E R T I F I C A T I O N

I CERTIFY THAT THE TRAINING AND SERVICES HERE-IN HAVE BEEN DELIVERED.

TRAINING PROVIDER SIGNATURE	0 EMAIL	 DATE
WIOA/Non-WIOA COUNSELOR SIGNATURE	0 EMAIL	 DATE
WIOA/Non-WIOA SUPERVISOR APPROVAL SIGNATURE	0 EMAIL	 DATE

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: AUTHORIZE AND APPROVE UP TO \$25,000 FOR THE WORKFORCE DEVELOPMENT BOARD'S WEBSITE DEVELOPMENT AND REDESIGN

DATE: JANUARY 17, 2018

RECOMMENDATION

It is requested that the Executive Committee of the Monterey County Workforce Development Board (WDB) authorize and approve up to \$25,000 for the redesign and development of the MCWDB's website to include hosting of the website for up to two years.

BACKGROUND

The WDB's website is the public's first and primary contact for the County's workforce development system. The current website, was updated in 2008, has an outdated, static format that is confusing to users, and does not support mobile device viewing. Additionally, it does not have intranet capabilities for staff and board members to access information for internal communication and its external offerings lack career services and partner information.

DISCUSSION

WDB staff propose procuring a vendor to transform the current site into an interactive, user-friendly marketing and information tool. Ideally, the redesigned website should build the WDB's overall image by providing consistent graphics, navigation, and content. The goal of this procurement will be to improve the usability and visual appeal for internal and external customers, especially job seekers and employers.

Enhancements and Content

Areas of enhancement include online content that is fast to download, easy to navigate, and simple to search. The procurement will specify that any resulting site must be mobile-friendly, compatible with a diversity of browsers, operating systems, and connection speeds, as well as being easily indexed by major search engines and spidering. Staff will request that the redesigned website provide information for on local labor market, America's Job Center of California (AJCC) services, and intranet capabilities for staff and partner to access policies, procedures, and WDB member information.

Services

Website redesign services will include hosting, staff training, and federal and state requirements for accessibility including Spanish language translation. The final product should be easy to manage by WDB staff. Currently, County Information Technology staff maintain the website and changes or updates cost the WDB \$175.00 per incident.

Financial Impact

Redesign, development, and hosting costs will be shared by the WIOA Adult, Dislocated Worker, Youth, Rapid Response, and High Performing Board funds as an improved website will benefit all populations and services.

Next Steps

WDB staff will work with the County's Contracts and Purchasing Department to complete the competitive procurement and contract award process.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: CONSIDER AND APPROVE A CONTRACT FOR ON-LINE TRAINING PROGRAMS WITH NEW YORK WIRED FOR EDUCATION, LLC IN THE AMOUNT OF \$5,800

DATE: JANUARY 17, 2018

RECOMMENDATION

It is recommended that the Executive Committee consider and approve a contract for on-line training programs with New York Wired For Education, LLC in the amount of \$5,800, for 100 licenses.

INFORMATION

New York Wired for Education (New York Wired) is the provider of Metrix Learning, a web-based learning management system (LMS) that provides users with online access to over 5,000 training courses. This contract will provide MCWDB with a one (1) year subscription for 100 licenses with access to METRIX training courses. These courses are provided through a partnership with SKILLSOFT – offers over 5,000 courses as detailed on www.skillsoft.com/catalog/default.asp MEDCOM - TRAINEX – offers 400 online health-related courses as detailed on www.medcomm.com/demo Together, these partners allow individual users to access multiple training options and skill assessment solutions through a single portal access.

Registered individual users will have access to the following features:

- e-Training License – active for 180 days from the date of issuance to the individual;
- Unlimited access to all courses offered under the SKILLSOFT catalog or MEDCOM – TRAINEX catalog. Each catalog consumes an individual license;
- Access to Metrix LMS certification courses and tracks, which also interface with Certiport industry certification testing; and
- Ability to create and modify individual learning plans based on objective assessments of user skills and self-evaluation of skill sets.

