



Executive Committee Meeting Agenda

Wednesday, February 8, 2017 – 11:30 a.m. – 1:00 p.m.

Location 631 S. Orchard Avenue, Ukiah, CA – Mendocino Room

Teleconference Location: 738 North Market Blvd. Sacramento, CA 95834

| AGENDA ITEMS: | | Time | Outcome |
|---------------|--|------|-----------------|
| 1. | Call to Order and Introductions | 3 | Action by Chair |
| 2. | Review and approve agenda | 1 | Action |
| 3. | Disclosure – Any financial interest (assets, contracts, income etc.) of WIB members which may be materially affected by actions or discussion on this agenda should be disclosed at this time and members should leave the room prior to any discussion of the item and return after the discussion has ended and/or action has been taken. | 3 | Action |
| 4. | Opportunity for Public Comment for items not on the agenda for which no action may be taken | 3 | Info/Discussion |
| 5. | Review and Approve Minutes <ul style="list-style-type: none"> a) Review Workforce Development Board Regional Plan Meeting Minutes of November 9, 2016 Attachment b) Approve Executive Committee Minutes of October 12, 2016 Attachment | 5 | Action |
| 6. | <u>Consent Calendar Items</u> Approval of: <ul style="list-style-type: none"> a) Approval of Redwood Community Services (RCS) PY 2016-2017 1st Quarter Expenses Attachment b) Receive RCS Program Service 1st Quarter Program Services Report Attachment c) Receive Mendocino Private Industry MPIC PY 2016-2017 1st Quarter Expenses Attachment d) Receive MPIC, Adult, Dislocated Worker & Rapid Response 1st Quarter Program Services Report Attachment e) Approval of Policy 40 Personally Identifiable Information Attachment f) Approval of Policy 39A WIOA Youth Program Eligibility Attachment | 3 | Action |
| 7. | Discussion and Possible Action Regarding Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Program Services and One-Stop Operator | 10 | Action |
| 8. | Review and Approval of Final Local and Regional WIOA Strategic Workforce Plans located at http://www.co.mendocino.ca.us/planning/wib/ | 10 | Action |
| 9. | Review Workforce Development Administrative 2 nd Quarter Expenses Attachment | 3 | Info/Discussion |
| 10. | Review MPIC PY 2016-2017 2 nd Quarter Expenses Attachment | 3 | Info/Discussion |
| 11. | Review MPIC, Adult, Dislocated Worker & Rapid Response 2 nd Quarter Program Services Report Attachment | 5 | Info/Discussion |
| 12. | Discussion and Possible Action Regarding MPIC's Request for Increase to Contract Amount PY 2016-2017 | 10 | Action |
| 13. | Review Redwood Community Services (RCS) PY 2015-2016 2nd Quarter Expenses Attachment | 5 | Info/Discussion |
| 14. | Review RCS Youth 2 nd Quarter Program Services Report Attachment | 5 | Info/Discussion |
| 15. | Appointments to WDB Committees <ul style="list-style-type: none"> a) Chair of the WDB's Youth Committee b) Executive Committee (Replacement Pamela Patterson) | 5 | Action |
| 16. | Authorize Staff To Take Action Regarding Software to Streamline Performance Reporting With The Adult | 5 | Action |



Education Block Grant Program (AEBG)

- | | | | |
|-----|---|----|----------------------------|
| 17. | Workforce Development Board Staff Reports: | 10 | Information/ Discussion |
| | a) Status of One-Stop Phase II Memorandum of Understanding | | |
| | b) Status of Mendocino County Local Workforce Development Area Joint Powers Agreement with the Workforce Alliance of the North Bay | | |
| | c) New WDB Applications | | |
| 18. | Adjourn | 1 | Action |



Workforce Development Board (WDB) and Regional Planning Meeting Minutes

November 9, 2016 1:00 pm

***Mendocino Works Employment Resource Center,
 631 S.Orchard Avenue, Ukiah "Mendocino Room"***

1. **Call to Order:** John Kuhry, noted the lack of a quorum however for the Workforce Development Board however he noted the Regional Strategic Planning Meeting would continue as scheduled. Introductions were made around the room. Mr. Kuhry noted there is not quorum present for the WDB.

WDB Members In attendance: John Kuhry, Dennis Aseltyn, Patty Bruder, Jack Buckhorn, Paul Castro and Pam Jensen.

WDB Members Not in attendance: Eric Cooper, Pamela Patterson, Terry Poplaski, Tom Woodhouse, Robyn Stalcup and Diana Easley.

Guests Present: Christy Gard, MPIC, Randy Weaver, Jacqueline Cummins, EDD, Stacey Caico, MPIC, Candy De Los Santos, MPIC, Sharon Govern, Kristen Lawson, RCS, Tim Reynaga, EDD, Judith Harwood, Adult Education Block Grant (AEBG)., Jesse Damian, MCOE, Racy Ming NBEC, Fawn McLaughlin, North Far North Strong Workforce

Staff Present: Steve Dunncliff Debra Dockins, Kathleen Covellone, Mike Parkinson, Jesse VanVoorhis

2. **Review and approve agenda**
 No action taken due to lack of quorum
3. **Disclosure**
 None.
4. **TIMED ITEM – 1:00 State Required Workforce Innovation and Opportunities Act (WIOA) Strategic Plan –Stakeholder input session**

Debra Dockins along with Racy Ming, a consultant hired by the NBEC (North Bay Employment Connection), collaborated on this presentation. Ms. Ming started the presentation discussing the Workforce Innovation and Opportunity Act and reported that she had been contracted by NBEC to prepare the regional strategic plan for Marin, Sonoma, Mendocino, Lake, and Solano counties. The strategic plan is due to the state by March 15, 2017, and input is being sought at this meeting for the direction of this plan. Ms. Ming, went on to explain some of the WIOA performance requirements including educational attainment, median wages, training leading to employment, and working with career pathways, all of which affect the local economy. Regional stakeholder meetings are being conducted across the region to identify sectors that are of particular importance, as well as to determine strategies to enable us to work more effectively for people with barriers to employment and to align and coordinate efforts in providing services. Debra Dockins reported Mendocino County's sectors as identified in the Slingshot and NCCPA grants as follows: Health Care, Agriculture Hospitality/Tourism, Professional/Technical Services, and Manufacturing. Discussion ensued regarding whether the wine industry in Mendocino County was a part of Manufacturing, Agriculture, or Hospitality/Tourism. It was noted that different parts of the wine industry fall under different categories.

It was additionally noted that under the NCCPA Grant, Workforce Development Boards staff is reaching out to local businesses to determine their needs, gaps in the workforce system, as well as to identify employers who may be interested in being involved with work experience clients. This information is then used by to MCOE (Mendocino County Office of Education) to develop Work Experience (WEX) sites. Business outreach is also being conducted through the North Bay Business Sector Alliance, funded through the Slingshot.

John Kuhry opened a discussion regarding the effect of Prop.64 which legalized marijuana. Discussion ensued regarding how to best target and identify the needs of this industry group and how legalization would affect the economy. The group considered how marijuana could be classified in many different sectors, and associated with as many different employment categories such as truck driving, manufacturing (licensed category), agriculture, etc. Tim Reynaga added, the federal government typically takes a conservative view of state's legalization of marijuana, and there federal funds shouldn't be used for this industry. Debra Dockins noted that we could work with the employment sectors this industry would employ and that would be affected such as accounting, truck driving, etc. as long as they are not directly linked to an industry that is still considered illegal in the federal law. John Kuhry stated his understanding was that there was a federal writer on a funding bill, 2-3 years ago, that said any state that has medical Marijuana laws would have those laws accepted at the federal level, and suggested clarification be obtained on this.

Debra Dockins noted that if Mendocino joined in a JPA with the Workforce Alliance of the North Bay, there would be only one Local Workforce Plan. Patty Bruder of NCO opened a discussion regarding the need of early childhood teachers. Discussion ensued regarding the reasons for this shortage, which included salaries, education, and a general lack of interest. It was noted there is an enormous need in Mendocino and Lake Counties, at Head Start and other providers.

Jack Buckhorn began a discussion regarding establishing a TIP (Trade Introduction Program) in Mendocino County. This would help increase registered apprenticeships in the County. This would be a unique opportunity to create alternative pathways to the building trades.

