



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

**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.

Please note the meeting location

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

## Meeting of the Mother Lode Workforce Investment Board

**Thursday, November 20, 2014 (12:00 – 2:00 p.m.)**

This meeting will be held at:

**Mother Lode Job Training Career Center**

**197 Mono Way, Suite B, Sonora CA 95370**  
(209)588-1150

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

## **AGENDA**

➤ **CALL TO ORDER AND ROLL CALL**

➤ **PUBLIC COMMENT**

*The Mother Lode Job 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 Board, even though subject matter may not be on the agenda. The Chair will limit the time allocated to each individual public speaker to no more than five (5) minutes.*

➤ **CONSENT ITEMS**

C1: Acceptance of August 21, 2014 MLWIB meeting minutes.

C2: Acceptance of PY2014 Mother Lode Job Training Expenditure & Performance

➤ **MEMBERSHIP REPORT**

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 [Workforce Investment] Act.”

M1: Resignations/Expired Terms: None

M2: Appointments: K. Sullivan, Private Sector

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K. McCorry, Private Sector

M3: Extensions: T. Hildabrand, Private Sector

M4: Current WIB Status 26 of 29 seated with 3 vacant seats

M5: Form 700 and Ethics Training

➤ **ACTION ITEMS**

A1: Youth Council Report and Membership Appointments

A2: Election of Officers

A3: Acceptance of the Job-Driven Nation Emergency Grant

A4: Acceptance of Mariposa and Calaveras Cal-Works Contracts

A5: Fiscal Year 2014-15 Budget Update

A6: Executive Director's Report

➤ **INFORMATION ITEMS**

I1: Workforce Innovation and Opportunity Act

I2: 2015 Meeting Calendar

I3: Career Center Marketing Flyers

**NEXT MEETING:** Thursday, February 19, 2015 from 12:00 p.m. to 2:00 p.m.

**ADJOURN**

**CONSENT AGENDA:**

**C1: Acceptance of the August 21, 2014 MLWIB meeting minutes.**

**Mother Lode Workforce Investment  
Meeting Minutes**

Thursday, August 21, 2014

➤ **CALL TO ORDER AND ROLL CALL**

L. Bridges called the meeting to order at 12:20 p.m. Roll call was completed by Leslie Hunt, a quorum was present.

<b>WIB MEMBERS PRESENT</b>	<b>WIB MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Lester Bridges	Dell Jackson	Leslie Hunt
Debra Rockwood	Diane Gray	Vicki Long
James Wood	Carol Doud	Elena Linehan
Mike McCoy	Ben Saldana	Mary Jane Erickson
Jeff Dickason	Sue Westgate	Jeff Armstrong
Bill Petrone	Larry Cope	Manny Carrillo
Velma Whitebear	David Stater	Gabriel Garcia
Michelle Clark	Lynn Nolte	
Shelly Hance	Mahalia Gotico	
Rosetta Bannwarth	Chris Vitelli	
Ben Hulet	Heather Farris	
	Tim Hildabrand	
	Rebecca Mendibles	
	Cornelio Gomez	
	Tyler Newton	

➤ **PUBLIC COMMENT**

L. Bridges, Chair, asked for public comment and none was offered.

➤ **CONSENT ITEMS**

C1: Acceptance of the May 15, 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 June 30, 2014

A motion was made by J. Wood and second by D. Rockwood to accept the consent agenda. The motion carried 10 ayes, 0 nays, 15 absent and 1 abstention by J. Dickason.

➤ **MEMBERSHIP UPDATE**

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

Ben Hulet

- 
- M2: Term Extensions Shelly Hance  
Heather Farris
- M3: Resignations Dell Jackson
- M4: WIB Membership Status 25 of 29 seated; 4 vacant seats.
- M5: Form 700 and Ethics Training  
L. Hunt, WIB Manager asked each member to complete the bi-annual ethics training and submit their annual Form 700. Chair L. Bridges encouraged members to comply with these requirements for membership and compliance.