The MCWDB will have access to the following features:

1. A 14-day guarantee -. If an individual does not access a course within 14-days of the e-Training License being issued by the County, then the unused e-Training License will revert back to the County to be assigned to another individual user;
2. Ability to create and modify individual learning plans based on skill objective assessments and self-evaluation of skill sets;
3. Ability to access the Metrix LMS tracking and reporting functions for administration purposes to follow activities and outcomes of all users; and
4. Training of County staff, within 30 days of the contract start date along with annual support.

FINANCIAL IMPACT

The subscription for access to METRIX LMS described above is based on a fixed unit cost of \$58.00 per e-Training License for a total of 100 e-Training Licenses at \$5,800. The services provided by New York Wired will continue through 180 days following the issuance of the last individual license, regardless of that date.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND APPROVE NEW ELIGIBLE TRAINING PROVIDER MASTER AGREEMENTS WITH ADVANCED VOCATIONAL INSTITUTE AND NEW HORIZONS CAREER DEVELOPMENT SOLUTIONS

DATE: JANUARY 17, 2018

RECOMMENDATION:

It is recommended that the Executive Committee review and approve proposed new Eligible Training Provider List Master Agreement with Advanced Vocational Institute New Horizons Career Development Solutions.

INFORMATION:

In accordance with the Eligible Training Provider List (ETPL) policy and procedures, local boards are responsible for accepting applications from training providers to be listed on the ETPL.

Local boards must also have agreements with approved training providers that include provisions requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the local board or the State.

Advanced Vocational Institute and New Horizons Career Development Solutions has received approval to operate by the Bureau for Private Postsecondary Education (BPPE) and meets all the minimum requirements in order to business with the Monterey County WDB.

ATTACHMENTS:

Bureau for Private Postsecondary Education Approved Programs for:
Advanced Vocational Institute
New Horizons Career Development Solutions



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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School Detail

System Last Updated: 12/18/2017

School Name:	ADVANCED VOCATIONAL INSTITUTE	Telephone:	408 504-5958
School Code:	65686922	County:	Santa Clara
Mailing Address:	1925 S. Winchester Blvd., Suite 205 Campbell, CA 95008	Physical Address:	1925 S. Winchester Blvd., Suite 205 Campbell, CA 95008

CURRENTLY APPROVED PROGRAMS:

COMPUTERIZED ACCOUNTING / BOOKKEEPING
CUSTOMER SERVICE
GENERAL OFFICE
MEDICAL BILLING AND CODING
MEDICAL FRONT OFFICE



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School Detail

System Last Updated:12/18/2017

School Name:	CAREER DEVELOPMENT SOLUTIONS LLC DBA NEW HORIZONS CAREER DEVELOPMENT SOLUTIONS	Telephone:	(714) 221-3121
School Code:	3012321	County:	Orange
Mailing Address:	1900 S. State College Blvd, Suite 100 Anaheim, CA 92806-6135	Physical Address:	1900 S. State College Blvd, Suite 100 Anaheim, Ca 92806-6135

CURRENTLY APPROVED PROGRAMS:

100262 DEVELOPING WINDOWS APPLICATIONS WITH MICROSOFT VISUAL STUDIO 2010 (BETA)
10135 CONFIGURING, MANAGING AND TROUBLESHOOTING MICROSOFT EXCHANGE SERVER 2010
10159 UPDATING YOUR WINDOWS SERVER 2008 TECHNOLOGY SPECIALIST SKILLS TO R2 (BETA)
10174 CONFIGURING AND ADMINISTERING MICROSOFT SHAREPOINT 2010
10175 MICROSOFT SHAREPOINT 2010, APPLICATION DEVELOPMENT
10231 DESIGNING A MICROSOFT SHAREPOINT 2010 INFRASTRUCTURE
10232 DESIGNING AND DEVELOPING MICROSOFT SHAREPOINT SERVER 2010 APPLICATIONS
10233 DESIGNING AND DEPLOYING MESSAGING SOLUTION WITH EXCHANGE SERVER 2010
10264 DEVELOPING WEB APPLICATIONS WITH MICROSOFT VISUAL STUDIO 2010
10265 DEVELOPING DATA ACCESS SOLUTIONS WITH MICROSOFT VISUAL STUDIO 2010
10266 PROGRAMMING IN C# WITH MICROSOFT VISUAL STUDIO 2010
10533 DEPLOYING, CONFIGURING, AND ADMINISTERING MICROSOFT LYNC SERVER 2010
10534 PLANNING AND DESIGNING A MICROSOFT LYNC SERVER 2010 SOLUTION
10550 PROGRAMMING IN VISUAL BASIC WITH MICROSOFT VISUAL STUDIO 2010
10747 ADMINISTERING SYSTEM CENTER 2012 CONFIGURATION MANAGER
10748 DEPLOYING SYSTEM CENTER 2012 CONFIGURATION MANAGER
10750 MONITORING AND OPERATING A PRIVATE CLOUD WITH SYSTEM CENTER 2012
10751 CONFIGURING AND DEPLOYING A PRIVATE CLOUD WITH SYSTEM CENTER 2012
10774 QUERYING MICROSOFT SQL SERVER 2012
10775 ADMINISTERING MICROSOFT SQL SERVER 2012 DATABASES
10776 DEVELOPING MICROSOFT SQL SERVER 2012 DATABASES
10777 IMPLEMENTING A DATA WAREHOUSE WITH MICROSOFT SQL SERVER 2012
10778 IMPLEMENTING DATA MODELS AND REPORTS WITH MICROSOFT SQL SERVER 2012
10953 PROGRAMMING HTML5
10961 AUTOMATING ADMINISTRATION WITH WINDOWS POWERSHELL 3.0
10962 ADVANCED AUTOMATED ADMINISTRATION WITH WINDOWS POWERSHELL®
10964 DATACENTER MONITORING WITH SYSTEM CENTER OPERATIONS MANAGER
10965 IT SERVICE MANAGEMENT WITH SYSTEM CENTER SERVICE MANAGER
10967 FUNDAMENTALS OF A WINDOWS SERVER® INFRASTRUCTURE
10968 DESIGNING FOR OFFICE 365® INFRASTRUCTURE
10969 ACTIVE DIRECTORY® SERVICES WITH WINDOWS SERVER®
10970 NETWORKING WITH WINDOWS SERVER®
10971 STORAGE AND HIGH AVAILABILITY WITH WINDOWS SERVER®
10972 ADMINISTERING THE WEB SERVER (IIS) ROLE OF WINDOWS SERVER
10974 DEPLOYING WINDOWS SERVER®
10977 UPDATING YOUR SQL SERVER SKILLS TO MICROSOFT® SQL SERVER® 2014