Judy Harwood gave information on a new online integrated software system that the AEBG (Adult Education Block Grant) program is considering. The program would require a streamlined application and would create a single-entry integrated system where agencies could share enrollments and outcomes as well as helping to identify programs clients may be eligible for. They have funding to purchase software program so all agencies could share information and they are interested in becoming partners with the Workforce Development Board. It was noted that State approval would be needed before entering into a contract that would download information from its systems. Mr. Kuhry noted it would be important to ensure the WANB is in agreement as well since we are in the process of entering into a JPA.

Dennis Aseltine with MCC and Fawn McLaughlin with AEBG. gave a presentation on the North/Far North (NFN) Regional Consortia. This consortium includes 11 community college districts made up of 15 member colleges. The Strong Workforce Program is a trailer bill for \$200,000,000 that was attached to the "Doing What Matters" Study performed by the Chancellors Office. From this study a plan was formed to improve and increase enrollments in career technical education programs. The performance objectives for this funding are aligned with WIOA program performance. Mendocino College will receive \$3,000,000 for the Lake and Mendocino Districts. MCC is currently working on enlisting partners. Local plans must be submitted by the last day in January. The 4 industry priorities for this grant are: 1) Health Care, 2) Advanced Manufacturing, 3) Information Communication Technology/ ICT Digital Media, 4) Agriculture/Water Environment Technologies.

Mendocino County Board of Supervisors is moving forward with the JPA.

John Kuhry stated that a Comprehensive Economic Development Strategy for Sonoma and Mendocino has been submitted. This is the final step in submitting our application to the EDA for an Economic Development District. There were 33 projects that were submitted and 15 of the proposed programs actually made it through. Information can be found at www.sonomamendocinoceds.com.

Items 5. – 15. Debra Dockins noted that due to lack of a quorum, the Board could not take action on agenda items. However, she did report that the Mendocino County Board of Supervisors recently sent a letter to officially request inclusion in the Workforce Alliance of the North Bay.

Adjourned

The meeting adjourned at 2:20p.m.

Mendocino County Workforce Development Board
 631 S. Orchard Avenue
 Ukiah, California 95482
 www.mendowib.org
 (707) 467.5506 / (707) 467.5592 fax



Executive Committee Meeting Minutes - DRAFT

October 12, 2016 11:31 a.m. – 12: 37 p.m.

Location 1: 631 South Orchard Ave., Ukiah CA., Mendocino Room

Members Present: John Kuhry, Jack Buckhorn, Paul Castro, Pamela Jensen, Dennis Aseltyn

Members Absent: Patty Bruder

Staff Present: Debra Dockins, Jessica Byers, Kathy Covellone

Guests Present: Candy De Los Santos, Sharon Govern, Kristen Lawson, Tim Reynaga

1. **Call to Order** – The meeting was called to order by Chair John Kuhry at 11:31 a.m.
2. **Review / Approve Agenda** – Approved and seconded by Jack Buckhorn with no opposition
3. **Disclosure** – No disclosures were made.
4. **Review and Approve Executive Committee Minutes of August 10, 2016:** Upon motion from Chair John Kuhry, and seconded by Member Jack Buckhorn, the committee unanimously voted to approve the Executive Committee Meeting minutes for Aug. 10, 2016.
5. **Opportunity for Public Comment** for items not on the agenda for which no action may be taken. There were no comments from the public.
6. **Consent Calendar Items:**
 Debra Dockins noted that Eric Cooper should be added to the Election of Officers form, he will be replacing Pamela Patterson. A motion was made by Paul Castro to approve the consent calendar with the stated correction; the motion was seconded by Jack Buckhorn and approved by an all aye vote.
7. **Review MPIC Training Expenditure Course of Action Report**
 The board questioned whether Mendocino Private Industry Council (MPIC) plans to meet the training expenditure requirement with On the Job Training (OJT). Debra Dockins responded that MPIC's OJT plan is a workable plan; however, it is largely dependent on the contractor effectively executing the plan. It was noted this is the same plan that was submitted at the Aug. 10, 2016 meeting. MPIC Executive Director, Candy De Los Santos gave a verbal progress report regarding On the Job Training. She reported the current number of OJT's has increased from one to three, with a total goal of nine annually.
8. **Review MPIC PY 2015-2016 4th Quarter Expenses**
 The Committee requested that future reports detail how much carry forward is allocated specifically for training and supportive services, it was also noted that carry-in this program year was low and majorly set aside to meet the training mandate.
9. **Approve Mendocino Private Industry Council (MPIC) Revised PY 2016-2017 Budget**
 The Committee questioned if there were any substantial changes from the previous budget. Debra Dockins noted a \$62,000 reduction to budget payroll expenses, and reported that MPIC had also included \$5,300 of which \$1,000 would be covered by MPIC's ancillary funds to cover ancillary. Other nominal changes to the budget were discussed. Debra Dockins reported her concern regarding MPIC's addition of \$1,000 from MPICs ancillary funds, since MPIC had recently issued payroll checks without appropriate funds to cover them. Candy

noted that the bank had agreed to cover most checks through overdraft protection and noted this situation occurred only because Napa County reimbursement payment to MPIC was delayed because of the change over to the Workforce Alliance of the North Bay (WANB) and MPIC's fiscal director submitting the invoice late.

Discussion ensued regarding MPIC's lack of reserves and the importance of reserves to an agency. While members expressed agreement that it was difficult to build reserves, it was noted that it is crucial. Ms. De Los Santos reported this was the first time in 25 years they have been without reserves. Candy concluded by clarifying that the ancillary funds are achieved through both fundraising and recyclables. Jack Buckhorn reported he was happy to hear that MPIC was working with a financial consultant and reiterated the need for reserves and requested MPIC provide a written plan. A motion was made by Jack Buckhorn to approve the budget with the condition that MPIC provide a written plan showing a clear path to achieve reserves by December 1, 2016; the motion was seconded by Paul Castro and approved by an all aye vote.

10. Discussion and Possible Action Regarding MPIC's requested Contract Amendment related to a reduction of the Fort Bragg Office Hours:

A discussion ensued regarding MPIC's request to reduce the Fort Bragg office hours. It was noted that the Board of Supervisors approved a reduction in hours limited to the first Quarter of PY16/17 and a return to 4 days a week beginning in the second quarter. MPIC is now requesting first quarter reduction to hours remain in place because of a staffing shortage with EDD. Debra Dockins noted that it has been reported to her that clients were attempting to utilize the services at the Fort Bragg Office during the days it was closed since July 1. She also noted this item would need to go before the Board of Supervisors for approval if this Committee approved the request. The board questioned whether an MPIC employee would be working alone at the site. It was noted that Mendocino Community College (MCC) employees work the site as well, as MCC are MOU'd one-stop partners. The committee took the position to retain the office hours as originally planned and contracted, and not approve the requested reduction.

At this point Chair Kuhry left the meeting due to a prior commitment and Vice-Chair Paul Castro took over the meeting.

11. Staff Reports:

Debra Dockins reported the consolidation effort of Mendocino county joining Lake, Napa and Marin is moving forward. This item is on the Oct. 20, 2016 agenda of the Regional Workforce Development Board of the Workforce Alliance of the North Bay. This item will also be placed on November 1, 2016 agenda for the Mendocino county Board of Supervisors consideration, and February 2016 regional JPA.

Staff reported that the 2015-2016 program performance measures were negotiated with a decrease to expected performance to allow providers to serve a more diverse population.

The Contractor hired by the Region to develop our Regional plan will be making a presentation and garnering stakeholder input at the November WDB Meeting.

Staffing changes were discussed that included a new Sr. Program Specialist in the WIOA unit, Kristen Lawson's new employment as RCS Program Manager overseeing the WIOA youth program, as well as the addition of new Administrative Assistant Kathy Covellone.

12. Approve Policy 1E Priority of Service for Adults

Staff presented Policy 1E and discussed the changes under WIOA. Discussion ensued regarding local flexibility in several places in the Policy including the percentage of low income adults and those enrolled in the youth program. A motion was made by Jack Buckhorn to approve Policy 1E Priority of Service for Adults; the Motion was seconded by Dennis Aseltyn and passed by an all aye vote.

