



Mission

“Be a leader in the development of a quality workforce that meets the needs of the business community.”

Vision

“Through partnerships create a thriving Business Community with quality jobs, skills, wages and lifelong learning.”

Better Skills... Better Jobs... Better Economy.

Please RSVP and arrive promptly at 12:00 for the meeting and a working lunch.

An option for lunch is available with an RSVP.

Meeting of the Mother Lode Workforce Investment Board

Thursday, May 15, 2014 (12:00 – 2:00 p.m.)

This meeting will be held at:

Mother Lode Job Training Career Center

19890 Cedar Road North
Sonora CA 95370
(209)588-1150

For reasonable accommodation in order to participate in the meeting please contact Leslie Hunt at (209)533-3396 at least 72 hours in advance of the meeting CRS711.

A G E N D A

➤ **CALL TO ORDER AND ROLL CALL**

➤ **PUBLIC COMMENT**

The Mother Lode Workforce Investment Board welcomes public comments. A member of the public may comment on agenda items or any item that is within the subject matter jurisdiction of the WIB, even though subject matter may not be on the agenda. The WIB Chair will limit the time allocated to each individual public speaker to a maximum of five (5) minutes.

➤ **CONSENT ITEMS**

C1: Acceptance of February 20, 2014 minutes of the Mother Lode Workforce Investment Board Meeting

C2: Acceptance of the report of service level, participation & expenditure performance for PY2013-14 period ending March 31, 2014

➤ **MEMBERSHIP**

Update on Mother Lode Workforce Investment Board membership: WIB/LEO Agreement, section 2 C: *“The Board shall appoint members to the WIB in accordance with Section 117 of the Act.”*

| | |
|-----------------------------------|----------------------------------|
| M1: New Members | Taylor Newton Michelle Clark |
| M2: Term Extensions | Sue Westgate Heather Farris |
| M3: Resignations | Michie Anderson |
| M4: Current WIB Membership Status | 25 of 29 seated; 4 vacant seats. |
| M5: Form 700 and Ethics Training | |

➤ **ACTION ITEMS**

A1: Career Pathways Project Planning
A2: PY13/14 Budget Adjustment
A3: PY14/15 Budget Development
A4: Strategic plan progress report and action related to plan
A5: Executive Director’s Report

INFORMATION ITEMS

I1: Partner Presentation
I2: 2014 Meeting Calendar

➤ **NEXT MEETINGS**

1. Mother Lode WIB Youth Council – Wednesday, June 18, 2014
2. Mother Lode Board of Directors – Monday, July 21, 2014
3. Mother Lode Workforce Investment Board – Thursday, August 21, 2014

➤ **ADJOURN**

ATTACHMENTS:

- C1: Minutes of the February 20, 2014 meeting of the MLWIB
- C2: MLJT service level, participation & expenditure performance for PY2013-14 period ending March 31, 2014
- M: Membership of the Mother Lode Workforce Investment Board
- A1: Career Pathways Project Planning
- A2: PY13/14 Budget Adjustment
- A3: PY14/15 Budget Development
- A4: Strategic plan progress report and action related to plan
- A5: Executive Director's Report
- I1: Partner Presentation
- I2: 2014 Meeting Calendar

| | | |
|-----|------------------------------|----------------------------------|
| M3: | Resignations | None |
| M4: | WIB Membership Status | 24 of 29 seated; 5 vacant seats. |
| M5: | Form 700 and Ethics Training | |

➤ **ACTION ITEMS**

A1: Election of Officers.

J. Dickason shared that the current chair L. Bridges has agreed to continue for an additional term and that L. Nolte as agreed to be vice-chair. Nominations from the floor were opened. A motion by J. Dickason to close nominations and accept the slate of officers as presented with a second by T. Hildebrand. The motion carried 10 ayes, 0 nays, 14 absent and 1 abstention by J. Dickason.

A2: Incumbent Worker Training Policy.

J. Dickason discussed the benefits and need for an incumbent worker training policy and distributed a brochure prepared by staff describing this service. Motion by T. Hildebrand and second by D. Rockwood to establish an incumbent worker services policy as presented in the agenda. Motion carried 10 ayes, 0 nays, 14 absent and 1 abstention by J. Dickason.

A3: Provide for input by the MLWIB supporting a PY13/14 Budget Adjustment and PY14/15 Budget Development.

J. Dickason described the MLJT budget process and the need for a PY13/14 budget adjustment to provide for changes in resources and requirements during the program year, as well as the development of the PY14/15 budget. J. Dickason asked for volunteers to sit on a budget committee to advise staff regarding these budgets. L. Bridges accepted volunteers and established a committee composed of C. Gomez, T. Hildebrand, L. Bridges, L. Nolte, M. McCoy, and J. Dickason. The committee was scheduled to meet on Thursday, March 20, 2014.

A4: Acceptance of the MLWIB Youth Council Report.

D. Rockwood provided the MLWIB with a summary of the December 18, 2014 Youth Council meeting and described the agenda and ensuing discussion. M. McCoy discussed representation of Sonora Schools and volunteered to provide a representative with connection to Career Technical Education programs. J. Dickason discussed the need to release a Youth Services request for qualifications and sought input from members regarding member preferences on the process and was directed to advertise the request for proposals using local media within the four counties of the ML Consortia. A motion was made by T. Hildebrand to accept the Youth Council Report as presented with a

second by C. Gomez. Motion carried 10 ayes, 0 nays, 14 absent and 1 abstention by J. Dickason.

- A5: Acceptance of Strategic Plan Progress Report and action related to the plan.

J. Dickason provided a summary of action to date related to the implementation of the MLWIB strategic plan, provided hand-outs of products that were generated and recognitions for outstanding contributions by partners and staff. A motion to accept the progress report was made by J. Woods with a second by T. Hildebrand. The motion carried 10 ayes, 0 nays, 14 absent and 1 abstention by J. Dickason.

- A6: Acceptance of the Executive Directors Report.

J. Dickason presented a progress report for Mother Lode Job Training, highlighted significant items, partner and staff contributions and accepted questions. A motion was made to accept the report by T. Hildebrand with a second by M. McCoy. The motion carried 10 ayes, 0 nays, 14 absent and 1 abstention by J. Dickason.

➤ INFORMATION ITEMS

- I1: Partner presentation by Mother Lode Job Training
M. J. Erickson, K. Puccio, V. Long and E. Linehan presented information regarding programs and services provided by Mother Lode Job Training and accepted questions.
- I2: 2014 Meeting Calendar
L. Hunt presented the 2014 meeting schedule and calendar of the Mother Lode Workforce Investment Board, Board of Directors and Youth Council.

➤ NEXT MEETINGS

1. Mother Lode WIB Youth Council - Wednesday, December 17, 2013
2. Mother Lode Board of Directors - Monday, January 27, 2013
3. Mother Lode Workforce Investment Board - Thursday, February 20, 2014

➤ ADJOURN

Motion by T. Hildebrand and second by D. Rockwood to adjourn the meeting at 1:55 p.m., motion carried 11 ayes, 0 nays and 14 absent.

**C2: Acceptance of the PY13/14 Service Level, Participation & Expenditure
 Report for the period July 1, 2013 to March 31, 2014**

SERVICE LEVEL PERFORMANCE

PY2013-14 (July 1, 2013 to June 30, 2014) performance against service level goals for the first three quarters of the program year, period ending March 31, 2014, is as follows:

| CUSTOMER TRAFFIC Job Connection Center | PY12/13 First 3 Quarters | | PY13/14 for the First 3 Quarters (Ending March 31) | | | | |
|---|-----------------------------|---------------|--|--------------|-------------|---------------------|-------------------|
| | Unique Customers | Total Visits | Unique Customers | Total Visits | Return Rate | Ave. Visits / Month | Ave. Visits / Day |
| JCA | 778 | 2,193 | 603 | 1,559 | 2.6 | 173 | 9 |
| JCC | 644 | 1,874 | 470 | 1,465 | 3.1 | 163 | 9 |
| JCM | 497 | 1,717 | 453 | 1,375 | 3.0 | 153 | 8 |
| JCT | 2,031 | 5,067 | 1,382 | 3,774 | 2.7 | 419 | 23 |
| Total | 3,950 | 10,851 | 2,908 | 8,173 | 2.8 | 908 | 50 |

The unduplicated count of unique customers served during the first three quarters of the program year was 2,908. Total customer visits were 8,173. This breaks down into 908 customer visits each month or 50 customers each business day, and a return rate of 2.8 visits per individual. In comparison, for the same period last year the average numbers of customer visits each month was 1,206 or 66 customers each business day, and the return rate was 2.7 visits per individual. Total customer traffic is reduced about 25% in comparison to the same period in the previous year.

WIA ENROLLMENTS

As part of the annual planning and budgeting process Mother Lode Job Training in consultation with Mother Lode Workforce Investment Board and Board of Directors established service level targets. Performance against these targets is described in the table, below.

| SERVICE LEVELS | ACTUAL | GOAL | ACTUAL | PERCENT |
|----------------------------------|---------|---------|-----------|---------|
| (counts may not be unique) | PY12/13 | PY13/14 | (3/31/14) | GOAL |
| Adult Program | 123 | 158 | 160 | 101% |
| - Training | 38 | 47 | 51 | 109% |
| Dislocated Worker Program | 164 | 195 | 123 | 63% |
| - Training | 75 | 56 | 56 | 100% |
| DW Additional Assistance Grant | 113 | n/a | n/a | |
| - Training | 47 | n/a | n/a | |
| Youth Program (unique customers) | 49 | 71 | 57 | 80% |
| - In-School | 34 | 48 | 36 | 75% |
| - Out-of-School | 15 | 23 | 21 | 91% |

As of the end of March a total of 160 participants were enrolled into the Adult program, 123 participants into the Dislocated Worker program, and 57 participants

were enrolled into the Youth program. These counts are not unique as participants may be enrolled into more than one funding stream.

| TRAINING ENGAGEMENT | | | |
|----------------------------|-------------|---------------|-----------------|
| PY13-14 | Plan | Actual | (%) Plan |
| JCA | 23 | 19 | 83% |
| JCC | 28 | 10 | 36% |
| JCM | 11 | 11 | 100% |
| JCT | 40 | 38 | 95% |
| Total | 102 | 78 | 77% |

While meeting service level targets is important, a primary staff priority is loading available training slots and achievement of expenditure goals related to training engagement. Based on budgeted training resources for the Adult and Dislocated Worker programs, a goal of 102 training slots was established. Included within total are 32 slots for on-the-job training (OJT).