➤ **ACTION ITEMS**

- A1: PY2013/14 service level, participation & expenditure performance for period ending June 30
- J. Dickason presented the members the service level, participation & expenditure performance report.
- A motion was made by V. Whitebear and second by M. Clark to accept the PY13/14 service level, participation & expenditure performance as presented. The motion carried 10 ayes, 0 nays, 15 absent and 1 abstention by J. Dickason.
- A2: PY14/15 service level, participation & expenditure goals
- J. Dickason presented the PY14/15 service level, participation & expenditure goals and informed the members of the process of negotiating performance goals with the state and the process staff used to develop all other goals for the year.
- A motion was made by D. Rockwood and second by B. Hulet to accept the PY14/15 service level, participation & expenditure goals as presented. The motion carried 10 ayes, 0 nays, 15 absent and 1 abstention by J. Dickason.
- A3: 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 recognized contributions by partners and staff toward plan achievement, and accepted questions from members.
- A motion to accept the progress report was made by R. Bannwarth with a second by B. Hulet. The motion carried 10 ayes, 0 nays, 15 absent and 1 abstention by J. Dickason.
- A4: Executive Directors Report was tabled due to time constraints of the meeting.

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➤ **INFORMATION ITEMS**

I1: Partner presentation by Mother Lode Job Training

C. Gomez presented information regarding programs and services provided by the California Employment Development Department and accepted questions from members.

I2 Partner presentation by Sonora Union High School District

M. McCoy presented information regarding CTE programs offered through the District and accepted questions from members.

Partner presentation by Northern California Laborers Apprenticeship Training

J. Armstrong and M. Carrillo presented information regarding apprenticeship training programs offered through the Terence L. O'Sullivan Laborers Training Center.

I3: 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.

➤ **ADJOURN**

Motion by D. Rockwood and second by B. Petrone to adjourn the meeting at 2:05 p.m., motion carried 10 ayes, 0 nays and 15 absent.

## C2: Mother Lode Job Training Expenditure and Participation Report



### SERVICE LEVEL & EXPENDITURE PERFORMANCE REPORT for Program Year 2014-15

Better Skills – Better Jobs – Better Economy

#### SERVICE LEVELS

PY2014-15 (July 1, 2014 to June 30, 2015) performance against service level goals for the first quarter of the program year, period ending September 30, 2014 is as follows:

CUSTOMER TRAFFIC Career Center	PY12/13		PY13/14		PY14/15 (July 1, 2014 to June 30, 2015)				
	Unique Customers	Total Visits	Unique Customers	Total Visits	Unique Customers	Total Visits	Return Rate	Ave. Visits / Month	Ave. Visits / Day
Amador	981	2,933	669	1,790	226	455	2.0	152	8
Calaveras	760	2,371	726	2,213	190	482	2.5	161	9
Mariposa	609	2,156	522	1,683	175	441	2.5	147	8
Tuolumne	2,464	6,622	1,521	4,424	416	836	2.0	279	15
<b>Total</b>	<b>4,814</b>	<b>14,082</b>	<b>3,438</b>	<b>10,110</b>	<b>1,007</b>	<b>2,214</b>	<b>2.2</b>	<b>738</b>	<b>40</b>

The unduplicated count of unique customers served during the first quarter of the program year was 1,007. Total customer visits were 2,214. This breaks down into 738 customer visits each month or 40 customers each business day, and a return rate of 2.2 visits per individual. In comparison, for the same period last year the number of unique customer visits each month was 1,436 or 50 customers each business day, and the return rate was 2.1 visits per individual. Unique customer traffic is reduced 30% in comparison to the same period in the previous year. It is of not that nationwide traffic in the One-Stop Centers was reduced 20% in comparison with 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 (counts may not be unique)	ACTUAL		GOAL PY14/15	ACTUAL (9/30/14)	PERCENT GOAL
	PY12/13	PY13/14			
Adult	123	173	140	70	50%
- Training	38	70	50	23	23%
Dislocated Worker	164	132	139	41	30%
- Training	75	72	47	24	51%
JD NEG	-	-	12	0	0%
- Training	-	-	4	0	0%
Youth	49	63	70	30	43%
- In-School	34	40	38	19	50%
- Out-of-School	15	23	32	11	34%
Calaveras CDBG	-	5	45	12	30%
Mariposa CDBG (Computer Lab)	-	33	25	33	132%
Tuolumne CalWORKS	-	6	6	5	167%

Carry-over from the previous year included 49 Adults, 37 Dislocated Workers and 25 Youth. With the addition of new enrollments, as of the end of September, a total of 70 participants enrolled into the Adult program, 41 participants into the Dislocated Worker program and 30 participants enrolled into the Youth program. Counts in the Adult and Dislocated Worker programs may not be unique as participants may be enrolled into more than one funding stream.