13. Member Comments/Reports

Discussion ensued regarding changing the set-up of the meeting room to ensure the seating was more welcoming to members of the public.

Dennis Aseltyne reported that the College was recently awarded \$2.2 million dollar Hispanic Serving Institution Grant to increase services for under-represented populations.

The Chancellors Office is also providing \$200,000,000 for the Strong Workforce Program. 40% of those funds will go directly to MCC and the remaining 60% will be used for regional work. Dennis was requested to give a presentation on this program at the 11/9/2016 WDB meeting. They are looking at creating 2 career pathways; the first pathway will be in the healthcare sector and the second pathway is not yet determined.

Jack Buckhorn reported on the Prop 39 pre-apprenticeships program. The first cohort is now complete and the program was quite successful with 19 graduates and the 1 becoming employed prior to graduation. The second cohort will begin soon in Napa. The third cohort will be held in Sonoma County in the Spring of next year. There will be a fourth cohort, the location has not yet been decided.

Pamela Jensen Reported she had read something about some Federal monies coming to the state of California to open up outreach and access of the Yolo services to people with disabilities. Pamela indicated she was looking forward to seeing what California does with this funding.

- 14. Public Comment -** Sharon Govern reported that she is very involved with the homeless situation in Mendocino county. There are groups working on the winter shelter, and another group working on housing, and another working on tiny house project. Due to the 1% housing vacancy in Mendocino County, the lower income people are the last to obtain housing. She would like this body (WDB) to get involved with this issue.

- 15. Adjourn –** The meeting was adjourned at 12:37 pm.



Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
July 2016 - September 2016

| | In School Youth | Out of School Youth | Total Expense July 2016 - September 2016 | Total Expense YTD 2016/2017 | 2016/2017 Budgeted Amount | 2016/2017 Budget Remaining |
|--|-----------------|---------------------|--|-----------------------------|---------------------------|----------------------------|
| Staff Wages | 395 | 23,923 | 24,318 | 24,318 | 103,596 | 79,278 |
| Staff Benefits | 49 | 2,936 | 2,985 | 2,985 | 22,791 | 19,806 |
| WEX - Staff/Youth Wages/Benefits | 82 | 11,647 | 11,729 | 11,729 | 56,899 | 45,170 |
| Internships | - | - | - | - | - | 0 |
| Training (Tuitions, Literacy Skills, OJT, etc) | - | 88 | 88 | 88 | 6,000 | 5,912 |
| Support Services (Bus Passes, etc) | - | 325 | 325 | 325 | 15,000 | 14,675 |
| Advertising | - | - | - | - | 1,800 | 1,800 |
| Copying/Printing | | | - | - | 250 | 250 |
| Equipment Maintenance/Contracts/Leases | 6 | 379 | 385 | 385 | 3,000 | 2,615 |
| Occupancy / Maintenance | 27 | 1,669 | 1,696 | 1,696 | 8,000 | 6,304 |
| Dues and Subscriptions | - | - | - | - | 900 | 900 |
| Insurance Expense | - | 75 | 75 | 75 | 500 | 425 |
| Postage | | | - | - | 100 | 100 |
| Professional Fees - Consultant | - | - | - | - | - | 0 |
| Staff Training / Conferences | 4 | 137 | 141 | 141 | 3,375 | 3,234 |
| Mileage/Travel | 2 | 245 | 247 | 247 | 6,400 | 6,153 |
| Office Supplies | 9 | 556 | 565 | 565 | 2,000 | 1,435 |
| Telephone / Communications | 9 | 557 | 566 | 566 | 3,600 | 3,034 |
| Utilities | 3 | 178 | 181 | 181 | 1,000 | 819 |
| Indirect Costs | 65 | 4,290 | 4,355 | 4,355 | 23,521 | 19,166 |
| Misc Admin Expense | 4 | 212 | 216 | 216 | - | (216) |
| Total Expense | 655 | 47,217 | 47,872 | 47,872 | 258,732 | 210,860 |
| Percentage of Expenses | 1% | 99% | | | | |

RCS YOUTH EMPLOYMENT SERVICES
FIRST QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

| Youth Enrollments | 1st Quarter | Year to Date | Program Goal | % of Goal |
|--|--------------------|---------------------|---------------------|------------------|
| Total Youth Participants 2016-2017 | - | 21 | 35 | 60% |
| New Enrollments | 2 | 2 | | |
| Active Enrollments | 8 | | | |
| In Follow-Up Services | 11 | | | |
| Closed for Exclusion Reasons | 2 | | | |
| Total Participants Served in the Quarter | 21 | | | |

Financial / Expenditure Requirements

| | | | | |
|---|-----------|-----------|------------|-----|
| Work Experience (20% expenditure requirement) | \$ 11,729 | \$ 11,729 | \$ 56,899 | 21% |
| Out of School Youth Expenditure | \$ 47,259 | \$ 47,259 | 75% | 99% |
| Total Youth Funds Expended | \$ 47,872 | \$ 47,872 | \$ 258,732 | 19% |

Performance Measures

| | | | | |
|---|---------|--|----------|--|
| Placement in Employment, Education, or Training in 2nd Quarter After Exit | unknown | | 60% | |
| Placement in Employment, Education, or Training in 4th Quarter After Exit | unknown | | 55% | |
| Credential Attainment During Participation and within 4 Quarters After Exit | unknown | | 46% | |
| Quarterly Median Earnings 2nd Quarter After Exit | unknown | | Baseline | |
| Measurable Skills Gains | unknown | | Baseline | |

Characteristics/Barriers of Youth Currently Served at Enrollment

| | | |
|---|---|----|
| Homeless | 3 | 6 |
| Pregnant or Parenting | 3 | 6 |
| Tested under the 9th grade level in Reading, Language or Math | 6 | 8 |
| Foster Child | 5 | 5 |
| Have a Disability | 2 | 2 |
| Offender | 1 | 3 |
| English Language Learner | 0 | 0 |
| Low Income | 9 | 19 |
| High School Drop Out | 2 | 3 |

Enrollment of Program Elements

| | | |
|--|----|----|
| Tutoring, Study Skills Training | 9 | 9 |
| Alternative Secondary School Services and Dropout Recovery Services | 0 | 0 |
| Work Experience (including paid & unpaid, OJT, internships, and job shadowing) | 8 | 8 |
| Occupational Skills Training | 9 | 9 |
| Education offered related to Workforce Preparation Activities and Training | 0 | 0 |
| Leadership Development Opportunities | 5 | 5 |
| Supportive Services (interview & work attire, transportation, books, etc.) | 30 | 30 |
| Adult Mentoring | 0 | 0 |
| Follow-up Services | 5 | 5 |
| Comprehensive Guidance & Counseling | 1 | 1 |
| Financial Literacy Education | 0 | 0 |
| Entrepreneurial Skills Training | 0 | 0 |
| Career Awareness, Counseling, and Exploration Services | 1 | 1 |
| Preparation for Transition to Post-Secondary Education or Training | 0 | 0 |

RCS YOUTH EMPLOYMENT SERVICES

FIRST QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Success Story

Daniel is a 22 year old young man who came to us without his high school diploma and was working at McDonald's. He knew he wanted to become a mechanic, but was unsure of how to go about getting training in this career. With assistance from the WIOA program, Daniel enrolled at Mendocino College and started a mechanic class. He was unable to receive financial aid because of not having his high school diploma or GED. Daniel also co-enrolled at the Ukiah Adult School in order to work towards earning his GED. While studying for his GED, attending his mechanic course at Mendocino College and working at McDonald's, Daniel also participated in a Work Experience (WEX) position at Auto Alliance an average of 20 hours a week. In September, Daniel received his GED! In October, Daniel finished 240 hours of WEX with Auto Alliance and received all satisfactory progress reports from his WEX supervisor. Daniel plans on continuing his education at Mendocino College this Spring and wants to earn an Associate's Degree in Automotive Technology. He now qualifies for a Federal Pell Grant since he has earned his GED! He is currently applying for beginning mechanic positions around Ukiah. We are so proud of Daniel and all of his accomplishments. We look forward to seeing him receive his Associate's Degree in the near future.