As of March 31, 2014, three quarters of the program year, 78 unique participants were engaged in training including 13 individuals engaged in OJT. The list of MLWIB Scholarship funded trainings includes but isn't limited to:

| Field of Study | Paid | Obligated | Total | CCA | CCC | CCM | CCT | Total |
|---------------------------|-------------------|------------------|-------------------|------------|------------|------------|------------|--------------|
| Auto Mechanic | | 9,795.00 | 9,795.00 | 0 | 1 | 0 | 0 | 1 |
| Culinary | 3,634.50 | | 3,634.50 | 0 | 1 | 0 | 0 | 1 |
| E.M.T. | 3,495.00 | | 3,495.00 | 0 | 0 | 0 | 1 | 1 |
| Electrician | | 5,800.00 | 5,800.00 | 0 | 1 | 0 | 0 | 1 |
| *Forklift License | 1,250.00 | | 1,250.00 | 0 | 5 | 0 | 0 | 5 |
| General Study | 3,732.78 | 4,482.34 | 8,215.12 | 2 | 0 | 0 | 20 | 22 |
| Heavy Equip. Operator | 8,380.00 | | 8,380.00 | 0 | 0 | 0 | 1 | 1 |
| Horseshoeing | 4,500.00 | | 4,500.00 | 0 | 0 | 1 | 0 | 1 |
| HR Professional | | 1,795.00 | 1,795.00 | 1 | 0 | 0 | 0 | 1 |
| HVAC | 5,335.00 | | 5,335.00 | 0 | 0 | 0 | 1 | 1 |
| Information Technology | | 6,360.00 | 6,360.00 | 0 | 0 | 0 | 1 | 1 |
| Lineman | 12,000.00 | | 12,000.00 | 0 | 0 | 0 | 2 | 2 |
| *Medical Assistant | 4,947.24 | | 4,947.24 | 2 | 0 | 1 | 1 | 4 |
| Medical Assistant | 7,000.00 | 6,875.00 | 13,875.00 | 1 | 0 | 1 | 0 | 2 |
| *Medical Billing & Coding | 1,995.00 | | 1,995.00 | 0 | 0 | 1 | 0 | 1 |
| Medical (General) | | 450.00 | 450.00 | 1 | 0 | 0 | 0 | 1 |
| *Phlebotomy | 2,895.00 | | 2,895.00 | 0 | 0 | 0 | 1 | 1 |
| Phlebotomy | 5,835.00 | | 5,835.00 | 0 | 0 | 0 | 2 | 2 |
| Solar Power Professional | 1,895.00 | | 1,895.00 | 0 | 0 | 1 | 0 | 1 |
| *Truck Driver | 31,363.75 | | 31,363.75 | 3 | 2 | 1 | 1 | 7 |
| Truck Driver | 19,424.75 | 32,499.50 | 51,924.25 | 6 | 0 | 1 | 4 | 11 |
| Tractor Trailer Operator | 12,586.50 | 12,893.50 | 25,480.00 | 0 | 2 | 2 | 2 | 6 |
| Veterinary Assistant | 2,245.00 | | 2,245.00 | 0 | 0 | 1 | 0 | 1 |
| Video | 950.00 | | 950.00 | 0 | 0 | 0 | 1 | 1 |
| Welding | 14,108.49 | | 14,108.49 | 1 | 0 | 1 | 0 | 2 |
| *Other | | 13,675.00 | 13,675.00 | 2 | 0 | 0 | 0 | 2 |
| TOTALS | 143,938.51 | 84,830.34 | 228,768.85 | 19 | 10 | 11 | 38 | 78 |

* Training was prior to implementation of WIB Scholarship Application in September 2013

| | | | | | | |
|--|-----------|---|---|---|---|----|
| | 39,555.99 | 5 | 7 | 3 | 2 | 17 |
|--|-----------|---|---|---|---|----|

| EMPLOYER SERVICES | | | | |
|------------------------------|---|---------------------------------------|-----------------------------------|------------|
| PY13-14 (Jun-Mar) | Unique Employers Contacted | Employers Added to VOS | Jobs Posted to VOS | OJT |
| JCA | 124 | 29 | 116 | 0 |
| JCC | 82 | 24 | 68 | 9 |
| JCM | 102 | 8 | 15 | 1 |
| JCT | 117 | 63 | 108 | 3 |
| Total | 425 | 124 | 307 | 13 |

Outreach and expanding services for employers is also a staff priority. Metrics were created last year to measure this work. These metrics include the number of unique employers contacted and offered services, the number of new

employers added to the Geo VOS (Virtual One-Stop) labor exchange system, the number of new jobs posted to Geo VOS, and the number of On-the-Job Training contracts written with employers. Staff is assigned to this work and each office is reporting on their progress. The MLBOD and MLWIB approved an incumbent worker training policy at their January and February meetings, respectfully. To date one application has been received and no incumbent worker training contracts have been funded.

EXPENDITURE (July 1, 2013 to March 31, 2014)

The report shows expenditure for July 1, 2013 to March 31, 2014 which is three quarters of the budget year.

| MOTHER LODE JOB TRAINING WIA EXPENDITURE | ACTUAL PY12/13 | BUDGET PY13/14 | ACTUAL 3/31/14 | PERCENT BUDGET |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Adult Program | 480,490 | 523,409 | 341,202 | 65% |
| Dislocated Worker Program | 547,127 | 607,398 | 463,364 | 76% |
| Rapid Response | 327,439 | 398,315 | 264,049 | 66% |
| Dislocated Worker Additional Assist - 10/11 | 6,628 | n/a | | |
| Dislocated Worker Additional Assist - 11/12 | 385,152 | n/a | | |
| Regional Economic Impact NEG | 26,349 | n/a | | |
| Youth Program | 413,595 | 514,728 | 420,224 | 82% |
| - <i>In-School Youth</i> | 218,418 | 283,100 | | |
| - <i>Out-of-School Youth</i> | 195,177 | 231,628 | | |

At this point the expenditure of Dislocated Worker funds is on pace, Rapid Response and Adult fund expenditure is below plan, and Youth expenditure is running above pace. This imbalance is reflective of the strategies employed during the first quarter to address sequestration of funds, and efforts to reserve Adult carry-in funds to address training set-a-side expenditure requirements. Youth expenditure reflects staff activity and youth engagement in work experience during the summer and fall. We are working to bring Adult expenditure up, meet training expenditure requirements, and reduce the rate of Youth expenditure.

CUSTOMER SATISFACTION

Each quarter a random survey of customers is completed by each Career Center. The cumulative survey, below, shows a high level of satisfaction with services among the customers surveyed. Job search assistance continues to be the primary reason that customers come into the Career Centers although significant numbers of customers do take advantage of other services.

| PY2013-14 (July 1, 2013 to March 31, 2014) | On a Satisfaction Scale of 10 to 1 with 10 being very satisfied. | | | | | | | | | | |
|--|--|----|----|----|---|---|---|---|---|---|------------|
| Customer Satisfaction Survey (Cumulative Year-End) | Satisfied ←-----→ Dis-satisfied | | | | | | | | | | Overall |
| No. of Responses: 183 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| How satisfied were you with services? | 119 | 29 | 26 | 5 | 2 | 1 | 1 | 0 | 0 | 0 | 94% |
| To what extent did services meet your expectations? | 97 | 28 | 32 | 16 | 6 | 3 | 0 | 1 | 0 | 0 | 90% |
| How well do services compare with an ideal set of services? | 92 | 40 | 30 | 13 | 5 | 2 | 0 | 1 | 0 | 0 | 90% |
| How likely would you be to recommend services to others? | 137 | 26 | 13 | 5 | 2 | 0 | 0 | 0 | 0 | 0 | 96% |
| Career Center was easily accessible and staff welcoming? | 140 | 27 | 12 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 96% |
| Staff members were knowledgeable and helpful? | 137 | 25 | 15 | 2 | 3 | 0 | 1 | 0 | 0 | 0 | 96% |
| Services needed were provided in a timely manner? | 129 | 33 | 11 | 5 | 4 | 0 | 0 | 0 | 0 | 1 | 95% |
| OVERALL SATISFACTION: (100% Possible with all questions equally weighted) | | | | | | | | | | | 94% |

| Type of Assistance: | | |
|----------------------------|------------|-------------|
| Job Search | 128 | 67% |
| Cal JOBS | 34 | 18% |
| Resume Development | 54 | 28% |
| Office Equipment Support | 66 | 35% |
| Telephones | 32 | 17% |
| Resource Information | 66 | 35% |
| Other: | 23 | 12% |
| Total | 113 | 100% |

| Age: | | |
|-----------------|------------|-------------|
| 14-17 | 5 | 3% |
| 18-21 | 15 | 8% |
| 22-54 | 118 | 66% |
| 55 & Up | 42 | 23% |
| Total | 180 | 100% |
| Visit: | | |
| First | 41 | 27% |
| Repeat Customer | 113 | 73% |

M4: Mother Lode Workforce Investment Board Composition.

In accordance with section 2.C. of the WIB/LEO Agreement *“The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act.”*

At their April 21, 2014 meeting the Mother Lode Board of Directors approved the following WIB membership changes:

- M1: Resignations/Expired Terms: Michie Anderson
- M2: Appointments: Taylor Newton
Michelle Clark
- M3: Extensions: Sue Westgate
Heather Farris

The actions described above will assist in the maintenance of a compliant Workforce Investment Board. Membership recruitment is continuing to fill the five business seat vacancies.

Mother Lode Workforce Investment Board Composition/Membership Table – April 21, 2014

| | | | |
|--|--|---|---|
| Total Seated*: 29 (*Members fill multiple requirements) Have 24 / Need 5 | Total Business: 15 Percent: 51% Have 11 / Need 4 | Total Labor*: 5 Percent: 5% Have 5 / Need 0 | Mandated Partners*: Meets Have 10 / Need 0 |
|--|--|---|---|

| WIA Membership Sec. 117 (b)(2) | Name | Company/Organization | N |
|---|-------------------|--|----|
| (A)(I) –Business | | | 14 |
| | Dell Jackson | Dell Jackson Insurance Services | |
| | Diane Gray | Calaveras Chamber of Commerce | |
| | Heather Farris | Lowe's | |
| | David Slater | Joint Apprenticeship Training | |
| | Lester Bridges | Mariposa County Chamber | |
| | Sue Westgate | MRL Industries | |
| | Tim Hildabrand | HSTAR, Inc. | |
| | Ben Saldana | Delaware North Corporation | |
| | Rosetta Bannwarth | Banny's Restaurant and Catering | |
| | Lynn Nolte | Rich Nolte Sheet Metal Specialties | |
| | Taylor Newton | Sonora Regional Medical Center | |
| | Vacant | | |
| | Vacant | | |
| | Vacant | | |
| | Vacant | | |
| (A)(ii) –Education (minimum 2) | | | 2 |
| | Chris Vitelli | Columbia College | |
| | Mike McCoy | Sonora High School | |
| (A)(iii) – Labor (15%) | | | 5 |
| | Debra Rockwood | UNITE-HERE! Local 19 | |
| | Carol Doud | Service Employees International Union | |
| | Bill Petrone | Service Employees International Union 1021 | |
| | James Wood | Laborers Local 1130 | |
| | David Slater | Operating Engineers 3 | |
| (A)(iv) – Community Based Organizations (minimum 2) | | | 2 |

| | | | |
|---|-------------------|--|---------|
| | Shelly Hance | Amador-Tuolumne Community Action Agency | |
| | Larry Cope | Central Sierra Economic Development District | |
| (A)(v) – Economic Development (minimum 2) | | | 2 |
| | Diane Gray | Calaveras Chamber of Commerce | |
| | Larry Cope | Tuolumne Co. Econ. Development Authority | |
| (A)(vi) – One-Stop Partners | | | All met |
| - WIA Programs | Velma Whitebear | California Indian Manpower Consortium; WIA Native American Programs | |
| - WIA Programs | Jeff Dickason | Mother Lode Job Training: Youth, Dislocated Worker & Veterans' Workforce Investment Programs | R |
| - Welfare-to-Work | Michelle Clark | Tuolumne Co. Department of Social Services | |
| - Title I Rehab | Mahalia Gotico | Vocational Rehabilitation Department | R |
| - Title V Older Americans | Rebecca Mendibles | SER Jobs for Progress National, Inc. | R |
| - Title II Adult Ed | Chris Vitelli | Columbia College | R |
| - Postsecondary Educ. | Chris Vitelli | Columbia College | R |
| - Wagner-Peyser | Cornelio Gomez | Employment Development Department | R |
| - Title II Trade Act | Cornelio Gomez | Employment Development Department | R |
| - Unemployment | Cornelio Gomez | Employment Development Department | R |
| - Ch. 41 of Title 8 - VET | Cornelio Gomez | Employment Development Department | R |
| - Emp. & Training CSBG | Shelly Hance | Amador-Tuolumne Community Action Agency | R |
| - Emp. & Training HUD | Shelly Hance | Amador-Tuolumne Community Action Agency | R |

STAFF CONTACT:

Leslie Hunt, WIB/HR Manager, (209)533-3396 x4502 or LHunt@mljt.org.