The contract for the JD NEG is not yet in place and services for this grant haven't yet begun.

Funds through the Calaveras CDBG have provided training opportunities for 12 individuals, 7 of these are funded exclusively by the CDBG, 5 are dual enrolled in the WIA Adult program, and 5 have entered unsubsidized employment.

The Mariposa CDBG funded computer lab met planned service level goals prior to the beginning of this program year and continues to serve eligible individuals and the community.

The partnership with Tuolumne Social Services has resulted in regular workshop offerings and office hours by Department of Social Services staff at the Tuolumne Career Center including 32 participant referrals by staff, 73 participant visits, the creation of 5 work experience positions and 1 vocational training, with at least 2 entering unsubsidized employment.

**EMPLOYER SERVICES**

PY14-15 (Jul-Sep)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
Amador	22	7	17	0
Calaveras	49	11	34	3
Mariposa	34	5	9	0
Tuolumne	47	9	78	4
<b>Total</b>	<b>152</b>	<b>32</b>	<b>138</b>	<b>7</b>
<b>PY13-14</b>	<b>482</b>	<b>138</b>	<b>381</b>	<b>14</b>

Outreach and expanding services for employers is also a staff priority. Metrics were created for PY13/14 to measure staff engagement related to this work. These metrics include the number of 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. Last year this work resulted in 482 employer contacts, 138 new employers added to the Virtual One-Stop (VOS) labor exchange system, 381 new job postings and 14 on-the-job training contracts. For PY2014-15, through the end of September, 152 employers have been contacted, 32 new employers added to VOS and 138 jobs posted, and two (2) new OJT contracts were written. No incumbent worker training contracts have been funded.

**TRAINING ENGAGEMENT**

Career Center	PY13/14	PY14/15		
	Actual	Goal	Actual	(%) Plan
Amador	20	22	9	41%
Calaveras	23	27	18	67%
Mariposa	14	15	9	60%
Tuolumne	49	38	11	29%
<b>Total</b>	<b>106</b>	<b>102</b>	<b>47</b>	<b>46%</b>

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. This

year the ML WIB Scholarship program is funded with \$80,464 in carry-over from PY2013-14 and \$214,672 of PY2014-15 funds. Total resources for scholarships this year are \$295,136. Based on available training resources for the Adult, Dislocated Worker and JD NEG programs, a goal of 102 training slots was established including funding for 31 Scholarship awards that carried in from the previous year. Included within total is on-the-job training (OJT). Between July and September 47 Scholarships were awarded or started, including 7 OJT.

The list of Scholarship funded trainings paid for in PY2014-15 includes:

Field of Study	Paid	Obligated	Total	ACC	CCC	MCC	TCC	Total
Accounting		1,126	1,126	0	1	0	1	2
Administrative Medical Specialist	2,745		2,745	0	1	0	0	1
Computer Science		243	243	0	0	0	1	1
Digital Graphics		510	510	0	0	0	1	1
Electrician	205		205	0	1	0	0	1
<i>Forest Conservation Worker/Tree Trimmer &amp; Pruner (OJT)</i>	<i>1,750</i>	<i>2,360</i>	<i>4,110</i>	<i>0</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
Forklift License	225		225	0	1	0	0	1
General Study	35	1,465	1,500	0	2	0	4	6
<i>Housing Resource Program Assistant (OJT)</i>	<i>1,883</i>		<i>1,883</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Information Technology		3,325	3,325	0	0	0	1	1
<i>Machine Setters, Operators &amp; Tenders – CAM Operator (OJT)</i>		<i>9,060</i>	<i>9,060</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Mechanical Designer – CAD Technician (OJT)</i>	<i>2,600</i>	<i>3,900</i>	<i>6,500</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Medical Assistant	3,998		3,998	0	1	0	0	1
Nurse (LVN)	2,720		2,720	0	1	0	0	1
Office Technology		554	554	0	0	0	1	1
Phlebotomy	2,860		2,860	0	0	0	1	1
<i>Automotive Service Advisor (OJT)</i>		<i>6,370</i>	<i>6,370</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
Truck Driver / Tractor Trailer Operator	22,176	25,165	47,341	1	4	2	4	11
Wastewater Treatment		1,824	1,824	0	1	0	0	1
Welding	11,360	12,375	23,735	2	2	0	0	4
Wind Turbine Technician	9,800		9,800	0	1	0	0	1
<b>2014-15 Total</b>	<b>62,356</b>	<b>68,277</b>	<b>130,633</b>	<b>3</b>	<b>19</b>	<b>2</b>	<b>18</b>	<b>42</b>
<b>2013-14 Total (Prior Year)</b>			<b>297,269</b>	<b>20</b>	<b>21</b>	<b>14</b>	<b>44</b>	<b>99</b>

**EXPENDITURE (July 1, 2014 to August 31, 2015)**

The report shows expenditure for July 1, 2014 to August 31, 2014 which is about 17 percent of the budget year.

MOTHER LODE JOB WIA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	BUDGET PY14/15	ACTUAL 9/30/14	PERCENT BUDGET
Adult Program	480,490	494,923	534,785	94,563	18%
Dislocated Worker Program	547,127	618,649	489,088	73,468	15%
Rapid Response	327,439	398,316	309,844	12,184	4%
DWAA (Gov Discretionary)	385,152	-	-	-	-
JD NEG – PY14-15	0	0	64,697	0	0%
NEG - PY11-12	26,349	-	-	-	-
Youth Program	413,595	517,759	454,433	67,064	15%
- In-School Youth	218,418	278,176	227,217	32,133	14%
- Out-of-School Youth	195,177	239,583	227,216	34,915	15%
Cal-WORKS Mariposa	26,020	26,345	30,000	2,050	7%
Cal-WORKS Tuolumne	17,327	97,932	100,000	13,634	14%
HHS Amador		1,824	-	-	-
CMCAA Calaveras	50,624	-	-	-	-
CDBG Calaveras	137,956	26,515	113,020	30,047	27%
CDBG Mariposa		52,913	33,655	7,823	23%
US Forest Service	26,556	4,594	13,000	12,635	97%
<b>TOTAL</b>	<b>2,562,156</b>	<b>2,239,770</b>	<b>2,142,521</b>	<b>313,490</b>	<b>15%</b>



At this point the expenditure of Adult and Dislocated Worker is close to where it should be. Rapid Response is running behind as there have been no major closures or dislocations reported. Youth expenditure is close to being on pace. The CalWORKS contracts with Mariposa for Work Readiness Assessment is running a bit behind but new assessments are scheduled. Expenditure of the CalWORKS contract with Tuolumne for Work Services is a bit behind pace but contract activity is on target to meet goals and expenditures should catch up. The CDBG for Calaveras is ahead of pace as CCC has focused attention to this grant. The CDBG for Mariposa has meet all service level goals and is on pace for full expenditure by the end of the year. The contract with Tuolumne County US Forest Service was fully expended, and we've been allocated \$7,000 for an additional year.

**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 provided by customers coming into the Career Centers although significant numbers of customers do take advantage of other services. The primary age group served is 22 – 54, and 74% of customers returned for additional services. The overall customer satisfaction rating across all questions is 94% and 97% would recommend the service to others.