Enrollments

The RCS WIOA Youth Program is actively enrolling Out-of-School Youth, ages 16-24 years old. We are conducting outreach at local events, through partner agencies, and social media. We are focusing outreach efforts on the coast due to low participation in the Fort Bragg area. We have three youth who are in the process of enrolling who have pre-screened as eligible to the WIOA youth program, but need to complete enrollment and will then begin participation.

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Adult and Dislocated Workers Programs

| Adult - 201/202 | | Accrued Expenses | | | | |
|-----------------|--|-------------------|-------------------|-------------------|-------------------|-----------------|
| | | Actual 1st Qtr | Actual 2nd Qtr | Actual 3rd Qtr | Actual 4th Qtr | Actual Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 11,266 | | | | 11,266 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | 14,096 | | | | 14,096 |
| | Support Services | 0 | | | | 0 |
| | <u>Total Direct Participant Costs</u> | 14,096 | 0 | 0 | 0 | 14,096 |
| | <u>Total Other Program Expenses</u> <u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u> | | | | | 0 |
| Total Expenses | | 25,362 | 0 | 0 | 0 | 25,362 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 196,731 | | | | |
| | 2015-2016 Carry Forward | 17,965 | | | | |
| | Total Contract Amount | 214,696 | | | | |
| Total Revenue | | 214,696 | | | | |
| | REMAINING CONTRACT AMOUNT | 189,334 | | | | |

| Adult - 201/202 | | Accrued Expenses | | | | |
|-----------------|--|-------------------|-------------------|-------------------|-------------------|-----------------|
| | | Actual 1st Qtr | Actual 2nd Qtr | Actual 3rd Qtr | Actual 4th Qtr | Actual Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 11,514 | | | | 11,514 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | 10,900 | | | | 10,900 |
| | Support Services | 0 | | | | 0 |
| | <u>Total Direct Participant Costs</u> | 10,900 | 0 | 0 | 0 | 10,900 |
| | <u>Total Other Program Expenses</u> <u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u> | 19,699 | | | | 19,699 |
| Total Expenses | | 42,113 | 0 | 0 | 0 | 42,113 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 195,665 | | | | |
| | 2015-2016 Carry Forward | 35,660 | | | | |
| | Total Contract Amount | 231,325 | | | | |
| Total Revenue | | 231,325 | | | | |
| | REMAINING CONTRACT AMOUNT | 189,212 | | | | |

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Rapid Response and Layoff Aversion Programs

| Rapid Response - 540/541 | | Accrued Expenses | | | | |
|--------------------------|---|------------------|---------|---------|---------|--------|
| | | Actual | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 3,182 | | | | 3,182 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | | | | | 0 |
| | Support Services | | | | | 0 |
| | <u>Total Direct Participant Costs</u> | | | | | 0 |
| | <u>Total Other Program Expenses</u> | 5,219 | | | | 5,219 |
| | <u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u> | | | | | |
| Total Expenses | | 8,401 | 0 | 0 | 0 | 8,401 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 118,595 | | | | |
| | 2015-2016 Carry Forward | 1,234 | | | | |
| | <u>Total Contract Amount</u> | <u>119,829</u> | | | | |
| Total Revenue | | 119,829 | | | | |
| | REMAINING CONTRACT AMOUNT | 111,428 | | | | |

| Layoff Aversion - 292/293 | | Accrued Expenses | | | | |
|---------------------------|---|------------------|---------|---------|---------|--------|
| | | Actual | Actual | Actual | Actual | Actual |
| | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 3,563 | | | | 3,563 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | | | | | 0 |
| | Support Services | | | | | 0 |
| | <u>Total Direct Participant Costs</u> | | | | | 0 |
| | <u>Total Other Program Expenses</u> | 5,347 | | | | 5,347 |
| | <u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u> | | | | | |
| Total Expenses | | 8,910 | 0 | 0 | 0 | 8,910 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 34,200 | | | | |
| | 2015-2016 Carry Forward | 9,405 | | | | |
| | <u>Total Contract Amount</u> | <u>43,605</u> | | | | |
| Total Revenue | | 43,605 | | | | |
| | REMAINING CONTRACT AMOUNT | 34,695 | | | | |

| Mendocino Workforce Development Board Program Report | | | | | | |
|---|--------------|--------|----------|-----------|--------|----------|
| Adult and Dislocated Worker Programs | | | | | | |
| Total Enrollments for PY 16-17 | Planned | Actual | Attained | Planned | Actual | Attained |
| | ADULT | | | DW | | |
| Carried in Participants from PY 15-16 | | 30 | | | 11 | |
| Enrolled Participants (new and carry-in) | 49 | 43 | 88% | 49 | 15 | |
| Participants Exited to date | | 6 | | | 2 | |
| Closed Not Exited | | | | | | |
| Current Active Participants | | 37 | | | 13 | |
| PROGRAM SERVICES | | | | | | |
| Unique Participants receiving Basic and/or Individualized Career Services | 49 | 43 | 88% | 49 | 15 | 31% |
| Training Services (funded and non funded) | 30 | 34 | 113% | 30 | 11 | 37% |
| <i>*1 participant received 2 training services</i> | | | | | | |
| EXIT STATUS | | | | | | |
| Total Exiters | 29 | 6 | 21% | 29 | 2 | 7% |
| Entered Employment | | 6 | 100% | | 1 | 50% |
| Training-related | | 6 | 100% | | 0 | 0% |
| Exclusionary Exit | | 0 | | | 0 | |
| Exited for Other Reasons | | 0 | | | 1 | |

| Follow-up 2015-2016 | | | | | | | | |
|---------------------------|------|-----|-------|--------------|-------|-----|------|--------------|
| Adults | July | Aug | Sept | 1 QTR | Oct | Nov | Dec | 2 QTR |
| Follow-up | 23 | | | | | | | |
| Adults | Jan | Feb | March | 3 QTR | April | May | June | 4 QTR |
| Follow-up | | | | | | | | |
| Dislocated Workers | July | Aug | Sept | 1 QTR | Oct | Nov | Dec | 2 QTR |
| Follow-up | 20 | | | | | | | |
| Dislocated Workers | Jan | Feb | March | 3 QTR | April | May | June | 4 QTR |
| Follow-up | | | | | | | | |

| 2015-16 TOTAL ALLOCATION TO THE LWIA | | |
|--------------------------------------|------------|--------|
| Total Mandated Training PY 15/16 | \$113,798 | 25% |
| Training Expenditures | \$60,587 | 15.97% |
| Leveraged Training Expenditures | \$6,117 | 1.16% |
| Total Training Expenditures | \$66,704 | 17.58% |
| Obligations in QuickBooks | \$47,266 | 12.46% |
| Projections | \$0 | 0.0% |
| Total With Projections | \$ 113,798 | 25% |

| 2016-17 TOTAL ALLOCATION TO THE LWIA | | |
|--------------------------------------|-----------|--------|
| Total Mandated Training PY 16/17 | \$132,601 | 25% |
| Training Expenditures | \$0 | 0.00% |
| Leveraged Training Expenditures | \$0 | 0.00% |
| Total Training Expenditures | \$0 | 0.00% |
| Obligations in QuickBooks | \$172 | 0.039% |
| Projections | \$28,151 | 6.37% |
| Total With Projections | \$ 28,323 | 6.41% |

| BUSINESS SERVICES | |
|---------------------|-----|
| Employer Contacts | 60 |
| Services Provided | 47 |
| Job Orders | 25 |
| Number job openings | 135 |

| HIRING EVENTS/JOB FAIRS | |
|-------------------------|-----|
| Events | 2 |
| Job Seekers attended | 208 |
| Known hires | 2 |



Mendocino County Workforce Investment Board
 631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

Policy No. 40

Personally Identifiable Information (PII)

PURPOSE

The purpose of this policy is to provide guidance to Mendocino County Workforce Development Board (WDB) service providers on compliance with the requirements of acquiring, handling, transmitting, and protecting Personally Identifiable Information (PII).

BACKGROUND

As part of their grant activities, WDB service providers may have in their possession large quantities of PII relating to individual program participants. The information is generally found in participant case files, both paper and electronic. Services Providers are required to take measures to mitigate the risks associated with the collection, storage, and dissemination of PII.