A1: Career Pathways Project Discussion

**MOTHER LODE WORKFORCE INVESTMENT
BOARD**
19890 Cedar Road North, Sonora CA 95370
February 20, 2014

ACTION ITEM:

Establish direction for a Career Pathways Project

DISCUSSION:

STAFF CONTACT:

Leslie Hunt, WIB/HR Manager, (209)533-3396 x4502 or LHunt@mljt.org.

A2: PY13/14 Budget Adjustment

MOTHER LODI WORKFORCE INVESTMENT BOARD
19890 Cedar Road North, Sonora CA 95370
May 15, 2014

ACTION ITEM:

Adoption of a FY2013-14 Budget Adjustment

DISCUSSION:

Each year MLWIB considers a year-end budget adjustment to reconcile resource projections supporting the adopted budget with actual awards, and also adopts a budget for the new program year. This year is no different. At the May meeting MLWIB established a Budget Committee to provide input supporting a PY13/14 budget adjustment. The committee met on March 20th to provide input.

**MOTHER LODE JOB TRAINING AGENCY
 FISCAL YEAR 2013 - 14 PROPOSED BUDGET ADJUSTMENT**

BUDGET MESSAGE:

Assembling an initial budget for the FY13/14 year was challenging. Well publicized reductions of the federal domestic budget through sequestration and re-prioritization by Congress, the anticipated drop-off of discretionary grant funding, and the continued challenge to maintain training set-a-sides addressing WIA Adult and Dislocated Worker training requirements were among the factors needing to be considered. By balancing these circumstances, staff was able to make the projections necessary to establish an initial budget. As was anticipated, some of the projections and estimated included in the adopted FY13/14 budget did not hold up and we now need to make adjustments. The proposed budget adjustment contained in these pages was reviewed and recommended by the MLWIB Budget Committee at a March 20, 1014 meeting.

BUDGET PROCESS:

At the direction of the Mother Lode Board of Directors (MLBOD) the FY 13/14 budget was prepared, input was provided through consultation with the Mother Lode Workforce Investment Board (MLWIB) Strategic Planning and WIB Support Staffing committees. The final budget was adopted at the May 2013 joint meeting of the MLWIB and MLBOD. As is our practice, the MLBOD and MLWIB will be asked to consider a FY13/14 budget adjustment at their respective April and May meetings to accommodate changes in resources and requirements and to incorporate this into an adjusted FY13/14 budget.

ADJUSTMENTS TO RESOURCES:

The table below shows the mix of funds included in the FY13/14 adopted budget.

| FY13/14 ADOPTED BUDGET | | | | | | |
|----------------------------------|-------------------------|---------------------------|----------------------|--------------------|-------------------------|---------------------------|
| (A) FY13/14 RESOURCES | (B) CARRY-IN | (C) ALLOCATION | (D) TOTAL | (E) (%) | (F) BUDGETED | (G) CARRY-OVER |
| *ADULT | 90,000 | 464,000 | 554,000 | 20% | 484,400 | 69,600 |
| *DISLOCATED WORKER | 90,000 | 544,000 | 634,000 | 22% | 552,400 | 81,600 |
| *YOUTH 13/14 | 135,000 | 500,000 | 635,000 | 22% | 560,000 | 75,000 |
| *RAPID RESPONSE | 15,000 | 319,000 | 334,000 | 12% | 334,000 | 0 |
| *CDBG-Calaveras | 0 | 186,047 | 186,047 | 7% | 96,023 | 96,024 |
| CDBG-Mariposa | 92,500 | 0 | 92,500 | 3% | 92,500 | 0 |
| *Other: CalWORKs-Marip | 0 | 30,000 | 30,000 | 1% | 30,000 | 0 |
| Other: CalWorks-Tuolu | 0 | 300,000 | 300,000 | 11% | 100,000 | 200,000 |
| Other: US Forest Service | 0 | 64,270 | 64,270 | 2% | 32,135 | 32,135 |
| *Other: HHS-Amador | 0 | 3,650 | 3,650 | 0% | 3,650 | 0 |
| TOTAL | \$422,500 | \$2,410,967 | \$2,833,467 | 100% | \$2,282,108 | \$551,359 |
| Percent of Funding | 15% | 85% | 100% | | 81% | 19% |

* Indicates a projection.

In the table above, column E shows the initial projected mix of funds available to Mother Lode Job Training. The majority of funds are through the Workforce Investment Act (WIA). The remaining funds originate from a variety of sources. Column B in the table above shows that 15 percent of funds available for expenditure in FY13/14 were initial projections of carry-over from the previous year. Column F, at \$2,282,108 shows

resources budgeted for expenditure. Column G shows that 19 percent of funds were budgeted to carry-over into the subsequent year.

Because the initial budget is based on projections the amount of actual carry-in and awarded funds can differ from the amounts budgeted. The table below shows actual carry-in and allocation of funds for FY13/14.

| FY13/14 ADJUSTED BUDGET | | | | | | |
|---------------------------|------------------|--------------------|--------------------|-------------|--------------------|-------------------|
| (A) FY13/14 RESOURCES | (B) CARRY-IN | (C) ALLOCATION | (D) TOTAL | (E) (%) | (F) BUDGETED | (G) CARRY-OVER |
| ADULT | 78,295 | 518,750 | 597,045 | 20% | 519,232 | 77,813 |
| DISLOCATED WORKER | 131,268 | 564,982 | 696,250 | 24% | 611,503 | 84,747 |
| YOUTH 13/14 | 130,234 | 452,345 | 582,579 | 20% | 514,727 | 67,852 |
| RAPID RESPONSE | 46,308 | 344,598 | 390,906 | 13% | 390,906 | 0 |
| *CDBG-Calaveras | 0 | 186,047 | 186,047 | 6% | 96,023 | 96,024 |
| CDBG-Mariposa | 92,500 | 0 | 92,500 | 3% | 76,234 | 16,266 |
| *Other:CalWORKs-Marip | 0 | 30,000 | 30,000 | 1% | 30,000 | 0 |
| Other: CalWorks-Tuolu | 0 | 300,000 | 300,000 | 10% | 100,000 | 200,000 |
| Other: US Forest Service | 0 | 64,270 | 64,270 | 2% | 32,135 | 32,135 |
| *Other: HHS-Amador | 0 | 3,650 | 3,650 | 0% | 3,650 | 0 |
| TOTAL | \$478,605 | \$2,464,642 | \$2,943,247 | 100% | \$2,371,410 | \$571,837 |
| Percent of Funding | 16% | 84% | 100% | | 81% | 19% |

* Indicates funds not yet awarded or under contract.

The table above shows the adjustments to the budget. At year-end (FY12/13), the actual carry-in was \$56,105 more than the projection and actual allocations were \$53,675 more than projected. In total available resources were increased by \$109,780. These resources are incorporated into the adjusted budget and \$89,304 of the increase was programmed to be expended during FY 13/14 while \$20,476 was reserved for carry-out.

ADJUSTMENTS TO REQUIREMENTS:

| Mother Lode Job Training | FY2011-12 | FY2012-13 | | FY2013-14 | | | |
|---------------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|---------------|----------------|
| | Budget Prior Year | Budget Prior Year | Budget Prior Year | Current Year Adopted | Current Year Adjusted | Change | Percent Change |
| | 01/17/2012 | 6/25/2012 | 4/15/2013 | 5/15/2013 | 3/20/2014 | | |
| FTE | 25.31 | 22.82 | 19.76 | 18.13 | 16.34 | (1.79) | -9% |
| Personal Services | 1,984,745 | 1,789,805 | 1,693,549 | 1,453,615 | 1,450,313 | (3,301) | 0% |
| Materials & Services | 438,575 | 424,214 | 483,257 | 407,479 | 399,565 | (7,913) | -2% |
| Customer Services | 536,301 | 536,809 | 482,755 | 421,013 | 521,532 | 100,519 | 21% |
| Total Requirements | 2,959,621 | 2,750,829 | 2,659,562 | 2,282,107 | 2,371,410 | 89,304 | 3% |
| Total Resources | 3,055,900 | 2,750,829 | 2,703,489 | 2,282,107 | 2,371,410 | 89,304 | 3% |
| Balance | 96,279 | 0 | 43,927 | 0 | 0 | 0 | |

* Balances do not include reserves for future years

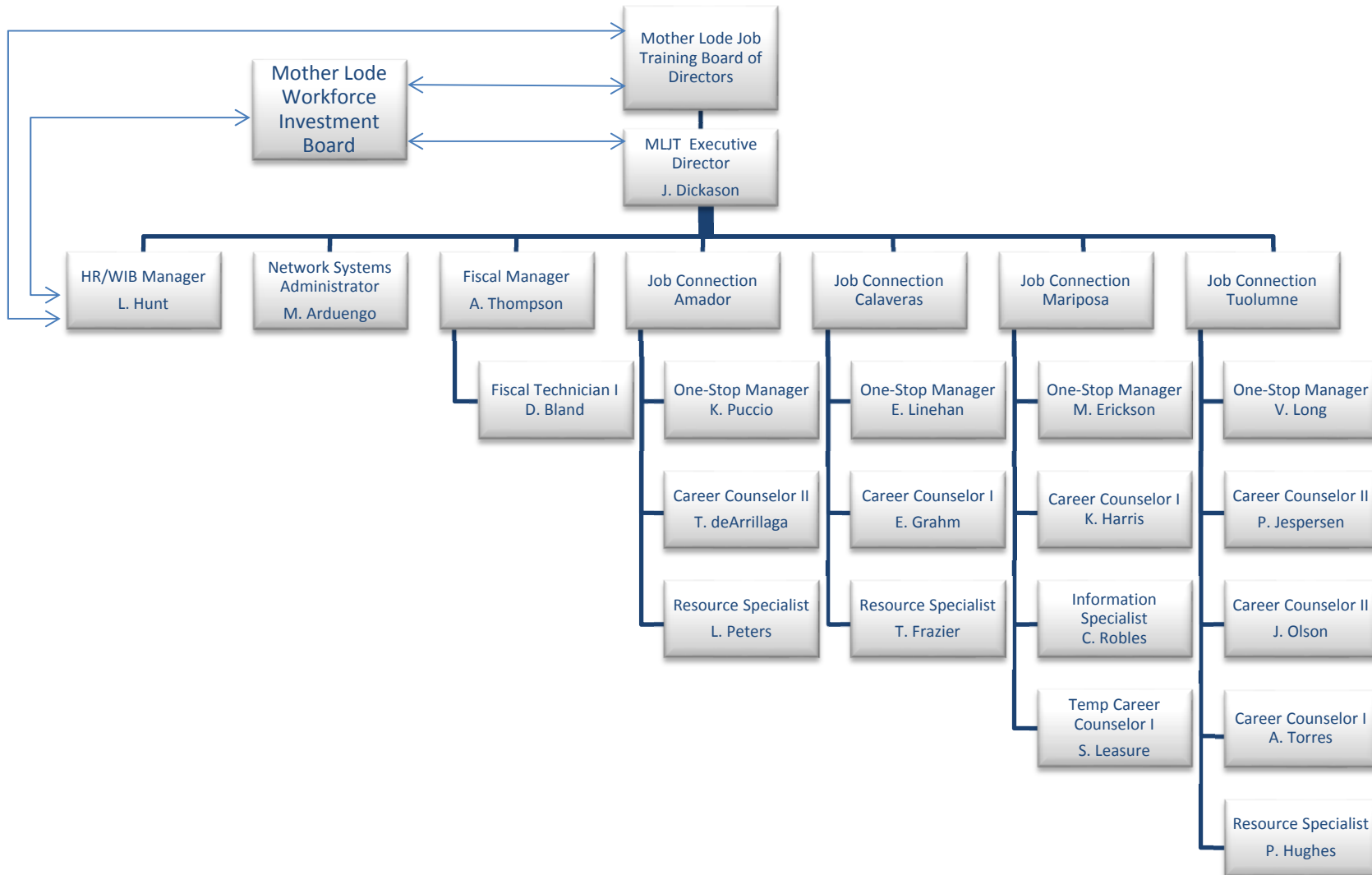
The FY13/14 budget adjustment includes \$89,304 in new resources. In addition the savings from adjustments to the Personal Services and Materials & Services cost categories were budgeted to increase Customer Services supporting \$100,519 in additional training and skills development opportunities for program participants. This was done to address training set-a-side expenditure requirements associated with the carry-in of Adult and Dislocated Worker funds.