2001 TROUBLESHOOTING MICROSOFT EXCHANGE SERVER 2003
2008 DESIGNING AND PLANNING EXCHANGE SERVER 2003 ORGANIZATION
2011 TROUBLESHOOTING MICROSOFT EXCHANGE SERVER 2003
20247 CONFIGURING AND DEPLOYING A PRIVATE CLOUD
2030 CREATING REPORTING SOLUTIONS USING MICROSOFT SQL SERVER 2000 REPORTING SERVICES
20331 CORE SOLUTIONS OF MICROSOFT® SHAREPOINT® SERVER 2013
20332 ADVANCED SOLUTIONS OF MICROSOFT® SHAREPOINT® SERVER 2013
20341 CORE SOLUTIONS OF MICROSOFT EXCHANGE SERVER 2013
20342 ADVANCED SOLUTIONS OF MICROSOFT EXCHANGE SERVER 2013
20346 MANAGING OFFICE 365 IDENTITIES AND SERVICES
20409 SERVER VIRTUALIZATION WITH WINDOWS SERVER HYPER-V® AND SYSTEM CENTER
20410 INSTALLING AND CONFIGURING WINDOWS SERVER 2012
20411 ADMINISTERING WINDOWS SERVER 2012
20412 CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES
20413 DESIGNING AND IMPLEMENTING A SERVER INFRASTRUCTURE
20414 IMPLEMENTING AN ADVANCED SERVER INFRASTRUCTURE
20415 IMPLEMENTING A DESKTOP INFRASTRUCTURE
20416 IMPLEMENTING DESKTOP APPLICATION ENVIRONMENTS
20417 UPGRADING YOUR SKILLS TO MCSA WINDOWS SERVER 2012
20461 QUERYING MICROSOFT SQL SERVER® 2014
20462 ADMINISTERING MICROSOFT® SQL SERVER® 2014 DATABASES
20463 IMPLEMENTING A DATA WAREHOUSE WITH MICROSOFT® SQL SERVER® 2014
20464 DEVELOPING MICROSOFT® SQL SERVER® 2014 DATABASES
20465 DESIGNING DATABASE SOLUTIONS FOR MICROSOFT SQL SERVER 2012
20466 IMPLEMENTING DATA MODELS AND REPORTS WITH MICROSOFT® SQL SERVER® 2014
20480 PROGRAMMING IN HTML5 WITH JAVASCRIPT AND CSS3
20485 ADVANCED WINDOWS® STORE APP DEVELOPMENT USING C#
20487 DEVELOPING WINDOWS AZURE AND WEB SERVICES
20488 DEVELOPING MICROSOFT® SHAREPOINT® 2013 CORE SOLUTIONS
20489 DEVELOPING MICROSOFT® SHAREPOINT® 2013 ADVANCED SOLUTIONS
20687 CONFIGURING WINDOWS 8.1
20688 MANAGING AND MAINTAINING WINDOWS 8.1
2071 QUERYING MICROSOFT SQL SERVER 2000 WITH TRANSACT-SQL
2072 ADMINISTERING A MICROSOFT SQL SERVER 2000 DATABASE
2073 PROGRAMMING A MICROSOFT SQL SERVER 2000 DATABASE
2087 IMPLEMENTING MICROSOFT WINDOWS 2000 CLUSTERING
2124 PROGRAMMING WITH C SHARP
2152 IMPLEMENTING MICROSOFT WINDOWS 2000 PROFESSIONAL AND SERVER
2153 IMPLEMENTING A MICROSOFT WINDOWS 2000 NETWORK INFRASTRUCTURE
2154 IMPLEMENTING AND ADMINISTERING MICROSOFT WINDOWS 2000 DIRECTORY SERVICES
2157 DEVELOPING E-BUSINESS SOLUTIONS/USING MICROSOFT BIZTALK SERVER 2004
2158 DEPLOYING AND MANAGING E-BUSINESS SOLUTIONS USING MICROSOFT BIZTALK SERVER 2004
2207 WINDOWS SERVER 2003 UPGRADE WORKSHOP FOR MCSE ON WINDOWS 2000
2208 UPDATING SUPPORT SKILLS FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS SERVER 2003
2209 UPDATING SYSTEMS ADMINISTRATOR SKILLS FROM, MICROSOFT WINDOWS 2000 TO WINDOWS SERVER 2003
2261 SUPPORTING USERS RUNNING THE MICROSOFT WINDOWS XP OPERATING SYSTEM
2262 SUPPORTING USERS RUNNING APPLICATIONS ON A MICROSOFT WINDOWS XP OPERATING SYSTEM
2272 IMPLEMENTING AND SUPPORTING MICROSOFT WINDOWS XP PROFESSIONAL
2274 MANAGING A MICROSOFT WINDOWS SERVER 2003 ENVIRONMENT
2275 MAINTAINING A MICROSOFT WINDOWS SERVER 2003 ENVIRONMENT
2276 IMPLEMENTING A MICROSOFT WINDOWS SERVER 2003 NETWORK INFRASTRUCTURE - NETWORK HOSTS
2277 IMPLEMENTING MANAGING AND MAINTAINING A MICROSOFT WINDOWS SERVER