DEFINITIONS

For purposes of this policy, following are definitions of terms related to PII.

- PII - the Office of Management and Budget (OMB) defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual
- Sensitive Information – any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act.
- Protected PII and non-sensitive PII - the Department of Labor (DOL) has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the “risk of harm” that could result from the release of the PII:
 1. *Protected PII* is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers. Ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords.

2. *Non-Sensitive PII*, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

POLICY

Federal Law and the US Office of Management and Budget (OMB) policies require that PII and sensitive information be protected. To ensure compliance with Federal Law and Regulations, WDB service providers must secure the storage and transmission of PII and sensitive data developed, obtained, or otherwise associated with WDB funds.

In addition to the requirement above, all grantees must also comply with all of the following:

- To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc. must be encrypted using Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module.

(FIPS 140-2 is found at: <http://csrc.nist.gov/groups/STM/cmvp/standards.html>)

Service providers must not e-mail unencrypted sensitive or protected PII to any entity, including contractors.

- Service providers shall ensure that any PII used during the performance of their grant has been obtained in conformity with this policy and applicable Federal and State Laws governing confidentiality of information.
- Service providers further acknowledge that all PII data obtained through the provision of WIOA services shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using grantee issued equipment, managed Information Technology (IT) services, and designated locations approved by the WDB. Accessing, processing, and storing of WIOA grant PII data on personally owned equipment, at off-site locations (e.g. employee's home), and non-grantee managed IT services (e.g. Yahoo mail), is strictly prohibited.
- Service providers' employees and other personnel who will have access to sensitive confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and State laws.
- Service providers must have policies and procedures in place under which their employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they

must comply in their handling of such data as well as the fact that they may be liable to civil and criminal sanction for improper disclosure.

- Service providers must not extract information from data supplied for any purpose not stated in the memorandum of understanding (MOU).
- Access to any PII created by the WIOA grant must be restricted to only those employees of the service provider who need it in their official capacity to perform duties in connection with the scope of work in the MOU.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations.

A service provider's failure to comply with these requirements, or any improper use or disclosure of PII for an unauthorized purpose may result in termination or suspension of the WIOA grant, or the imposition of special conditions or restrictions, or such other actions as the WDB may deem necessary to protect the privacy of participants or the integrity of data.

PROCEDURES

Protected PII is the most sensitive information encountered by service providers and it is important to protect this information. Service Providers are required to protect PII and sensitive information when collecting, storing, and/or disposing of information as well. Outlined below are steps to be followed to help protect PII:

- Before collecting PII or sensitive information from participants, have participants sign releases acknowledging the use of PII for WIOA purposes only.
- When tracking individuals using an SSN, a truncated version should be used so that the full SSN does not display (***-**-1111 for example).
- When disposing of paper files containing PII, the documents shall be shredded. Any PII stored electronically shall be deleted using a secure manner.
- Records containing PII shall never be left unattended and computer terminals shall be password protected when a computer is left unattended for any length of time.
- Documents containing PII shall be locked in cabinets when not in use and at the end of each business day.
- Any perceived or suspected breach of PII either electronically or by other means shall be reported immediately to Debra Dockins, WIOA Administrator, who will report it to the US Department of Labor Employment and Training Administration (ETA) Information Security at ETA.CSIRT@dol.gov, (202) 693-3444.

Applicability

In addition to the imposition of these requirements on contracted service providers, WDB staff shall be held to the same standards stated herein.

| | | | |
|-----------------------|--|------------------------|--|
| Title | Personally Identifiable Information (PII) | | |
| Policy Number | 40 | Revision Number | |
| Effective Date | DRAFT | Revision Date | |
| References | TEGL 39-11; WIOA § 683.220; FIPS § 140-2 | | |
| Key Words | PII | | |
| Author | Jesse Vanvoorhis | | |
| Adopted Comm. | | Date: | |
| Adopted WIB | | Attest: | |



Mendocino County Workforce Investment Board
631 S. Orchard Ave., Ukiah, CA 95482 www.mendowib.org Ph (707) 467-5590 / Fax (707) 467-5592

POLICY NO. 39A **WIOA YOUTH PROGRAM**

PURPOSE

This policy provides guidance and establishes the procedures regarding the operation of Mendocino County Workforce Development Board's (WDB) Workforce Innovation and Opportunity Act (WIOA) Youth program.

BACKGROUND

WIOA was signed into law by President Obama on July 22, 2014, and the WIOA Youth program began July 1, 2015. WIOA Law section 129 introduces and reauthorizes the required elements of the WIOA Youth program.

WIOA Introduces key changes to the Youth program including new eligibility criteria for In-School and Out-of-School youth, a 75% Out-of-School Youth expenditure requirement, a 20% Work Experience minimum expenditure requirement, and new program elements.

POLICY & PROCEDURES

All youth will be determined eligible to the WIOA program as outlined in Mendocino County Workforce Development Board's Policy No. 30C Youth Eligibility, prior to receiving WIOA youth services.

Expenditure Requirements

- **Out-of-School Youth (OSY)** – WIOA shifts the primary focus of youth formula funds to support the educational and career success of OSY. At least 75% of the WIOA youth formula allocation must be spent on workforce investment activities for OSY, after subtracting funds spent on administrative costs.
- **Work Experience (WEX)** – WIOA places a priority on providing youth with occupational learning opportunities through WEX. At least 20% of the WIOA youth formula allocation must be spent on WEX. The WEX expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for In-School Youth (ISY) and OSY.

Youth Program Service Providers (PSPs) will be responsible for administering a youth program model that meets the requirements as described in the county's Request for Proposal (RFP) and county contracts. The youth program must include the required youth program elements as described under WIOA Law, Department of Labor (DOL) and Employment Development Department (EDD) guidance. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants.

- **Objective Assessment** - The PSP will assess the academic levels, skill levels, and service needs of each participant. Review of basic skills, occupational skills, prior ~~to~~ work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs, for the purpose of identifying appropriate services and career pathways for participants.
 - Except that a new Objective Assessment of a participant is not required if the PSP determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education training program.

The Objective Assessment must be documented as having been completed in the Management Information System (MIS). Literacy Numeracy testing to determine Basic Skills Deficiency must be completed within 60 days of the of the participant's first youth program service.

- **Individual Service Strategy (ISS)** - The PSP will develop an ISS for each participant that is directly linked to 1 or more of the indicators of performance as described in WIOA Law Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant, taking in to account the Objective Assessment results.
 - Except that a new ISS for a participant is not required if the PSP determines it is appropriate to use a recent ISS developed for the participant under another education or training program.

The ISS is the overall case strategy and plan for the youth. It is developed in partnership with the youth and changes over time. It is a living document that must be updated as activities change, achievements are made, and supportive services are issued or addressed.

The ISS is to be completed within 60 days of enrollment in ~~to~~ the Youth program. The ISS must be documented as having been completed in the MIS, and the original ISS with signatures of the participant, parent/s (if applicable), and case manager will be placed in the case file.

- **Case Management** - The case management component of the WIOA Youth program is conducted throughout the entirety of the youth's participation. From pre-application through follow-up, case management is essential to the success of WIOA service delivery. Case management activities consist of the following, but are not limited to:
 - Direct customer service - Orientation, pre-application, application, eligibility determination, objective assessment, ISS development, career planning, coordination of supportive services, referrals, job and work experience placement, outreach, and follow-up.
 - Monitoring and documenting eligibility, services, and outcomes - Accurate and timely data entry in to the MIS. Ensuring eligibility and documentation requirements are met according to the latest EDD Technical Assistance Guide (TAG) or DOL standards. Determining the appropriate time to exit a youth from program participation and monitoring program exits and performance outcomes.
 - Utilizing the WDB and PSP's policies and procedures for WIOA Youth program service delivery.
- **Follow-Up** - All youth participants must receive follow-up services for a minimum duration of 12 months after exit. The types of services provided must be determined based on the needs of the individual and therefore, the type of intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Program Elements

To support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the youth program shall provide elements consisting of all of the following:

1. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
7. Supportive services.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services for not less than 12 months after the completion of participation.
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

All 14 program elements must be available in the local area, but are not required to be provided to each participant. The PSP has the flexibility to determine what specific services a youth will receive based upon the youth's Objective Assessment and ISS.