The table below shows line item changes between the FY 13/14 Adopted and Adjusted Budgets.

| Mother Lode Job Training FY 13/14 BUDGET DETAIL | Adopted Total | Adjusted Total | Change | Notes |
|--|--------------------------|---------------------------|----------------|--------------------------------|
| PERSONNEL SERVICES | 1,453,615 | 1,450,313 | (3,302) | Position vacancies |
| - Travel | 10,250 | 9,950 | (300) | |
| - Staff Training | 14,900 | 11,950 | (2,950) | |
| - Rent | 175,124 | 164,240 | (10,884) | Negotiated leases |
| - Telephone / MIS | | 5,052 | 5,052 | Separated Phone |
| - Internet & ISDN | 13,489 | 7,238 | (6,252) | Broke out Phone |
| - Utilities | 20,220 | 15,262 | (4,958) | Tuolumne Public Power Ag |
| - Maintenance | 13,429 | 5,792 | (7,637) | Re-projected |
| - Janitorial | 16,155 | 8,664 | (7,491) | Negotiated contracts |
| - Office Supplies | 13,894 | 11,900 | (1,994) | Re-projected |
| - Postage | 1,575 | 1,543 | (32) | |
| - Leased Equipment | 21,688 | 20,679 | (1,009) | Re-projected |
| - Dues & Subscriptions | 9,993 | 10,225 | 232 | |
| - Marketing & Advertising | 2,530 | 2,915 | 385 | |
| - Equipment / Furniture | 21,730 | 41,340 | 19,610 | Budget for relocation |
| - Software | 28,023 | 35,905 | 7,882 | Transition Win XP to Win 7 |
| - Insurance | 11,830 | 11,830 | - | |
| - Audit Expense | 15,000 | 20,500 | 5,500 | New auditor |
| - Consulting | - | 4,000 | 4,000 | Updated Accounting System |
| - Legal Fees | 6,500 | 1,500 | (5,000) | Re-projected |
| - Payroll Service | 9,150 | 4,581 | (4,569) | Changed providers |
| - Other Contracts | - | 4,500 | 4,500 | Moving expense/assistance |
| - WIB Expense | 2,000 | - | (2,000) | Re-projected |
| MATERIALS & SERVICES | 407,479 | 399,565 | (7,914) | |
| - Direct Client Services | 421,013 | 521,532 | 100,519 | Supporting training set-a-side |
| CUSTOMER SERVICES | 421,013 | 521,532 | 100,519 | |
| REQUIREMENTS | 2,282,107 | 2,371,410 | 89,303 | |
| RESOURCES | 2,282,107 | 2,371,410 | 89,303 | |

| Mother Lode Job Training FY2013-14 BUDGET ADJUSTMENT March 20, 2014 | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------------------|-------------------|---------------------|
| BUDGET ADJUSTMENT | Amador | Calaveras | Mariposa | Tuolumne | Operations Support | One-Stop Support | WIB | Total |
| DISTRIBUTION | 15% | 18% | 14% | 29% | 10% | 10% | 5% | 100% |
| STAFF (FTE) | 2.53 | 1.75 | 3.10 | 4.27 | 1.90 | 1.85 | 0.95 | 16.34 |
| COST CENTER DETAIL | | | | | | | | |
| - Wages & Salaries | 126,915 | 136,943 | 132,771 | 212,294 | 108,305 | 124,967 | 68,798 | 910,995 |
| - Benefits | 81,187 | 95,808 | 83,027 | 131,501 | 65,276 | 52,847 | 29,673 | 539,318 |
| PERSONAL SERVICES | \$ 208,102 | \$ 232,751 | \$ 215,799 | \$ 343,795 | \$ 173,581 | \$ 177,814 | \$ 98,471 | \$ 1,450,313 |
| - Travel | 1,500 | 1,500 | 1,500 | 1,500 | 750 | 3,000 | 200 | 9,950 |
| - Staff Training | 2,400 | 800 | 1,500 | 3,000 | 250 | 2,400 | 1,600 | 11,950 |
| - Rent | 28,436 | 37,793 | 27,180 | 59,234 | 3,982 | 5,290 | 2,325 | 164,240 |
| - Telephone / MIS | 1,212 | 960 | - | 960 | 480 | 1,440 | - | 5,052 |
| - Internet & ISDN | 1,337 | 2,301 | - | 2,100 | 600 | 750 | 150 | 7,238 |
| - Utilities | 2,160 | 5,100 | - | 6,692 | 450 | 598 | 263 | 15,262 |
| - Maintenance | - | - | - | 4,843 | 326 | 433 | 190 | 5,792 |
| - Janitorial | - | 1,500 | - | 5,991 | 403 | 535 | 235 | 8,664 |
| - Office Supplies | 1,800 | 1,800 | 1,800 | 5,281 | 406 | 609 | 203 | 11,900 |
| - Postage | 163 | 50 | 180 | 450 | 400 | 100 | 200 | 1,543 |
| - Leased Equipment | 4,466 | 4,466 | 4,333 | 4,866 | 1,236 | 732 | 580 | 20,679 |
| - Dues & Subscriptions | 973 | 1,073 | 1,923 | 2,360 | 589 | 1,159 | 2,147 | 10,225 |
| - Marketing & Advertising | 400 | 200 | 500 | 700 | - | 680 | 435 | 2,915 |
| - Equipment/Furniture | 2,400 | 2,400 | 15,250 | 12,000 | 1,200 | 7,012 | 1,078 | 41,340 |
| - Software | 300 | 300 | 2,560 | 1,500 | 9,735 | 21,510 | - | 35,905 |
| - Insurance | 1,250 | 1,250 | 1,250 | 1,250 | 1,365 | 1,365 | 4,100 | 11,830 |
| - Audit Expense | - | - | - | - | 20,500 | - | - | 20,500 |
| - Consulting | - | - | - | - | 4,000 | - | - | 4,000 |
| - Legal Fees | - | - | - | - | 1,500 | - | - | 1,500 |
| - Payroll Service | - | - | - | - | 4,581 | - | - | 4,581 |
| - Other Contracts | 1,500 | - | - | 3,000 | - | - | - | 4,500 |
| MATERIALS & SERVICES | \$ 50,297 | \$ 61,494 | \$ 57,976 | \$ 115,728 | \$ 52,752 | \$ 47,612 | \$ 13,706 | \$ 399,565 |
| - Youth Training & WEX | 20,177 | 19,457 | 7,927 | 24,501 | | | | 72,062 |
| - Youth Support | 8,647 | 8,339 | 3,397 | 10,500 | | | | 30,884 |
| - Adult Training | 33,317 | 46,009 | 23,798 | 55,529 | | | | 158,653 |
| - Adult Support | - | - | - | - | | | | - |
| - DW Training | 33,953 | 46,887 | 24,252 | 56,588 | | | | 161,681 |
| - DW Support | - | - | - | - | | | | - |
| - Other | - | 15,758 | - | 82,495 | | | | 98,253 |
| CUSTOMER SERVICES | \$ 96,095 | \$ 136,450 | \$ 59,374 | \$ 229,613 | \$- | \$- | \$- | \$ 521,532 |
| REQUIREMENTS | \$ 354,494 | \$ 430,695 | \$ 333,149 | \$ 689,136 | \$ 226,332 | \$ 225,426 | \$ 112,178 | \$ 2,371,410 |

ORGANIZATIONAL CHART: Mother Lode Job Training



DESCRIPTION OF FUNDS:

WIA Adult: The annual formula funding allocation for the WIA Adult program is required to be expended on eligible Adult participants aged 18 or older. With limited funding, prioritization for Veterans and low-income Adults is in place. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year. SB734 requires that 25 percent or more of the annual allocation is expended for training. Up to 10 percent of this requirement may be addressed through matching funds or in-kind service.

WIA Dislocated Worker: The annual formula funding allocation for the WIA Dislocated Worker program is required to be expended on eligible Dislocated Workers. These are workers that are UI eligible or exhaustees, or dislocated workers engaged in non-UI covered employment. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year. SB734 requires that 25 percent or more of the annual allocation is expended for training. Up to 10 percent of this requirement may be addressed through matching funds or in-kind service.

WIA Youth: The annual formula funding allocation for the WIA Youth program is required to be expended on eligible youth. These are low-income youth aged 14 to 21. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year.

Rapid Response: EDD allocates 25 percent of the state formula award of WIA Dislocated Worker funds for Rapid Response. Awards are made using a combination of baseline and discretionary formula. These funds are used to provide a variety of Rapid Response services to workers and employers experiencing closure or lay-off. Generally 100% of these funds must be expended in the allocation year however from time to time EDD does allow these funds to carry forward.

CDBG Calaveras: Mother Lode Job Training is a partner in the application by Calaveras County for a two-year Community Development Block Grant. These funds may be used to provide qualifying low-income Calaveras County residents with workforce services. At this point in time the results of the application have not been announced.

CDBG Mariposa: Mother Lode Job Training is a partner in a two-year Community Development Block Grant awarded to Mariposa County. The funds were not released to Mariposa or Mother Lode Job Training in the first year of award. This leaves Mother Lode Job Training with just one year to expend these funds. The funds may be used to provide qualifying low-income Mariposa County residents with workforce services through a computer based skills development laboratory.

Cal-WORKS Mariposa: Mother Lode Job Training anticipates the renewal of a sub-contract for \$30,000 with the Mariposa County Department of Human Services to provide assessment services. This contract has renewed annually since its inception. These funds are used to provide comprehensive assessment services for Mariposa Cal-Works participants referred to Mother Lode Job Training under the contract.

Cal-WORKS Tuolumne: Mother Lode Job Training anticipates the renewal of a sub-contract for \$100,000 with the Tuolumne County Department of Social Services supporting assessment, work-based learning and services promoting the transition to employment of Cal-Works participants referred to Mother Lode Job Training under the contract. This contract is renewed

annually at the option of the Department of Social Services and Tuolumne County Board of Supervisors.

Forest Service – Tuolumne County: Mother Lode Job Training is a sub-grantee of the U.S. Forest Service in a grant that provides summer employment experience with a contextual work-based learning component focused on work-readiness and natural resource management. Forest Service personnel interview and select participants for grant services.

Amador County Health & Human Services: Mother Lode Job Training currently has a contract to Learning Disabilities assessments and evaluations for the Amador County Health & Human Services Department. The contract provides for reimbursement for staff time and materials related to providing Learning Disabilities assessments on an as needed basis. Staff is pursuing discussions regarding needs and the potential for a contract extension. No agreements have been reached to justify the budgeting of resources at this time.

STAFF CONTACT:

Jeff Dickason, Executive Director, (209)533-3396 x4501 or
JDickason@mljt.org.