PY2014-15 (July 1, 2014 to September 30, 2014)		On a Satisfaction Scale of 10 to 1 with 10 being very satisfied.										
Customer Satisfaction - Survey Quarter 1		Satisfied <-----> Dis-satisfied									Overall	
No. of Responses: 42		10	9	8	7	6	5	4	3	2		1
How satisfied were you with services?		31	5	4	1	0	0	1	0	0	0	95%
To what extent did services meet your expectations?		24	8	6	4	0	0	0	0	0	0	92%
How well do services compare with an ideal set of services?		20	6	11	2	2	1	0	0	0	0	89%
How likely would you be to recommend services to others?		34	3	4	1	0	0	0	0	0	0	97%
Career Center was easily accessible and staff welcoming?		33	5	2	1	0	0	0	1	0	0	95%
Staff members were knowledgeable and helpful?		34	4	2	1	0	0	1	0	0	0	96%
Services needed were provided in a timely manner?		33	3	4	1	0	0	1	0	0	0	95%
<b>OVERALL SATISFACTION: (100% Possible with all questions equally weighted)</b>											<b>94%</b>	

Type of Assistance:		
Job Search	31	74%
Cal JOBS	8	19%
Resume Development	18	43%
Office Equipment Support	11	26%
Telephones	2	5%
Resource Information	9	21%
Other:	1	2%
Total	42	

Age:		
14-17	0	0%
18-21	3	8%
22-54	25	68%
55 & Up	6	16%
Total	37	100%
Visit:		
First	7	26%
Repeat Customer	20	74%

**M: Mother Lode Workforce Investment Board Membership**

- M1: Resignations/Expired Terms: None
- M2: Appointments: K. Sullivan, Private Sector  
 K. McCorry, Private Sector
- M3: Extensions: T. Hildabrand, Private Sector

**Discussion:**

In accordance with the LEO Agreement *“The Board shall appoint members to the WIB in accordance with Section 117 of the [Workforce Investment] Act.”* The actions described above will assist in the maintenance of a compliant Workforce Investment Board. Membership recruitment is continuing to fill three business seat vacancies.

**Mother Lode Workforce Investment Board  
 Composition/Membership Table – October 20, 2014**

Total Seated*: 29 (*Members fill multiple requirements) Have 26 / Need 3	Total Business: 15 Percent: 51% Have 13 / Need 3	Total Labor*: 5 Percent: 15% Have 5 / Need 0	Mandated Partners*: Meets Have 10 / Need 0
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WIA Membership Sec. 117 (b)(2)	Name	Company/Organization	
(A)(i) –Business majority			15
	Heather Farris	Lowes	
	David Stater	Joint Apprenticeship Training	
	Sue Westgate	MRL Industries	
	Tim Hildabrand	HSTAR, Inc.	
	Ben Saldana	Delaware North Corporation	
	Rosetta Bannwarth	Banny’s Restaurant and Catering	
	Tyler Newton	Sonora Regional Medical Center	
	Ben Hulet	Mother Lode Internet	
	Kathy McCorry	Mariposa Chamber of Commerce	
	Diane Gray	Calaveras Chamber of Commerce	
	Lynn Nolte	Rich Nolte Sheet Metal Specialties	
	Lester Bridges	Mariposa County Chamber	
	Vacant		
	Vacant		
	Vacant		
(A)(ii) –Education (minimum 2)			2
	Kathy Sullivan	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 Stater	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

	Kathy McCorry	Mariposa 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	Kathy Sullivan	Columbia College	R
- Postsecondary Educ.	Kathy Sullivan	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](mailto:LHunt@mljt.org).

**ACTION ITEMS:**

**A1: Acceptance of Youth Council Membership Appointments and Report**

Youth Council Chair, Debra Rockwood.

Youth Council Appointments:

<b><u>Name</u></b>	<b><u>Representing</u></b>
Manny Carrillo	Labor / Apprenticeship
Rosetta Bannwarth	Business
Julie Koozer	Education

Youth Council Membership:

<b><u>Name</u></b>	<b><u>Representing</u></b>
Debra Rockwood	Labor / Service Employees International Union
Kathie Danicourt	Education / Tuolumne County Office of Education
Linda Downey	Probation / Tuolumne County Probation Department
Dianne Aventi	Housing / ATCAA
Sarah Garcia	Youth Activities / Tuolumne County Recreation Dept.
Kathy Jones	Parent of Eligible Youth
Dorothy Hoskins	Parent of Eligible Youth
Alexis Byers	Former Youth Participant
Hayle Ballard	Youth