Program elements may be available by leveraging resources from other partner programs or other community resources. Referrals to these resources should be made, as appropriate.

Work Experience (WEX)

WEX provides youth an invaluable opportunity to develop work place skills. Paid and unpaid WEX must include academic and occupational education and may include the program elements listed in #3 above.

The required academic and occupational education (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Youth formula funds may be used to pay wages and related benefits for WEX in the public, private, for-profit or non-profit sectors when the participant's Objective Assessment and ISS indicate that a WEX is appropriate. Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of WEX. Staff costs incurred for the functions and activities directly

serving participants may count as program costs (e.g., the development of an employer contract, work site visits, and case management).

Youth WEX participants may be assigned paid WEX positions ~~for up to 3 months and 240 hours in duration~~, with an hourly pay rate to be determined at the time of WEX assignment, which will be the employer's entry level wage for the similar position, but no less than State minimum wage and not to exceed \$15 per hour.

Youth WEX placements will be time-limited using the following criteria:

- Youth WEX Participants in On-The-Job Training (OJT) shall have a contract established with the OJT provider. All OJT contracts shall be limited to a period of time required for a participant to become proficient in the occupation for which the training is being provided, not to exceed 6 months under normal circumstances. In determining the appropriate length of the contract, consideration will be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. OJT contract time periods which exceed 6 months will need Workforce Development Board (WDB) Director review prior to approval, and any exceptions granted by the WDB Director will not exceed a total contract time period of 12 months.
- Youth WEX Participants in any Youth WEX Program which is not OJT shall have placements time-limited to 6 months or 480 hours in duration under normal circumstances. Exceptions to this time limit can be proposed to the WDB Director on an individual basis, allowing for a 6 month extension upon WDB Director approval.

Formatted: Bulleted + Level: 1 + Aligned at: 0.29" + Indent at: 0.54"

Formatted: Font: (Default) Arial, 10 pt

Comment [JVW1]: This is more strict than our OJT policy, which only has the preceding two sentences from this bullet.

Formatted: Underline

Incentives for reaching milestones during WEX participation may be issued and will not exceed \$100 per incentive issuance.

All minors under 18 years of age employed in the State of California must have a permit to work. [EC 49160; LC 1299] The Federal Fair Labor Standards Act also requires a certificate of age for working minors. The State Permit to Employ and Work ("Permit") is accepted as the Federal certificate [EC 49110, 49112, 49113, 49116]. A youth participant, under 18 years of age and assigned to WEX, must have a copy of his/her permit to work in the case file.

Workers' compensation benefits must be available for injuries suffered by the participant while performing WEX activities.

REFERENCES

Employment Development Department, Workforce Services Division, Workforce Service Directive ~~45-0316-01, Issued September 16, 2015~~

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 17-05, Issued February 17, 2006

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 33-12, Issued June 11, 2013

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 23-14, Issued March 26, 2015

Title 20 CFR WIOA Notice of Proposed Rulemaking (NPRM), Sections 681 - ~~681~~.681.650 and Section 683.280

WIOA Law Section 129

Mendocino County Workforce Development Board Policy No. 30C, Youth Eligibility

Mendocino County Workforce Development Board Policy No. 32B, Local Workforce Development Area Definitions

Mendocino County Workforce Development Board Policy No. 3A, On the Job Training

DEFINITIONS

Definitions pertaining to the WIOA Youth program can be found in Mendocino County Workforce Development Board Policy No. 32B, Local Workforce Development Area Definitions.

| | | | |
|-----------------------|---|------------------------|---|
| Title | WIOA Youth Program | | |
| Policy Number | 39 | Revision Number | <u>39A</u> |
| Effective Date | 10/1/2016 TBD | Revision Date | <u>01/30/2017</u> |
| Author | Kristen Lawson; <u>Jesse Vanvoorhis</u> | | |
| Adopted Comm. | Executive Committee TBD | Date: | 11/30/2016 TBD |
| Adopted WIB | 4/13/2016 TBD | Attest: | Debra Holmes <u>Dockins</u> |

| Administrative Budget PY 2016-17 Workforce Development Board 2nd Quarter Expenses | | | | | | | | | | | | | | | | |
|---|---------------------------------|-------------------------|-----------|-----------|-----------|-------------|--------------------|------------|------------|-------|-------|-------|--------|--------|--------|-----|
| Account String | Category | FY 2016-17 Budget | Oct Spent | Nov Spent | Dec Spent | 3mos. Spent | Prior Months Spent | Cumulative | Percentage | | | | | | | |
| 2239 | Salaries & Benefits Total | 289,966 | 12,652 | 9,717 | 4,286 | 26,655 | 46,459 | 73,114 | 49% | | | | | | | |
| | | 149,966 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | Program Administration | | | | | | | | | 1,186 | 1,602 | 553 | 3,341 | 17,029 | 20,370 | |
| | Program Staff | | | | | | | | | 8,253 | 6,066 | 2,068 | 16,387 | 13,782 | 30,169 | |
| | Fiscal Staff | | | | | | | | | 3,213 | 2,049 | 1,665 | 6,927 | 15,648 | 22,575 | |
| | Career Pathways Staff | 40,000 | | | | | | | | 1,842 | 1,750 | 4,738 | 8,330 | 3,314 | 11,644 | 29% |
| | Slingshot | | | | | | | | | 733 | 719 | 783 | 2,235 | 3,710 | 5,945 | |
| | CalFresh | | | | | | | | | 1,661 | 3,319 | 5,363 | 10,343 | - | 10,343 | |
| | ESE Sal & Ben | 100,000 | | | | | | | | 4,114 | 5,720 | 4,835 | 14,669 | 20,512 | 35,181 | 35% |
| | | | | | | | | | | | | | | | | |
| | 2101 Work. Comp / UI / Gen Liab | 10,026 | | | | | | | | | | | - | 84 | 84 | 1% |
| | 2060 Communications | 350 | | | | | | | | | | | - | - | - | 0% |
| | 2150 Memberships | 1,850 | | | | | | | | | | | - | 1,000 | 1,000 | 54% |
| | 2170 Office Expense | 3,600 | | | | | | | | 54 | 164 | 109 | 327 | 957 | 1,284 | 36% |
| | 2182 Data Processing Services | 6,000 | | | | | | | | | | | - | - | - | 0% |
| | 2187 Education and Training | 4,550 | | | | | | | | | 278 | | 278 | - | 278 | 6% |
| | 2190 Publications/Legal Notice | 800 | | | | | | | | | | | - | - | - | 0% |
| | 2210 Rents and Leases | 13,000 | | | | | | | | 2,725 | 418 | | 3,143 | - | 3,143 | |
| | 2250 Travel (In County) | 700 | | | | | | | | | 22 | | 22 | 25 | 47 | 7% |
| | 2253 Travel (Out of County) | 10,400 | | | | | | | | | 1,414 | | 1,414 | 51 | 1,465 | 14% |
| | 4370 Equipment | - | | | | | | | | | | | - | - | - | |
| Indirect Costs Rate (ICR) | 25,494 | 2,151 | 1,652 | 729 | 4,531 | 7,898 | 12,429 | 49% | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Subtotal Other than Sal & Ben | 76,770 | 4,930 | 3,947 | 838 | 9,715 | 10,015 | 19,730 | 26% | | | | | | | | |
| Accrued | - | - | - | - | - | - | - | - | | | | | | | | |
| Subtotal: | 226,736 | 17,582 | 13,664 | 5,124 | 36,370 | 56,474 | 92,844 | 41% | | | | | | | | |
| | | | | | 36,370 | 56,474 | 92,844 | | | | | | | | | |
| PY 15-16 Expenses | 201,242 | 17,582 | 13,664 | 5,124 | 36,370 | 56,474 | 92,844 | 41% | | | | | | | | |
| PY 15-16 Income* | 105,430 | | | | | | | | | | | | | | | |
| WIA - Administrative Revenues | 83,810 | | | | - | - | - | | | | | | | | | |
| WIA - Revenues from Program Activities | 21,620 | - | - | - | - | - | - | | | | | | | | | |
| County Contribution | 95,812 | - | - | - | | - | - | | | | | | | | | |
| Career Pathways | | - | (1,842) | (1,750) | (4,738) | (8,330) | (3,314) | (11,644) | (11,644) | | | | | | | |
| Other Carrer Pathways Expenses | | (new year disburse 500) | (893) | (384) | | (1,277) | - | (1,277) | (1,277) | | | | | | | |
| | | | (2,735) | (2,134) | (4,738) | (9,607) | (3,314) | (12,921) | (12,921) | | | | | | | |
| Board Exp plus Safeway | | | - | - | - | - | - | - | | | | | | | | |
| Slingshot | | | (733) | (719) | (783) | (2,235) | (3,710) | (5,945) | | | | | | | | |
| Total Slingshot including ICR + Rent | | 156,000 | (1,290) | (587) | (947) | (2,825) | (4,489) | (7,314) | 148,686 | | | | | | | |
| ESE + rent | | 100,000 | (5,884) | (6,197) | (4,835) | (16,916) | (20,512) | (37,428) | 62,572 | | | | | | | |
| Cal Fresh (FS) +rent | | 100,000 | (1,776) | (3,500) | (5,363) | (10,639) | - | (10,639) | 89,361 | | | | | | | |