A4: Fiscal Year 2014-15 Proposed Budget

Action: Adoption of a FY2014-15 Annual Budget

Discussion:

**MOTHER LODE JOB TRAINING AGENCY
FISCAL YEAR 2014 - 15 PROPOSED BUDGET**

BUDGET MESSAGE:

The initial FY14/15 proposed budget includes the best available estimates for workforce set-asides in the federal domestic budget. The projection is for flat funding, however there are likely to be some variances due to factors used in the federal and state level funding formulas. We likely won't know actual allocations until the end of May.

Maintaining a Career Center in each of the four counties continues to be challenging and to provide for this staff hours will continue to be limited as the reduced hour workweek is continued in the proposed FY14/15 budget. It is notable that the past three budgets have included the reduced 36 hour staff work week and that no cost of living adjustments have been provided for staff. The FY14/15 budget is no different as the resources simply are not available to expand staff hours or increase compensation. We continue to look for innovative ways to recognize, reward and compensate staff for their service. In the past budget year the MLBOD amended the Holiday Schedule to provide additional paid holidays during the week of Christmas. Staff very much appreciated this action, and this option is again available should the MLBOD desire to entertain and provide staff with this additional benefit.

Over the past two years a comprehensive review of lease, contract and other costs was undertaken. The work to review and re-procure leases and contract services has produced significant cost savings which have helped to soften the impact of declines in resources and mandatory training set-a-sides for formula Adult and Dislocated Worker funds. The review of lease, contract and services costs resulted in significant savings in a number of areas and the over-all results of this work can be seen in the comparison of costs for Materials & Services across budget years. Establishing set-a-sides for training and education for our Adult, Dislocated Worker and Youth populations continues to be a budget priority.

BUDGET PROCESS:

To support the development of the FY14/15 budget, the Mother Lode Workforce Investment Board (MLWIB) designated a Budget Committee to provide input and guidance to staff. The input from this committee was gathered at a March 20, 2014 meeting and was used to inform the development of a FY14/15 budget proposal. The proposed budget will be presented and considered by the MLBOD at their April meeting and by the MLWIB at their May meeting. As is our practice, it is likely that the MLBOD and MLWIB will be asked to consider a FY14/15 budget adjustment the following spring at their respective April and May 2015 meetings to accommodate changes in resources and requirements.

RESOURCES:

The FY14/15 budget is based on estimates of carry-in and projections of formula allocated resources. Actual amounts will differ. In keeping with our budget process, variances from projections will be reconciled with a subsequent budget adjustment. For FY14/15 we are projecting that the levels of formula allocated WIA Title 1B resources will be the same as in the

current year, and that there will be some variation in available carry-in resources. Most of this variance is due to planned carry-over of multi-year grants and contracts such as the Calaveras and Mariposa CDBG and the Tuolumne Cal-Works and US Forest Service contracts. Reductions in WIA Title 1B carry-in are indicative of the achievement of planned prior year expenditure goals.

| TOTAL AVAILABLE RESOURCES | FY13/14 | FY14/15 | CHANGE |
|-------------------------------------|---------------------|---------------------|---------------------|
| *ADULT Allocation | 518,750 | 518,750 | 0 |
| *ADULT Carry-In | 78,295 | 77,813 | (482) |
| *DISLOCATED WORKER Allocation | 564,982 | 564,982 | 0 |
| *DISLOCATED WORKER Carry-In | 131,268 | 84,747 | (46,521) |
| *YOUTH Allocation | 452,345 | 452,345 | 0 |
| *YOUTH Carry-In | 130,234 | 67,852 | (62,382) |
| *RAPID RESPONSE Allocation | 344,598 | 344,598 | 0 |
| *RAPID RESPONSE Carry-In | 46,308 | 50,000 | (3,692) |
| *CDBG-Calaveras Allocation/Carry-In | 186,047 | 93,024 | (93,023) |
| *CDBG-Mariposa Allocation/Carry-In | 92,500 | 16,266 | (76,234) |
| *Other: Cal-WORKs – Mariposa | 30,000 | 30,000 | 0 |
| *Other: Cal-WORKs – Tuolumne | 300,000 | 200,000 | (100,000) |
| *Other: US Forest Service Carry-In | 64,270 | 32,135 | (32,135) |
| *Other: HHS – Amador Contract | 3,650 | 3,650 | 0 |
| TOTAL | \$ 2,943,247 | \$ 2,536,162 | (\$ 414,469) |

*Funding projection

Although overall resources are reduced by \$414,469 from the current year it is important to note that in any given year the total of available funds is seldom budgeted for expenditure. Funds may be held to provide for multi-year grants and contracts, and others are to create a contingency reserve to help stabilize year to year funding. Reserves held for multi-year grants and contracts depend upon the expenditure plan in the approved grant or contract. WIA Title 1B allows up to twenty percent of funds to be held back in reserve for the following year.

| FY14/15 PROJECTED BUDGET | | | | | | |
|-------------------------------------|-----------------|-------------------|------------------|-------------|------------------|-------------------|
| (A) FY14/15 RESOURCES | (B) CARRY-IN | (C) ALLOCATION | (D) TOTAL | (E) (%) | (F) BUDGETED | (G) CARRY-OVER |
| *ADULT | 77,813 | 518,750 | 596,563 | 24% | 518,751 | 77,813 |
| *DISLOCATED WORKER | 84,747 | 564,982 | 649,729 | 26% | 564,982 | 81,600 |
| *YOUTH | 67,852 | 452,345 | 520,197 | 21% | 452,345 | 67,852 |
| *RAPID RESPONSE | 50,000 | 344,598 | 394,598 | 16% | 394,598 | 0 |
| *CDBG-Calaveras | 93,024 | 0 | 93,024 | 4% | 93,024 | 0 |
| *CDBG-Mariposa | 16,266 | 0 | 16,266 | 1% | 16,266 | 0 |
| *Other: Cal-WORKs - Marip | 0 | 30,000 | 30,000 | 1% | 30,000 | 0 |
| *Other: Cal-WORKs - Tuolu | 200,000 | 0 | 200,000 | 8% | 100,000 | 100,000 |
| *Other: US Forest Service | 0 | 32,135 | 32,135 | 1% | 32,135 | 32,135 |
| *Other: HHS - Amador | 0 | 3,650 | 3,650 | 0% | 3,650 | 0 |
| TOTAL (* Funding Projection) | 589,702 | 1,946,460 | 2,536,162 | 100% | 2,176,763 | 359,399 |
| Percent of Funding | 23% | 77% | 100% | | 86% | 14% |

The table above shows the mix of funds included in the FY14/15 proposed budget. Column B in the table above shows that 23 percent of funds available for expenditure in FY13/14 were projected carry-over from the previous year. Column C shows the allocation of new funds. Column D shows total available funds, and Column F, at shows the resources budgeted for expenditure. Column G shows that 14 percent of funds were budgeted to carry-over into the subsequent year. Resources budgeted for expenditure in FY14/15 are \$165,659 less than the prior year and the amount of planned carry-out is reduced to 14% of available funds.

It is important to note that both the Calaveras and Mariposa CDBG will end during the FY14/15 budget year, as will the US Forest Service contract. Replacement funds have not yet been identified for the FY15/16 budget.

REQUIREMENTS:

Adjusting for available resources, planned expenditure for the FY14/15 budget year is also reduced \$165,659 from the current year. Reductions are spread across all three cost categories, as follows:

| Mother Lode Job Training FY 2014-15 PROJECTED BUDGET | FY2011-12 | FY2012-13 | FY2013-14 | FY2014-15 | | |
|--|----------------------|----------------------|----------------------------------|------------------------------|------------------|-------------------|
| | Budget Prior Year | Budget Prior Year | Budget Prior Year Adjusted | Current Year Projected | Change | Percent Change |
| | 01/17/2012 | 4/15/2013 | 3/20/2014 | 3/20/2014 | | |
| FTE | 25.31 | 19.76 | 16.34 | 16.95 | 0.61 | 3% |
| Personal Services | 1,984,745 | 1,693,549 | 1,450,313 | 1,425,158 | (25,155) | -1% |
| Materials & Services | 438,575 | 483,257 | 399,565 | 292,077 | (107,488) | -22% |
| Customer Services | 536,301 | 482,755 | 521,532 | 488,515 | (33,017) | -7% |
| Total Requirements | 2,959,621 | 2,659,562 | 2,371,410 | 2,205,751 | (165,659) | -6% |
| Total Resources | 3,055,900 | 2,703,489 | 2,371,410 | 2,205,751 | (165,659) | -6% |
| Balance | 96,279 | 43,927 | 0 | 0 | 0 | |

Personal Services

This category includes wages, salaries and benefits including employer taxes and costs of benefits such as healthcare and retirement.

| Mother Lode Job Training FY 13/14 BUDGET DETAIL | FY13/14 Adjusted Budget | FY14/15 Projected Budget | Change | Notes |
|--|-------------------------------|--------------------------------|-----------------|-----------------------|
| - Wages & Salaries | 910,995 | 918,817 | 7,822 | 4 newer employees |
| - Benefits | 539,318 | 506,341 | (32,977) | change in benefit mix |
| PERSONNEL SERVICES | 1,450,313 | 1,425,158 | (25,155) | |

A number of cost changes are projected in this category, these include:

- Health insurance costs are projected to increase by two percent, last year the cost of our combined plans decreased by just over one percent.
- Retiree health insurance employer paid contributions will increase by \$40 per covered individual each month effective January 1, 2015 as provided for under our PERS contract agreement.
- Workman's compensation insurance costs are maintained at the 87% experience rating level for the budget period.
- No cost of living increase is budgeted.
- Staff merit increases are budgeted.
- Staffing is maintained at 36 hours per week.
- The cost of employee accrual of Paid-Time-Off (PTO) is not accrued as these costs are incurred when PTO is paid out. The current balance of this liability is \$105,601.

Materials & Services

This category includes such items as rent and lease costs, building maintenance and janitorial, utilities, supplies, travel, staff training and conferences, legal fees, consulting and personal services contract costs. Notably this category includes:

- Adjustments for reductions in lease costs.
- Electric utility rate savings from Tuolumne Public Power Agency membership, and co-location of the Amador Career Center in the county Health & Human Services Building.
- Purchase of new office furniture to meet the needs of our new locations.