2278 PLANNING AND MAINTAINING A MICROSOFT WINDOWS SERVER 2003 NETWORK INFRASTRUCTURE
2279 PLANNING, IMPLEMENTING, AND MAINTAINING A MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY INFRASTRUCTURE
2282 DESIGNING A MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE
2285 INSTALLING, CONFIGURING, AND ADMINISTERING MICROSOFT WINDOWS XP PROFESSIONAL
2310 DEVELOPING MICROSOFT ASP.NET WEB APPLICATIONS USING VISUAL STUDIO.NET
2349 PROGRAMMING WITH THE MICROSOFT.NET FRAMEWORK (VISUAL C SHARP.NET)
2373 PROGRAMMING WITH MICROSOFT VISUAL BASIC. NET
2389 PROGRAMMING WITH MICROSOFT ADO.NET
2400 IMPLEMENTING AND MANAGING MICROSOFT EXCHANGE SERVER 2003
2415 PROGRAMMING WITH THE MICROSOFT.NET FRAMEWORK (MICROSOFT VISUAL BASIC. NET)
2433 VISUAL BASIC SCRIPT AND WINDOWS SCRIPT HOST ESSENTIALS
2524 DEVELOPING XML WEB SERVICES USING MICROSOFT ASP.NET
2526 DEVELOPING DISTRIBUTED APPLICATIONS WITH MICROSOFT. NET REMOTING
2546 CORE WINDOWS FORMS TECHNOLOGIES WITH MICROSOFT VISUAL STUDIO 2005
2547 ADVANCED WINDOWS FORMS TECHNOLOGIES WITH MICROSOFT VISUAL STUDIO 2005
2555 DEVELOPING MICROSOFT.NET APPLICATIONS FOR WINDOWS(VISUAL C SHARP.NET)
2557 BUILDING COM+ APPLICATIONS USING MICROSOFT.NET ENTERPRISE SERVICES
2558 PROGRAMMING WITH MANAGED EXTENSIONS FOR MICROSOFT VISUAL C++.NET
2559 INTRODUCTION TO MICROSOFT VISUAL BASIC.NET PROGRAMMING WITH MICROSOFT. NET
2565 DEVELOPING MICROSOFT.NET APPLICATIONS FOR WINDOWS (VISUAL BASIC.NET)
2596 MANAGING MICROSOFT SYSTEMS MANAGEMENT SERVER 2003
2609 INTRODUCTION TO C SHARP PROGRAMMING WITH MICROSOFT.NET
2640 UPGRADING WEB DEVELOPMENT SKILLS FROM ASP TO MICROSOFT ASP.NET(DAYTIME CLASSES)
2657 PROGRAMMING MICROSOFT ACCESS 2002
2663 PROGRAMMING WITH XML IN THE MICROSOFT.NET FRAMEWORK
2667 INTRODUCTION TO PROGRAMMING
2694 UPDATING WEB SERVER SKILLS TO INTERNET INFORMATION SERVICES 6.0
2710 ANALYZING REQUIREMENTS AND DEFINING MICROSOFT.NET SOLUTION ARCHITECTURES
2717 INTRODUCTION TO MICROSOFT .NET DEVELOPMENT
2723 MICROSOFT SQL SERVER 2000 FOR EXPERIENCED DATABASE PROFESSIONALS
2732 PLANNING, DEPLOYING AND MANAGING AN ENTERPRISE PROJECT MANAGEMENT SOLUTION
2733 UPDATING YOUR DATABASE ADMINISTRATION SKILLS TO MICROSOFT SQL SERVER 2005
2734 UPDATING YOUR DATABASE DEVELOPMENT SKILLS TO MICROSOFT SQL SERVER 2005
2778 WRITING QUERIES USING MICROSOFT SQL SERVER 2008 TRANSACT-SQL
2779 IMPLEMENTING A MICROSOFT SQL SERVER 2005 DATABASE
2780 MAINTAINING A MICROSOFT SQL SERVER 2005 DATABASE
2781 DESIGNING MICROSOFT SQL SERVER 2005 SERVER-SIDE SOLUTIONS
2782 DESIGNING MICROSOFT SQL SERVER 2005 DATABASES
2783 DESIGNING THE DATA TIER FOR MICROSOFT SQL SERVER 2005
2784 TUNING AND OPTIMIZING QUERIES USING MICROSOFT SQL SERVER 2005
2788 DESIGNING A HIGH AVAILABILITY DATABASE SOLUTIONS USING MS SQL SERVER 2005
2789 ADMINISTERING AND AUTOMATING MS SQL SERVER 2005 DATABASES AND SERVERS
2790 TROUBLESHOOTING AND OPTIMIZING DATABASE SERVERS USING MS SQL SERVER 2005
2791 IMPLEMENTING AND MAINTAINING MICROSOFT SQL SERVER 2005 ANALYSIS SERVICES
2792 IMPLEMENTING AND MAINTAINING MICROSOFT SQL SERVER 2005 INTEGRATION SERVICES
2793 IMPLEMENTING AND MAINTAINING MICROSOFT SQL SERVER 2005 REPORTING SERVICES
2795 DESIGNING AN ETL SOLUTION ARCHITECTURE USING MS SQL 05 INTEGRATION SERVICES
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2810 FUNDAMENTAL OF NETWORK SECURITY
2823 IMPLEMENTING AND ADMINISTERING SECURITY IN A MICROSOFT WINDOWS SERVER 2003 NETWORK
2823 IMPLEMENTING AND ADMINISTERING SECURITY IN A MS WINDOWS SERVER 2003 NETWORK
2824 DEPLOYING AND MANAGING MICROSOFT INTERNET SECURITY AND ACCELERATION SERVER 2004