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Adult and Dislocated Workers Programs

| Adult - 201/202 | | Accrued Expenses | | | | |
|-----------------|---|-------------------|-------------------|-------------------|-------------------|-----------------|
| | | Actual 1st Qtr | Actual 2nd Qtr | Actual 3rd Qtr | Actual 4th Qtr | Actual Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 11,268 | 15,028 | | | 26,296 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | 14,096 | 16,987 | | | 31,083 |
| | Support Services | 0 | 0 | | | 0 |
| | <u>Total Direct Participant Costs</u> | 14,096 | 16,987 | 0 | 0 | 31,083 |
| | <u>Total Other Program Expenses</u> (facilities, Supplies, Travel, Ins., Indirect, Etc.) | 19,364 | 9,898 | | | 29,262 |
| Total Expenses | | 44,728 | 41,913 | 0 | 0 | 86,641 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 195,760 | | | | |
| | 2015-2016 Carry Forward | 17,967 | | | | |
| | <u>Total Contract Amount</u> | <u>213,727</u> | | | | |
| Total Revenue | | 213,727 | | | | |
| | REMAINING CONTRACT AMOUNT | 127,086 | | | | |

| DW 501/502 | | Accrued Expenses | | | | |
|----------------|---|-------------------|-------------------|-------------------|-------------------|-----------------|
| | | Actual 1st Qtr | Actual 2nd Qtr | Actual 3rd Qtr | Actual 4th Qtr | Actual Total |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 11,514 | 15,929 | | | 27,443 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | 10,884 | 10,782 | | | 21,666 |
| | Support Services | 0 | 0 | | | 0 |
| | <u>Total Direct Participant Costs</u> | 10,884 | 10,782 | 0 | 0 | 21,666 |
| | <u>Total Other Program Expenses</u> (facilities, Supplies, Travel, Ins., Indirect, Etc.) | 19,699 | 10,116 | | | 29,815 |
| Total Expenses | | 42,097 | 36,827 | 0 | 0 | 78,924 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 195,665 | | | | |
| | 2015-2016 Carry Forward | 35,660 | | | | |
| | <u>Total Contract Amount</u> | <u>231,325</u> | | | | |
| Total Revenue | | 231,325 | | | | |
| | REMAINING CONTRACT AMOUNT | 152,401 | | | | |

Mendocino Private Industry Council, Inc.
2016-17 Program Year
WIOA Rapid Response and Layoff Aversion Programs

| Response - 540/541/Layoff Aversion292/293 Com | | Accrued Expenses | | | | Actual Total |
|---|---|-------------------|-------------------|-------------------|-------------------|-----------------|
| | | Actual 1st Qtr | Actual 2nd Qtr | Actual 3rd Qtr | Actual 4th Qtr | |
| Expenses | | | | | | |
| | <u>Payroll Exp-Staff</u> | 6,745 | 15,985 | | | 22,730 |
| | <u>Direct Participant Costs</u> | | | | | |
| | Training/OJT | | | | | 0 |
| | Support Services | | | | | 0 |
| | <u>Total Direct Participant Costs</u> | | | | | 0 |
| | <u>Total Other Program Expenses</u> | 10,566 | 9,273 | | | 19,839 |
| | <u>(facilities, Supplies, Travel, Ins., Indirect, Etc.)</u> | | | | | |
| Total Expenses | | 17,311 | 25,258 | 0 | 0 | 42,569 |
| Revenue | | | | | | |
| | 2016-2017 WIOA Allocation | 151,912 | | | | |
| | 2015-2016 Carry Forward | 1,274 | | | | |
| | <u>Total Contract Amount</u> | <u>153,186</u> | | | | |
| Total Revenue | | 153,186 | | | | |
| | REMAINING CONTRACT AMOUNT | 110,617 | | | | |

| Combined 201 & 501 | | Training Expenses | | | |
|---------------------------------|---------|-------------------|--------|----------------|------------------|
| | | | Obs | Actual + QB | Over/ (under) |
| | Budget | Actual | QB | QB | (under) |
| 6305 · Training/Tuition 2015-16 | 47,079 | 0 | 0 | 0 | (47,079) |
| 6305 · Training/Tuition 2016-17 | 88,399 | 102,003 | 15,516 | 117,519 | 29,120 |
| Leverage | 44,200 | 18,415 | 0 | 18,415 | (25,785) |
| | 179,678 | 120,418 | 15,516 | 135,934 | (43,744) |

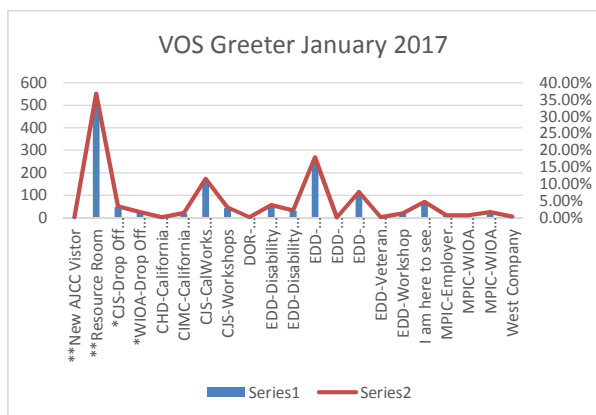
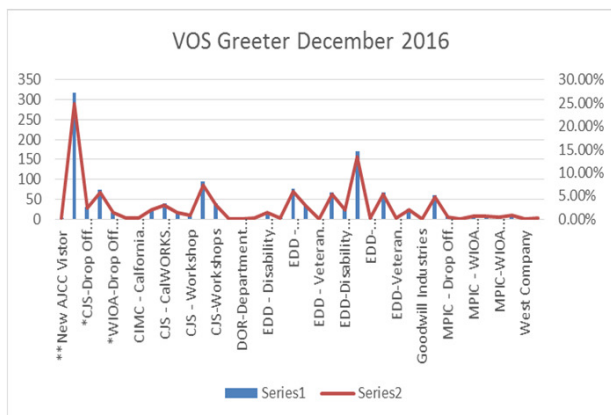
| Proj List | Actual + Proj QB | Over/ (under) |
|--------------|---------------------|------------------|
| 0 | 0 | (47,079) |
| 62,697 | 180,216 | 91,817 |
| 0 | 0 | (44,200) |
| 62,697 | 180,216 | 538 |