A comparison to the previous year's adjusted budget shows the following changes:

| Mother Lode Job Training FY 13/14 BUDGET DETAIL | FY13/14 Adjusted Budget | FY14/15 Projected Budget | Change | Notes |
|--|--|---|------------------|---|
| - Travel | 9,950 | 9,950 | 0 | |
| - Staff Training | 11,950 | 13,100 | 1,150 | Staff development |
| - Rent | 164,240 | 113,980 | (50,260) | Re-procured leases |
| - Telephone / MIS | 5,052 | 4,800 | (252) | Re-procured phone lines |
| - Internet & ISDN | 7,238 | 6,273 | (965) | Dropped Amador Comcast contract |
| - Utilities | 15,262 | 13,500 | (1,762) | Tuolumne Public Power Agency |
| - Maintenance | 5,792 | 6,060 | 268 | Estimate |
| - Janitorial | 8,664 | 7,500 | (1,164) | Reduced square feet |
| - Office Supplies | 11,900 | 11,900 | 0 | |
| - Postage | 1,543 | 1,653 | 110 | Increased outreach |
| - Leased Equipment | 20,679 | 20,679 | 0 | |
| - Dues & Subscriptions | 10,225 | 10,225 | 0 | |
| - Marketing & Advertising | 2,915 | 4,417 | 1,502 | Increased outreach |
| - Equipment / Furniture | 41,340 | 13,000 | (28,340) | Furniture for new spaces |
| - Software | 35,905 | 21,210 | (14,695) | Win XP to Win 7 complete |
| - Insurance | 11,830 | 11,830 | 0 | |
| - Audit Expense | 20,500 | 15,500 | (5,000) | 1 st year audit (additional expense) |
| - Consulting | 4,000 | 2,000 | (2,000) | Accounting system upgrade |
| - Legal Fees | 1,500 | 1,500 | 0 | |
| - Payroll Service | 4,580 | 3,000 | (1,580) | Re-procured service |
| - Other Contracts | 4,500 | 0 | (4,500) | Office moves complete |
| - WIB Expense | 0 | 0 | 0 | |
| MATERIALS & SERVICES | 399,565 | 292,077 | (107,488) | Projected net savings |

Customer Service

This category includes direct participant expense for training, work experience, books and supplies, testing, fees and other training related expenses, and support services. Mandatory training set-a-sides for WIB Title 1B Adult and Dislocated Worker programs are budgeted at twenty percent against a twenty-five percent requirement. The five percent difference will be addressed in accordance with requirements through allowable matching funds.

| Mother Lode Job Training FY 13/14 BUDGET DETAIL | FY13/14 Adjusted Budget | FY14/15 Projected Budget | Change | Notes |
|--|--|---|---------------|-----------------------------|
| Youth Training & WEX | 72,062 | 45,235 | (26,827) | Reduction in Youth Carry-In |
| Youth Support | 30,884 | 22,617 | (8,267) | Reduction in Youth Carry-In |
| Adult Training | 158,653 | 154,329 | (4,324) | |

| | | | | |
|--------------------------|----------------|----------------|-----------------|--|
| Adult Support | 0 | 0 | 0 | |
| DW Training | 161,681 | 168,082 | (6,401) | |
| DW Support | 0 | 0 | 0 | |
| Other | 98,253 | 98,253 | 0 | |
| CUSTOMER SERVICES | 521,532 | 488,515 | (33,017) | |

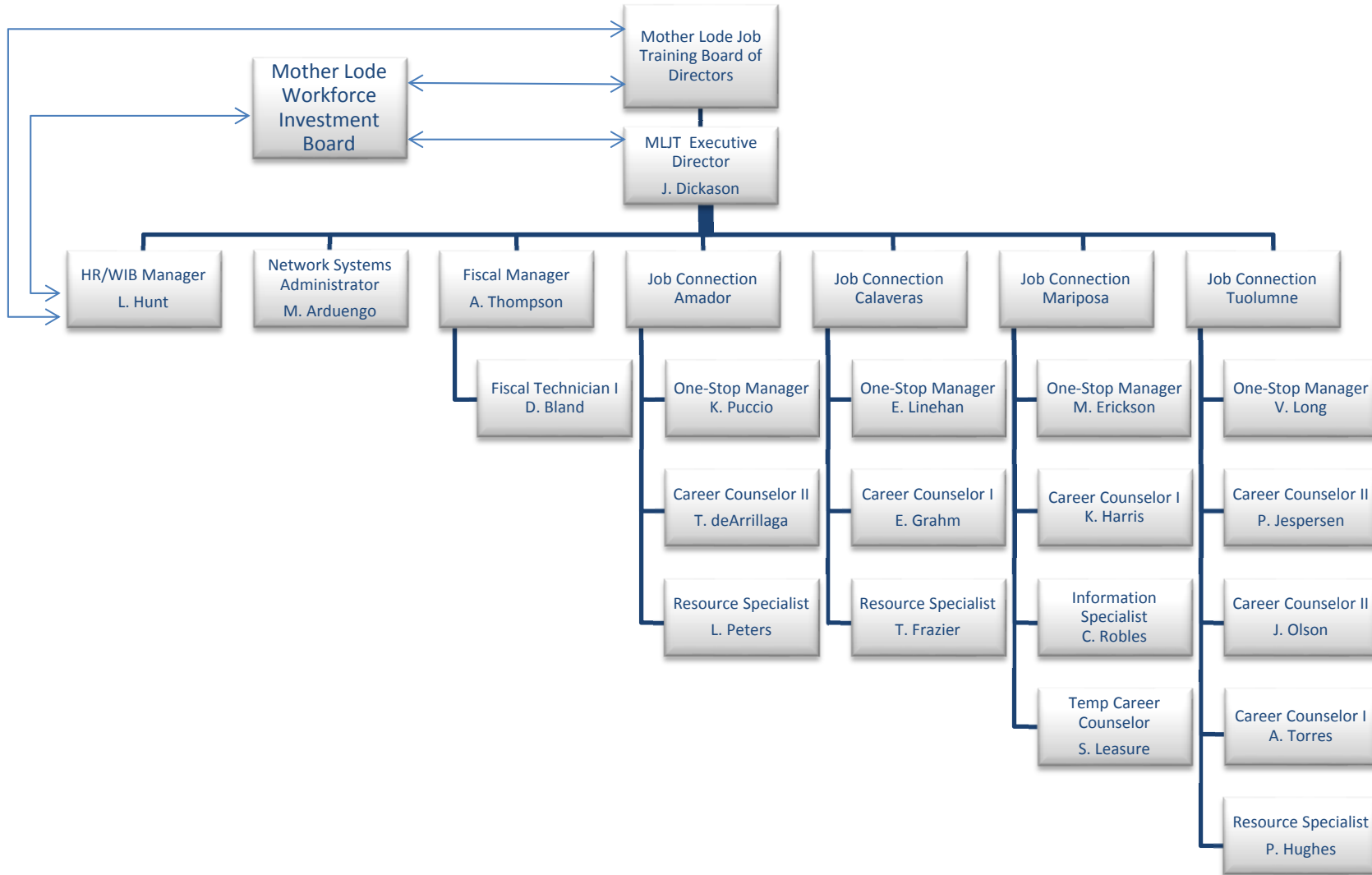
Total Requirements

| | | | | |
|---------------------|------------------|------------------|------------------|-----------------------|
| REQUIREMENTS | 2,371,410 | 2,205,751 | (165,659) | Projected net savings |
| RESOURCES | 2,371,410 | 2,205,751 | (165,659) | |

A total of \$2,205,751 is budgeted for the FY14/15 program. This is a decrease of \$165,659 from the current year adjusted budget. Line item detail by cost center is available on the following page.

| Mother Lode Job Training FY2014-15 BUDGET ADJUSTMENT March 20, 2014 | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|---------------------------|-------------------------|------------------|---------------------|
| BUDGET ADJUSTMENT | Amador | Calaveras | Mariposa | Tuolumne | Operations Support | One-Stop Support | WIB | Total |
| DISTRIBUTION | 16% | 17% | 13% | 29% | 10% | 11% | 3% | 100% |
| STAFF (FTE) | 2.70 | 2.70 | 2.78 | 4.27 | 1.80 | 2.20 | 0.50 | 16.95 |
| COST CENTER DETAIL | | | | | | | | |
| - Wages & Salaries | 139,068 | 126,332 | 127,019 | 217,957 | 115,394 | 155,026 | 38,022 | 918,817 |
| - Benefits | 91,826 | 77,403 | 72,354 | 127,522 | 61,916 | 56,727 | 18,593 | 506,341 |
| PERSONAL SERVICES | \$ 230,894 | \$ 203,735 | \$ 199,373 | \$ 345,478 | \$ 177,310 | \$ 211,753 | \$ 56,615 | \$ 1,425,158 |
| - Travel | 1,500 | 1,500 | 1,500 | 1,500 | 750 | \$3,000 | 200 | 9,950 |
| - Staff Training | 2,400 | 2,400 | 2,400 | 3,000 | 500 | 2,400 | - | 13,100 |
| - Rent | 24,000 | 24,000 | 27,180 | 31,410 | 3,695 | 1,848 | 1,848 | 113,980 |
| - Telephone / MIS | 960 | 960 | - | 960 | 480 | 1,440 | - | 4,800 |
| - Internet & ISDN | 372 | 2,301 | - | 2,100 | 600 | 750 | 150 | 6,273 |
| - Utilities | - | 5,100 | - | 6,800 | 800 | 400 | 400 | 13,500 |
| - Maintenance | - | - | - | 4,906 | 577 | 289 | 289 | 6,060 |
| - Janitorial | - | 1,500 | - | 4,857 | 571 | 286 | 286 | 7,500 |
| - Office Supplies | 1,800 | 1,800 | 1,800 | 5,281 | 406 | 609 | 203 | 11,900 |
| - Postage | 175 | 50 | 180 | 400 | 400 | 100 | 348 | 1,653 |
| - Leased Equipment | 4,466 | 4,466 | 4,333 | 4,866 | 1,236 | 732 | 580 | 20,679 |
| - Dues & Subscriptions | 973 | 1,073 | 1,923 | 2,360 | 589 | 1,159 | 2,147 | 10,225 |
| - Marketing & Advertising | 100 | 200 | 500 | 300 | - | 2,817 | 500 | 4,417 |
| - Equipment/Furniture | 2,000 | 2,000 | - | 9,000 | - | - | - | 13,000 |
| - Software | 300 | 300 | - | 500 | 2,600 | 17,510 | - | 21,210 |
| - Insurance | 1,250 | 1,250 | 1,250 | 1,250 | 1,365 | 1,365 | 4,100 | 11,830 |
| - Audit Expense | - | - | - | - | 15,500 | - | - | 15,500 |
| - Consulting | - | - | - | - | 2,000 | - | - | 2,000 |
| - Legal Fees | - | - | - | - | 1,500 | - | - | 1,500 |
| - Payroll Service | - | - | - | - | 3,000 | - | - | 3,000 |
| - Other Contracts | - | - | - | - | - | - | - | - |
| MATERIALS & SERVICES | \$ 40,297 | \$ 48,901 | \$ 41,066 | \$ 79,490 | \$ 36,569 | \$ 34,704 | \$ 11,050 | \$ 292,077 |
| - Youth Training & WEX | 12,666 | 12,213 | 4,976 | 15,380 | | | | 45,235 |
| - Youth Support | 6,333 | 6,107 | 2,488 | 7,690 | | | | 22,617 |
| - Adult Training | 32,409 | 44,755 | 23,149 | 54,015 | | | | 154,329 |
| - Adult Support | - | - | - | - | | | | - |
| - DW Training | 35,297 | 48,744 | 25,212 | 58,829 | | | | 168,082 |
| - DW Support | - | - | - | - | | | | - |
| - Other | - | 15,758 | - | 82,495 | | | | 98,253 |
| CUSTOMER SERVICES | \$ 86,705 | \$ 127,577 | \$ 55,825 | \$ 218,408 | | | | \$ 488,515 |
| REQUIREMENTS | \$357,895 | \$380,213 | \$296,264 | \$643,376 | \$213,879 | \$246,458 | \$ 67,665 | \$2,205,751 |

ORGANIZATIONAL CHART: Mother Lode Job Training



DESCRIPTION OF FUNDS:

WIA Adult: The annual formula funding allocation for the WIA Adult program is required to be expended on eligible Adult participants aged 18 or older. With limited funding, prioritization for Veterans and low-income Adults is in place. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year. SB734 requires that 25 percent or more of the annual allocation is expended for training. Up to 10 percent of this requirement may be addressed through matching funds or in-kind service.

WIA Dislocated Worker: The annual formula funding allocation for the WIA Dislocated Worker program is required to be expended on eligible Dislocated Workers. These are workers that are UI eligible or exhaustees, or dislocated workers engaged in non-UI covered employment. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year. SB734 requires that 25 percent or more of the annual allocation is expended for training. Up to 10 percent of this requirement may be addressed through matching funds or in-kind service.

WIA Youth: The annual formula funding allocation for the WIA Youth program is required to be expended on eligible youth. These are low-income youth aged 14 to 21. Mother Lode is required spent at least 80 percent of the annual allocation, and may carry-out up to 20 percent into the next year.