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: APPROVE MEETING DATES FOR THE WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE FOR CALENDAR YEAR 2018.

DATE: JANUARY 17, 2018

RECOMMENDATION:

Approve the following meeting dates for the Workforce Development Board Executive Committee for calendar year 2018.

January 2018 to December 2018

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
17	21	21	18	16	20	18	15	19	17	21	19

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: UPDATE ON WIOA ADULT, DISLOCATED WORKER AND YOUTH PROGRAM PERFORMANCE, THROUGH DECEMBER 2017.

DATE: JANUARY 17, 2018

INFORMATION:

Staff will provide an update on WIOA Adult, Dislocated Worker and Youth Program Performance, through December 2017.

HANDOUTS:

WIOA Contractor Monthly Performance Program Update

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: RECEIVE AN UPDATE ON REGIONAL FUNDING
DATE: JANUARY 17, 2018

RECOMMENDATION

It is recommended that the Monterey County Workforce Development Board (MCWDB) receive an update on regional funding.

BACKGROUND

The Monterey County Workforce Development Board (MCWDB) is the designated fiscal agent for the Coastal Regional Planning Unit (RPU). As such, it is the grant recipient of special funds from the California Workforce Development Board (CWDB) intended to support regional alignment and coordination among local boards. The Coastal RPU is comprised of the workforce development boards from Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara counties.

DISCUSSION

The Coastal RPU was awarded \$300,000 in WIOA funding for activities in support of the regional plan goals including:

- identification of administrative efficiencies across the region (\$20,000);
- services to support the creation of a regional nonprofit (\$45,000),
- I-TRAIN system for more efficiently tracking training and supportive services across the region (\$40,000);
- video conferencing equipment and subscription (\$13,507)

The Coastal RPU will use a portion of the Regional Plan Implementation funds to support coordinated business engagement, outreach, and consistent messaging to employers and industry via:

- development of a regional website to promote regionwide sector initiatives and business services such as OJT and incumbent worker training (\$11,500);
- development of career pathway materials for regional priority sectors such as agriculture, tourism/hospitality (\$20,000).

Both MCWDB and the Santa Barbara County WDB have significant populations of individuals with limited English proficiency. Regional Plan guidance from the CWDB required that the Regional Plans address these needs. Therefore, \$5,000 is set aside for outreach to this population.

Financial Impact

These funds will also support the appointment of regional organizers (\$116,195) for the northern (Santa Cruz and Monterey counties) and southern (San Luis Obispo and Santa Barbara counties) areas of the Coastal RPU as well as travel and technology costs (\$5,000). Regional Organizers are charged with assisting the local boards within the region to implement the Regional Plan. This includes meeting with strategic partners, procuring services, and reporting to the California WDB. Regional Plan Implementation funding will complement funds at MCWDB already received for the Slingshot regional healthcare initiative, the Regional Training Coordinator funds to build workforce development staff capacity in key areas across the Region, and Regional Organizer funds that helped the Coastal RPU identify its priorities moving forward. MCWDB will retain approximately 8% or \$23,798 for administration of the funding.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND DISCUSS AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) LOCATIONS

DATE: JANUARY 17, 2018

INFORMATION:

The Executive Committee will begin discussion of the current and future locations for the America's Job Center of California and satellite offices, for Monterey County. This item was a referral from the Oversight Committee and from the December 7, 2017 Workforce Development Board meeting.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: REVIEW THE WDB MEMBERSHIP COMPOSITION AND DISCUSS RECRUITMENT OF MEMBERS

DATE: JANUARY 17, 2018

RECOMMENDATION:

It is recommended that the Executive Committee review the WDB membership composition and discuss recruitment of two members from the private sector within WDB Demand Sectors.