| Mendocino Workforce Development Board Program Report | | | | | | |
|---|--------------|--------|----------|-----------|--------|----------|
| Adult and Dislocated Worker Programs | | | | | | |
| Total Enrollments for PY 16-17 | Planned | Actual | Attained | Planned | Actual | Attained |
| | ADULT | | | DW | | |
| Carried in Participants from PY 15-16 | | 30 | | | 11 | |
| Enrolled Participants (new and carry-in) | 49 | 46 | 94% | 49 | 20 | 41% |
| Participants Exited to date | | 13 | | | 4 | |
| Closed Not Exited | | 2 | | | 0 | |
| Current Active Participants | | 33 | | | 13 | |
| PROGRAM SERVICES | | | | | | |
| Unique Participants receiving Basic and/or Individualized Career Services | 49 | 42 | 86% | 49 | 18 | 31% |
| Training Services (funded and non funded) | 30 | 35 | 113% | 30 | 12 | 37% |
| *1 participant received 2 training services | | | | | | |
| EXIT STATUS | | | | | | |
| Total Exiters | 29 | 13 | 45% | 29 | 4 | 14% |
| Entered Employment | | 11 | 85% | | 3 | 75% |
| Training-related | | 7 | 54% | | 0 | 0% |
| Exclusionary Exit | | 0 | | | 0 | |
| Exited for Other Reasons | | 2 | | | 1 | |

| Follow-up 2016-2017 | | | | | | | | |
|---------------------------|------|-----|-------|--------------|-------|-----|------|--------------|
| Adults | July | Aug | Sept | 1 QTR | Oct | Nov | Dec | 2 QTR |
| Follow-up | 22 | | | | 18 | | | |
| Adults | Jan | Feb | March | 3 QTR | April | May | June | 4 QTR |
| Follow-up | | | | | | | | |
| Dislocated Workers | July | Aug | Sept | 1 QTR | Oct | Nov | Dec | 2 QTR |
| Follow-up | 20 | | | | 18 | | | |
| Dislocated Workers | Jan | Feb | March | 3 QTR | April | May | June | 4 QTR |
| Follow-up | | | | | | | | |

| BUSINESS SERVICES | |
|---------------------|-----|
| Employer Contacts | 90 |
| Services Provided | 92 |
| Job Orders | 44 |
| Number job openings | 166 |

| HIRING EVENTS/JOB FAIRS | |
|-------------------------|---|
| Events | 2 |
| Job Seekers attended | 8 |
| Known hires | 3 |





Redwood Community Services, Inc
WIOA Youth Services Grant Fiscal Report
July 2016 - December 2016

| | Q2 FY1617 | | Total Expense October 2016 - December 2016 | Total Expense July 2016 - September 2016 | Total Expense YTD 2016/2017 | 2016/2017 Budget Amount | 2016/2017 Budget Remaining |
|---|--------------------|---------------------------|---|---|--------------------------------------|-------------------------------|----------------------------------|
| | In School Youth | Out of School Youth | | | | | |
| Staff Wages | - | 23,012 | 23,012 | 24,318 | 47,330 | 103,596 | 56,266 |
| Staff Benefits | - | 2,756 | 2,756 | 2,985 | 5,741 | 22,791 | 17,050 |
| WEX - Staff/Youth Wages/Benefits | - | 14,177 | 14,177 | 11,729 | 25,906 | 56,899 | 30,993 |
| Internships | - | - | - | - | - | - | 0 |
| Training (Tuitons, Literacy Skills, OJT, etc) | - | 70 | 70 | 88 | 158 | 6,000 | 5,842 |
| Support Services (Bus Passes, etc) | - | 1,278 | 1,278 | 325 | 1,603 | 15,000 | 13,397 |
| Advertising | - | - | - | - | - | 1,800 | 1,800 |
| Copying/Printing | - | - | - | - | - | 250 | 250 |
| Equipment Maintenance/Contracts/Leases | - | 75 | 75 | 385 | 460 | 3,000 | 2,540 |
| Occupancy / Maintenance | - | 2,817 | 2,817 | 1,696 | 4,513 | 8,000 | 3,487 |
| Dues and Subscriptions | - | - | - | - | - | 900 | 900 |
| Insurance Expense | - | 75 | 75 | 75 | 150 | 500 | 350 |
| Misc Admin Expense | - | 5 | 5 | 216 | 221 | - | (221) |
| Postage | - | - | - | - | - | 100 | 100 |
| Professional Fees - Consultant | - | - | - | - | - | - | 0 |
| Staff Training / Conferences | - | 2,227 | 2,227 | 141 | 2,368 | 3,375 | 1,007 |
| Mileage/Travel | - | 1,754 | 1,754 | 247 | 2,001 | 6,400 | 4,399 |
| Office Supplies | - | 1,368 | 1,368 | 565 | 1,933 | 2,000 | 67 |
| Telephone / Communications | - | 869 | 869 | 566 | 1,435 | 3,600 | 2,165 |
| Utilities | - | 260 | 260 | 181 | 441 | 1,000 | 559 |
| Indirect Costs | - | 5,074 | 5,074 | 4,355 | 9,429 | 23,521 | 14,092 |
| Total Expense | - | 55,818 | 55,818 | 47,872 | 103,690 | 258,732 | 155,042 |
| Percentage of Expenses | 0% | 117% | | | | | |

RCS YOUTH EMPLOYMENT SERVICES
SECOND QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

| Youth Enrollments | 2nd Quarter | Year to Date | Program Goal | % of Goal |
|--|------------------------|-------------------------|-------------------------|------------------|
| Total Youth Participants 2016-2017 | - | 25 | 35 | 71% |
| New Enrollments | 4 | 4 | | |
| Active Enrollments | 9 | | | |
| In Follow-Up Services | 7 | | | |
| Closed | 6 | | | |
| Closed for Exclusion Reasons | 3 | | | |
| Total Participants Served in the Quarter | 25 | | | |

Financial / Expenditure Requirements

| | | | | |
|---|-----------|------------|------------|------|
| Work Experience (20% expenditure requirement) | \$ 14,177 | \$ 25,906 | \$ 56,899 | 46% |
| Out of School Youth Expenditure | \$ 55,818 | \$ 103,690 | 75% | 100% |
| Total Youth Funds Expended | \$ 55,818 | \$ 103,690 | \$ 258,732 | 40% |

Characteristics/Barriers of Youth Currently Served at Enrollment

| | | |
|---|----|----|
| Homeless | 3 | 7 |
| Pregnant or Parenting | 7 | 9 |
| Tested under the 9th grade level in Reading, Language or Math | 9 | 12 |
| Foster Child | 4 | 7 |
| Have a Disability | 4 | 4 |
| Offender | 3 | 3 |
| English Language Learner | 0 | 0 |
| Low Income | 13 | 23 |
| High School Drop Out | 4 | 4 |

Enrollment of Program Elements

| | | |
|--|----|----|
| Tutoring, Study Skills Training | 7 | 9 |
| Alternative Secondary School Services and Dropout Recovery Services | 0 | 0 |
| Work Experience (including paid & unpaid, OJT, internships, and job shadowing) | 3 | 8 |
| Occupational Skills Training | 7 | 11 |
| Education offered related to Workforce Preparation Activities and Training | 0 | 0 |
| Leadership Development Opportunities | 1 | 4 |
| Supportive Services (interview & work attire, transportation, books, etc.) | 23 | 53 |
| Adult Mentoring | 0 | 0 |
| Follow-up Services | 2 | 5 |
| Comprehensive Guidance & Counseling | 1 | 1 |
| Financial Literacy Education | 0 | 0 |
| Entrepreneurial Skills Training | 0 | 0 |
| Career Awareness, Counseling, and Exploration Services | 3 | 3 |
| Preparation for Transition to Post-Secondary Education or Training | 0 | 0 |

RCS YOUTH EMPLOYMENT SERVICES

SECOND QUARTER OF FISCAL YEAR 2016-2017 SUMMARY OF ENROLLMENTS

Recruitments

RCS's WIOA Youth Program staff have been actively recruiting out-of-school youth, ages 16 - 24, to enroll in to the program. As of January 30th, 2017 we have 5 youth completing the enrollment process and should begin participation within the next few weeks. Based on the information gathered during their screening process, all 5 youth have the potential to be work experience participants.

Program Elements

The RCS WIOA Youth Program staff has recently attended the CalJOBS User Group training and the California Workforce Association Annual Youth Conference. During both conferences, some details were provided regarding the new and revised WIOA Youth Program Elements. Ideas for implementing the elements were shared by other counties and resources have been gathered. RCS's WIOA staff are currently reviewing all of the WIOA Program Elements currently offered by RCS and those that are provided via referrals to partner agencies. We are looking forward to being able to provide even more comprehensive services to our participants.