Rapid Response: EDD allocates 25 percent of the state formula award of WIA Dislocated Worker funds for Rapid Response. Awards are made using a combination of baseline and discretionary formula. These funds are used to provide a variety of Rapid Response services to workers and employers experiencing closure or lay-off. Generally 100% of these funds must be expended in the allocation year however from time to time EDD does allow these funds to carry forward.

CDBG Calaveras: Mother Lode Job Training is a partner in the application by Calaveras County for a two-year Community Development Block Grant. These funds may be used to provide qualifying low-income Calaveras County residents with workforce services. At this point in time the results of the application have not been announced.

CDBG Mariposa: Mother Lode Job Training is a partner in a two-year Community Development Block Grant awarded to Mariposa County. The funds were not released to Mariposa or Mother Lode Job Training in the first year of award. This leaves Mother Lode Job Training with just one year to expend these funds. The funds may be used to provide qualifying low-income Mariposa County residents with workforce services through a computer based skills development laboratory.

Cal-WORKS Mariposa: Mother Lode Job Training anticipates the renewal of a sub-contract for \$30,000 with the Mariposa County Department of Human Services to provide assessment services. This contract has renewed annually since its inception. These funds are used to provide comprehensive assessment services for Mariposa Cal-Works participants referred to Mother Lode Job Training under the contract.

Cal-WORKS Tuolumne: Mother Lode Job Training anticipates the renewal of a sub-contract for \$100,000 with the Tuolumne County Department of Social Services supporting assessment, work-based learning and services promoting the transition to employment of Cal-Works participants referred to Mother Lode Job Training under the contract. This contract is renewed annually at the option of the Department of Social Services and Tuolumne County Board of Supervisors.

Forest Service – Tuolumne County: Mother Lode Job Training is a sub-grantee of the U.S. Forest Service in a grant that provides summer employment experience with a contextual work-based learning

component focused on work-readiness and natural resource management. Forest Service personnel interview and select participants for grant services.

Amador County Health & Human Services: Mother Lode Job Training currently has a contract to Learning Disabilities assessments and evaluations for the Amador County Health & Human Services Department. The contract provides for reimbursement for staff time and materials related to providing Learning Disabilities assessments on an as needed basis. Staff is pursuing discussions regarding needs and the potential for a contract extension. No agreements have been reached to justify the budgeting of resources at this time.

A5: Strategic plan progress report and action related to plan

MOTHER LODE WORKFORCE INVESTMENT BOARD
19890 Cedar Road North, Sonora CA 95370

Progress Report on the Five Year Strategic Plan for 2013-17
February 20, 2013

Summary

1. The strategic plan was accepted by CWIB (compliance review by EDD is pending).
2. MLWIB re-focuses meeting agendas to focus on strategic goals.
3. Labor market study in partnership with the Central California Workforce Collaborative completed and discussed by MLWIB.
4. Outreach and marketing plan established promoting Career Center services for employers and job seekers connecting customers with services.
5. MLWIB Scholarship was launched in September.
6. On-the-Job training and business services are expanded with PY13/14 service plan.
7. Established program goals and metrics for PY13/14 service levels and budgets.
8. MLWIB discussed youth services and procurement, and Youth Council is re-formed and meets in preparation for providing for input on youth programs.
- New** 9. Incumbent worker training program policy is adopted by Mother Lode Board of Directors and presented for consideration of the Workforce Investment Board.
- New** 10. MLWIB website at www.MLWIB.com is launched.
- New** 11. Staff prepares to launch workshops for job seekers providing instruction and coaching to maximize individual competitive advantage with use of on-line application systems and navigation of employer recruitment and screening processes.
- New** 12. Presentations by public sector MLWIB member providing an overview of their programs, services and performance are scheduled.
- New** 13. Co-located Amador Career Center with Amador Community College Foundation Learning Center is complete.
- New** 14. Published public information announcements in local papers and electronic media focusing on job seeker and employer services.
- New** 15. Upgraded Sage/MIP accounting software to most recent version, and upgraded the Geo VOS Virtual One-Stop System from version 12 to version 14 and began integration of the system with CalJOBS in February.
- New** 16. Initiated partnership with Tuolumne Economic Development Authority and Central Sierra Economic Development District to market employer services.

MOTHER LODE WORKFORCE INVESTMENT BOARD

19890 Cedar Road North, Sonora CA 95370

Strategic Plan Summary

Mission: *“Be a leader in the development of a quality workforce that meets the needs of the business community.”*

Vision: *“Through partnerships create a thriving Business Community with quality jobs, skills, wages and lifelong learning.”*

In support of the mission and vision Mother Lode Workforce Investment Board (MLWIB) is pursuing local and regional strategies focused on nurturing, supporting and assisting partners and providers in the development of high quality and responsive education, training, social and employment services, and braiding and leveraging services to support effective, efficient and economical service delivery meeting the needs of the business community. The pursuit of this vision include a commitment to investments supporting on-going skills attainment, job readiness and sustainable connections to work and career pathways leading to self-sufficiency, family wages and financial independence while addressing regional growth industry sectors and clusters, and replacement employment needs and opportunities. The strategies chosen are mitigated by resource realities and draw upon lessons learned during the past thirteen years under the Workforce Investment Act and previous experience under the Job Training Partnership Act, the considerable expertise and experience of our labor, public and private sector partner networks, and from best practice and promising innovation produced across the region, state and nation through the pursuit of service coordination, partnership, integration and excellence.

Industry Sectors

The MLWIB has identified the following industry sectors as the primary targets for partnership development supporting business growth and employment opportunities:

- Health Care and Social Assistance, including senior services;
- Leisure and Hospitality, including casinos and tourism;
- Professional and Business Services, including alarm system installers; high tech;
- Retail Trade; and,
- Agriculture and Forestry, including production, manufacturing, transportation and extraction.

These sectors were chosen after a review by MLWIB of available labor market information and consultation with the community college, local economic development organizations and chambers of commerce, and local elected officials. Consideration was given to the characteristics each sector, including size and growth, investments in the local economy by businesses and organizations, perceptions regarding existing and potential synergistic businesses and organizations in complimentary clusters, and area demographics. The MLWIB One-Stop Operator (Mother Lode Job Training) regularly reviews and considers labor market and other data in directing its strategic and tactical efforts.

Strategies

The MLWIB established strategies and goals supporting the attainment of basic literacy and computer skills and education and industry recognized certification, credentials and diplomas supporting the connection of emerging, transitioning and re-entry workers to employment in occupations connected to career pathways providing for or leading to self-sufficiency, and providing business and employers with a ready, available and skilled workforce. The MLWIB recognizes that skills development is a life-long endeavor and that accomplishing the changes necessary to support this shift in culture are systemic. To this end, MLWIB established training set-a-sides that address the requirements of SB734. Recognizing fully that this work requires broad engagement, MLWIB continues to develop and maintain a network of community, local, regional and state level partnerships. These relationships are purposefully maintained in the spirit of collaboration and mutual benefit, through the need to be better informed, in the hope of sharing and learning about promising and best practice, and with the desire to better leverage and braid resources to the benefit of our partners, communities, businesses and workers.

The following strategies articulate and capture the essence of this work:

1. Identify workforce issues in the local community and strategies to address them.
2. Conduct oversight of One-Stop system and Workforce Investment Act.
3. Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.
4. Establish MLWIB as a forum for business owners to bring forth workforce issues.
5. Develop and maintain a performance oriented culture for MLWIB.

Goal Detail Status Report

In support of its mission and vision, the MLWIB has established strategic goals fostering the advancement of the local workforce system.

| | | |
|--|--|--|
| STRATEGY #1 | Identify workforce issues in the local community and develop strategies to address them. | |
| GOAL | DESCRIPTION | STATUS |
| Focus Workforce Investment Board on identification and resolution of workforce issues. | Establish strategic plan | The five year plan was accepted by CWIB, compliance review by EDD pending. MLWIB completes an annual review of plan and progress towards plan goals. |
| | Focus agendas of the Workforce Investment Board on identification and resolution of workforce issues. | On-going. WIB agendas and committee meetings are focused on strategic goals. |
| | Recruit representatives of high priority industry sector employers and businesses for Workforce Investment Board membership. | On-going. The WIB is recruiting for five Business Representatives focus is on the industry clusters identified in the strategic plan. |
| Use Labor Market | Partner with the Central California | On-going. In partnership with |

| | | |
|------------------------------------|--|--|
| STRATEGY #1 | Identify workforce issues in the local community and develop strategies to address them. | |
| GOAL | DESCRIPTION | STATUS |
| Information to inform investments. | Workforce Collaborative and Central Region Community Colleges to complete a regional labor market study. | CCWC a labor market study was contracted for and completed by ADE and presented to MLWIB. |
| | Partner with Columbia College and the local chambers of commerce and economic development authorities to survey local business needs. | Pending discussions with partners, not yet begun. |
| | Provide input to EDD supporting development of LMI tools. | Participated in quarterly EDD LMI Advisory Group, upcoming Meeting Dates: April 24, July 24 & October 23, 2014. |
| | Revise strategic plan to better consider labor market information. | On-going. |
| | Collaborate with Columbia College and the Central Region Community Colleges to better understand and connect employer skill needs with available training. | On-going. In partnership with CCWC we are participating in the analysis of the workforce and training needs of employers in the Agriculture Manufacturing Cluster. |

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| STRATEGY #2 | Conduct oversight of One-Stop system and Workforce Investment Act. | |
| Goal | Description | Timeline |
| Ensure a service balance between job seekers and employers by developing and fostering employer and business services relationships. | Re-introduce on-the-job training as a primary business service and training and placement strategy supporting business and job seeker success. | On-going. Goals and metrics established during of PY13/14 service level planning and budgeting process. |
| | Establish business outreach and on-the-job training development as a primary accountability of One-Stop Managers and staff. | On-going. Goals established as part of PY13/14 service planning and budgeting process. |
| | Partner with Columbia College to deliver customized for employers. | Outreach and marketing is underway. |
| | Introduce workforce skills development training for incumbent workers. | Policy approved by MLBOD in January 2014, MLWIB consideration February 2014. |
| | Establish a Business Services Committee and plan in compliance with UI Code Section 14200(c)(9)(C). | Completed as part of the adoption of the Strategic Plan. The committee has not yet met. |
| Provide for oversight of the One-Stop system and Workforce Investment Act. | Request that each Public One-Stop Partner provide a brief over-view of their program, service populations and performance, and establish quarterly or annual reporting to the Workforce Investment Board. | Staff is working to schedule the first presentation for the February 2014 MLWIB meeting. |
| | Establish One-Stop certification standards and process and review Job Connection One-Stop centers against standards. | Not yet begun. |

| | | |
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| STRATEGY #2 | Conduct oversight of One-Stop system and Workforce Investment Act. | |
| Goal | Description | Timeline |
| | Assure an active Youth Advisory Council. | On-going. Youth Council appointed. Youth Council met in December 2013. |
| | Approve annual WIA service plan of the WIA provider and One-Stop Operator. | On-going. The PY12/13 plan approved by the WIB and BOD at May 2013 joint meeting. |
| | Review quarterly service level, customer satisfaction and expenditure performance of One-Stop provider, and annual WIA performance metrics. | On-going. Performance data is presented quarterly at each meeting, WIA metrics annually. |