DISCUSSION:

Below is a breakdown of the current local WDB membership composition as of January 1, 2018:

WDB Member Representation	Minimum Required #'s Based on WIOA	Current #'s	Vacancies
Business member 51% majority = 13	10	10	2
Local Educational Entity	1	2	
Labor Organization 20% = 5	4	5	
Community Based Organization = 1	1	1	
Economic Development Agency = 1	1	1	
Wagner-Peyser Agency = 1	1	1	
Rehabilitation Agency = 1	1	1	
Other membership determined by the Board of Supervisors to be appropriate	0	1	
Total # of WDB Members	19	22	2



1441 Schilling Place, North
Salinas, CA 93901

(831) 796-6434
www.montereycountywdb.org

WDB Members:

Erik Cushman,
WDB & Executive Chair

Mary Ann Leffel,
WDB 1st Vice Chair

Paula Calvetti,
WDB 2nd Vice Chair

Al Davis
Andy Hartmann
Brian Turlington
Cesar Lara
Cresencio Diaz
Harbhajan "Harvey" Dadwal
Jay Donato
Kimberly Schnader
Larry Silva
Mary Adams
Mimi Laurent
Salvador Muñoz
Sherry Farson
Steve MacArthur
Dr. Walter Tribbley
Wendy Brickman
Wesley Van Camp
Dr. Willard Clark Lewallen
Yuko Duckworth

Monterey County Workforce Development Board

Marina Library, 190 Seaside Circle, Marina, CA

Wednesday, February 7, 2018; 8:30 a.m.

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, Chair
CHANGES TO AGENDA:	
PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from December 6, 2017	
2. ACTION: Concur with the January 17, 2018 Executive Committee's recommendation to approve the revised WDB Policy #2011-04 - Individual Training Accounts Policy.	
3. ACTION: Concur with the January 17, 2018 Executive Committee's recommendation to approve contract with New York Wired for Education for online training programs.	
4. ACTION: Concur with the January 17, 2018 Executive Committee's recommendation to approve up to \$25,000 for the Workforce Development Board's website development and redesign.	
5. ACTION: Concur with the January 17, 2018 Executive Committee's recommendation to approve the new Eligible Training Provider List Master Agreement with Advanced Vocational Institute and New Horizons Career Development Solutions.	
6. ACTION: Concur with the January 17, 2018 Executive Committee's recommendation to approve the meeting dates for the Workforce Development Board Executive Committee for Calendar Year 2018.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. PRESENTATION: Goodwill of Central Coast and United Way of Monterey Bay Prosperity Platform.	Anne Guthrie
2. ACTION: Approve meeting dates for the Workforce Development Board for Calendar Year 2018.	Erik Cushman
3. Conflict of Interest Acknowledgement Form (Place Holder)	Erik Cushman
4. Update on Workforce Development Board's 2nd quarter budget for Fiscal Year 2017-18, through December 2017.	Ruben Trujillo
5. Update on WIOA Adult, Dislocated Worker and Youth Program Performance, through December 2017.	Diana Jimenez Chris Donnelly
6. Discussion on America's Job Center of California (AJCC) locations.	Chris Donnelly
7. Review WDB membership composition and discuss recruitment of members.	Erik Cushman
8. Update on Regional activities.	
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Oversight: 2/8/2018, MBEST Executive: 2/21/2018: MBEST Oversight: 11/9/17: MBEST Business Services: 5/8/18, MBEST	WDB MEETING: 4/8/2018, Marina Library
ADJOURNMENT:	Erik Cushman

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: DIRECTOR'S REPORT
DATE: JANUARY 17, 2018

INFORMATION:

Mr. Chris Donnelly will provide updates on the following:

- One-Stop Operator
- Discretionary grant funding
- Authorization for Director to sign contracts