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| STRATEGY #3 | Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies. | |
| Goal | Description | Timeline |
| Work collaborative with economic development agencies and business alliances in each county. | Identify significant economic development and business alliances, i.e., Economic Development Agencies, Chambers of Commerce, Business Service Clubs and Associations, etc. | On-going. Partnership with CCWC and Central Region Community Colleges is established. Building closer relationships with local programs and economic development. |
| | Identify hot-topics for each group and staff with WIB for prioritization and engagement. | March 2014 and on-going. |
| | Share labor market and program service information and related to services for business and job seekers. | On-going. Program service information presented quarterly. |
| | Engage like and similar business in joint discussion and articulation of workforce and skills needs and barriers. | On-going. Identification of basic needs is occurring with employers engaging in recruitment and on-the-job training services. |
| | Establish regional partnerships supporting collaborative work, i.e. Central California Workforce Collaborative (CCWC), Central Region Community Colleges (C6), etc. | On-going. Co-located Amador Career Center with Amador Community College Foundation Learning Center. Initiated partnership with Tuolumne Economic Development Authority and Central Sierra Economic Development District to market employer services. |

| | | |
|--|---|---|
| STRATEGY #4 | Establish WIB as a principal forum for businesses and employers to bring forth workforce issues. | |
| Goal | Description | Timeline |
| Increase visibility of and accessibility to the WIB. | Assure that economic development, business alliances, businesses, partners, and emerging and transitional workers know about the mission, vision and services of the MLWIB. | On-going. Established marketing and public outreach plan, published articles in local papers and electronic media. |
| | | Launched MLWIB web-site at |

| | | |
|------------------------------------|---|---|
| STRATEGY #4 | Establish WIB as a principal forum for businesses and employers to bring forth workforce issues. | |
| | Re-establish and assure the availability of on-the-job and customized training, and business services. | www.MLWIB.com On-going. Established goals as part of PY13/14 service level planning and budgeting process. See the service level and expenditure performance report for progress toward goals. |
| | Establish a Business Services Committee and plan in compliance with UI Code Section 14200(c)(9)(C). | Completed as part of the adoption of the Strategic Plan. The committee has not yet met. |
| | Establish a WIB Scholarship program as a means to increase the visibility of the WIB, assist business by assuring a skilled workforce, and to carry the message regarding the importance of skills development. | Scholarship was launched in September 2013. Supplemented this with Workforce Skills Development services for incumbent workers in February 2014. |
| STRATEGY #5 | Develop and maintain a performance oriented culture for the Workforce Investment Board. | |
| Goal | Description | Timeline |
| Be data driven. | Invest in systems providing critical data to inform decision making. | On-going. Upgraded Sage/MIP accounting software to most recent version. Upgraded from version 12 to version 14 of the Geo VOS Virtual One-Stop System, integrated with CalJOBS in February. Engaging in discussion and training to maximize the use of the system by staff, employers and job seekers. |
| | Use Labor Market Information, performance and expenditure information and other data sources to inform investment decisions. | On-going. Contracted in Partnership with CCWC for two economic studies of the regional labor market. |
| Establish accountability. | Establish a strategic plan. | Completed May 2013 updates are on-going. |
| | Establish an annual budget. | Completed May 2013 updates are on-going |
| | Establish annual service and performance plans. | Completed August 2013 updates are on-going |
| | Establish policy guidance for process, procedure and investments. | On-going. See WIB Scholarship Policy and Participant Support Policy. |
| Inspire leadership and engagement. | Promote the engagement of staff and Board members in support of the continual improvement of the One-Stop | On-going. |

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|-------------|---|----------|
| STRATEGY #5 | Develop and maintain a performance oriented culture for the Workforce Investment Board. | |
| Goal | Description | Timeline |
| | and workforce system. | |

Please contact your county level Career Center Manager, Jeff Dickason or Leslie Hunt for further information.

STAFF CONTACT:

L. Hunt, WIB/HR Manager, (209)533-3396 or LHunt@MLJT.Org

A6: Executive Director's Report

**MOTHER LODE WORKFORCE INVESTMENT BOARD
 19890 Cedar Road North, Sonora CA 95370
 February 20, 2014**

ACTION: Accept Executive Director's report and provide appropriate direction.

DISCUSSION: Executive Directors Report

1. Status Report - EDD Monitoring

Each year the California Employment Development Department (EDD) completes on-site monitoring of Mother Lode Job Training program, administrative and fiscal processes. EDD attempts to issue a draft report within 60 days of the monitoring and provides the grantee 30 days to submit a response to any findings. The process may include a number of iterations to support a clear understanding of issues and their resolution. Mother Lode Job Training has provided EDD with a complete response to findings in each of the listed reports and is awaiting acceptance of the proposed resolution of the two open reports. The next EDD monitoring is scheduled for April 7 – 10 with a focus on fiscal and administrative systems.

| EDD Monitoring | Status |
|----------------------------|--|
| PY10-11 Program Monitoring | Closed |
| PY11-12 Program Monitoring | Open pending acceptance of proposed resolution |
| PY11-12 Fiscal Monitoring | Open pending acceptance of proposed resolution |
| PY12-13 Youth Monitoring | Closed |
| PY12-13 Fiscal Monitoring | Resolution Accepted Pending Verification |
| PY12-13 Program Monitoring | Resolution Accepted Pending Verification |

2. Fiscal Management/Annual Audit

The Mother Lode Job Training Fiscal Team has been working to simplify and streamline processes while maintaining internal controls and system integrity. Over this program year, this work has included re-configuring the accounting system to better support cost allocation and reporting needs, re-procuring payroll services resulting in significant cost

reductions and a savings of about \$3,000 per year, and re-procuring annual audit services. The audit is scheduled for the week of February 10th. Preparation for the annual audit will require the Chairs of the Board of Directors and Workforce Investment Boards, and the Executive Director, to complete structured interviews with the auditor.

3. Human Resources/Personnel

In December and January the two Career Counselors in the Calaveras office elected to retire. Each provided 30 days notice of this action and we were able to conduct a successful recruitment to fully re-staff the office. Training is now underway to build a team and integrate the new staff.

New rates were received from our Workman’s Compensation carrier. Our experience rating was further reduced to 87. This is a 147 point drop from the 232 experience rating for the 2011 program year. This is a 63% drop over the course of three years, and will provide an additional savings of about \$26,400 against current year costs. During CY2013 we had 67 employees at 23 worksites, including 39 in work experience. These employees worked a total of 39,629 hours with no reportable injuries.

| Worker’s Compensation Insurance Experience Rating | | | | |
|--|-----------|----------|----------|---------|
| Year | 2011 | 2012 | 2013 | 2014 |
| Experience Rate | 232 | 211 | 177 | 87 |
| Premium Estimate | \$110,263 | \$74,033 | \$33,601 | \$7,201 |

The annual decline in experience ratings is attributable to reductions in numbers of employees, regular safety

awareness training for staff and participants, changes in our processes used to evaluate and certify employer sites for participant work experience, and a lack of new injuries.

4. Leases and location for Mother Lode Job Training Career Centers

At the October 21th meeting the Board of Directors provided guidance and authorized the Executive Director to negotiate and enter into leases for the location of Mother Lode Job Training One-Stop Career Centers in Amador, Calaveras and Tuolumne counties. In compliance with ML BOD direction staff took the following actions:

- a) Amador County: A proposal was accepted by the Amador Board of Supervisors establishing a lease in the Amador County Health & Human Services facility. The lease includes 1,573 square feet of suitable space for the Mother Lode Job Training Career Center and provides for co-location with the Amador Community College Foundation Learning Center. A comparison of costs for this space against the current lease is as follows:

| Location | Suitability | Cost/Sq Ft | Monthly Cost | Annual Cost |
|--|-------------|------------|--------------|--------------|
| Current Location 245 New York Ranch Road, Ste A Jackson CA 95642 | 62 | \$ 1.38 | \$ 2,666.60 | \$31,999.20 |
| Amador Health & Human Services 10877 Conductor Blvd Sutter Creek CA 95685 | 73 | \$.80 | \$ 2,000.00 | \$ 24,000.00 |
| Amenities at the Amador Health & Human Services location include all utility and common area costs, use of common area conference rooms, and basic janitorial. | | | | |

Estimated savings for this location against the current lease rate are about \$666 a month (about \$1,000 a month with utilities) or \$7,992 in the first year (\$12,000 with utilities). Over the course of a five year lease the saving will be about \$39,960 (\$60,000 with utilities savings).

The Amador office will move the week of January 27th and begin service delivery at the new location on February 3rd.

Calaveras County: Following an evaluation of suitability, price and cost, staff has been unable to identify suitable alternative space. As a result staff negotiated a three month lease extension under the current terms to provide additional time to conduct a search for suitable space. This landlord has offered to sub-divide the space allowing for reduced square footage and costs. While this is a viable option, Calaveras staff is continuing to explore available space options to see if we can't find a location that is more visible to the public while maintaining proximity to public and partner services.

A description of costs for this lease is as follows:

| Location | Suitability | Cost/Sq Ft | Monthly Cost | Annual Cost |
|--|-------------|------------|--------------|-------------|
| Current Location 700 Mountain Ranch Road, Ste A San Andreas CA 95249 | 75 | \$ 1.26 | \$ 3,612.60 | \$43,344.00 |
| The existing location contains more than sufficient space for our needs and allows for the co-location of partners. Staff has done an extensive review of available properties and will continue to explore opportunities. The lease at the current location was extended to March 31, 2014. | | | | |

- b) Tuolumne County: Following an evaluation of suitability, price and cost, staff negotiated a five year lease. The lease includes 4,600 square feet providing suitable space for the Mother Lode Job Training Career Center and administrative offices, which is about half of the space available in the building. A comparison of costs for this space against the current lease is as follows:

| Location | Suitability | Cost/Sq Ft | Monthly Cost | Annual Cost |
|--|-------------|------------|--------------|--------------|
| Current Lease 19890 Cedar Road North Sonora CA 95370 | 70 | \$ 1.55 | \$ 7,848.31 | \$ 94,179.75 |
| Lease Renewal Offer 19890 Cedar Road North Sonora CA 95370 | 70 | \$ 1.06 | \$ 5,400.00 | \$ 64,800.00 |
| Diestel Building 197 Mono Way Sonora CA 95370 | 71 | \$.89 | \$ 4,005.00 | \$ 48,060.00 |
| The Diestel Building was the previous location (1998) of the Tuolumne One-Stop which was co-located at that time with the California Employment Development Department. In the interim the building was occupied by County Behavioral Health. A remodel must be completed to re-create space suitable for a Career Center. The costs for this are included in the cost comparison. | | | | |
| Estimated savings for this location against the current lease rate are about \$3,843 a month or \$46,116 in the first year. Over the course of a five year lease the saving will be about \$229,408. | | | | |

A second tenant has expressed interest in the remaining space and the landlord is currently exploring the possibility of separately metering electric usage for both sides of the building. Separate metering will allow Mother Lode Job Training to maintain its membership in the Tuolumne Public Power Agency and to take advantage of discounted power rates. We hope to finish work on the lease soon, complete renovations and move by the end of February or middle of March.

I1: 2004 Meeting Calendar



2014 Board of Directors

19890 Cedar Road North
 Sonora, CA 95370
 Phone: (209) 533-3396
 Fax: (209) 533-1079

MLJT Board of Directors

Monday, January 27, 2014
 Monday, April 21, 2014
 Monday, July 21, 2014
 Monday, October 20, 2014

Workforce Investment Board

Thursday, February 20, 2014
 Thursday, May 15, 2014
 Thursday, August 21, 2014
 Thursday, November 20, 2014

Youth Council

Wednesday, March 19, 2014
 Wednesday, June 18, 2014
 Wednesday, September 17, 2014
 Wednesday, December 17, 2014

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

If you require reasonable accommodations in order to participate in any of these meetings please contact Leslie Hunt, 72 hours in advance, at (209) 533-3396 x:4502

CRS 711 (TTY) Auxiliary aids and services are available upon request to individuals with disabilities. EOE/ADA