**MLWIB Youth Council**

**MEETING Notes** - Wednesday, September 17, 2014

➤ **CALL TO ORDER AND ROLL CALL**

J. Dickason called the meeting to order at 4:15 p.m., roll call was taken by Leslie Hunt, quorum is not present.

<b>YC MEMBERS PRESENT</b>	<b>YC MEMBERS ABSENT</b>	<b>OTHERS PRESENT</b>
Linda Downey	Debra Rockwood	Jeff Dickason
Dianne Aventi	Kathy Jones	Leslie Hunt
Mary Jane Erickson	Jason Lowe	Amy Torres
Sarah Garcia	Hayle Ballard	Manny Carrillo
	Lynn Nolte	Julie Koozer
	Kathie Danicourt	
	Dorothy Hoskins	
	Jake Hoskins	
	Alexis Beyers	

➤ **PUBLIC COMMENT**

J. Dickason asked for public comment. A. Torres shared a presentation on the 2014 Youth Summer of Success program that is a partnership with MLJT and the U.S. Forrest Service.

➤ **CONSENT ITEMS**

- C1: Acceptance of March 19, 2014 and June 18, 2014 meeting notes of the Mother Lode Workforce Investment Board Youth Council meetings. Members were not able to accept minutes or notes of the last meeting because a quorum is not present.

➤ **INFORMATION ITEMS**

- I1: 2013-14 MLJT Final Service Level & Expenditure Report  
J. Dickason provided the Youth Council Members an expense report, WIB Scholarship report, service level and participation report for the 13/14 PY. J. Dickason reviewed the reports with the Youth Council and addressed questions about the reports.
- I2: 2014-15 Service Level Goals approved by MLJT Board and WIB  
J. Dickason presented the PY14/15 Service level goals that were approved by the MLJT Board & WIB and informed the members of performance measure process, negotiating performance goals and Agency plans to meet these goals.
- I3: WIOA Program Design  
J. Dickason informed provided the members with a WIOA handout and discussed the new legislation. In future Youth Council meetings members will need to review youth program design to align with WIOA and spend funding in a way to best serve the youth in our community.
- I5: 2014 Meeting Schedule and Times.  
The members we provided a 2014 calendar listing the meeting dates for the MLJT Board, MLWIB and Youth Council.

➤ **NEXT MEETINGS**

The next meeting of Mother Lode Board of Directors is scheduled on Monday, October 20, 2014, Mother Lode WIB is scheduled on Thursday, November 20, 2014 and Mother Lode WIB Youth Council is scheduled on Wednesday, December 17, 2014.

➤ **ADJOURN**

Meeting adjourned at 5:32 p.m.

## **A2: Election of Officers**

### **ACTION ITEM:**

Establish a process for the election of a Chair and Vice-Chair.

### **DISCUSSION:**

The agreement between the Workforce Investment Board and Local Elected Officials (WIB/LEO Agreement) and the Workforce Investment Board by-laws require the annual election of officers, including a chairperson and vice-chairperson from among those members representing the private business sector. Last year the elections of the Workforce Investment Board were deferred to the February meeting thereby creating a new annual event.

Officers are elected by a majority vote of the members present at a meeting designated for the receipt of nominations and/or elections. Officers serve for a term of twelve (12) months from the date of election, and may succeed themselves if re-elected. In the case of vacancy of either the Chairperson or the Vice-Chairperson, the Workforce Investment Board has the authority to select replacements to fill out the remainder of the terms.

### **STAFF CONTACT:**

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

### **A3: Acceptance of Job-Driven National Emergency Grant (NEG)**

**Action:** Accept \$86,262 in JD NEG funding

**Discussion:**

In May 2015 Mother Lode Consortia was invited by the California Workforce Investment Board, in partnership with the Central Valley Workforce Collaborative and San Bernardino City and County, to participate in an application for funding under the Job-Driven National Emergency Grant solicitation by USDOL. In June 2015 we were notified that the application was successful and that the state was awarded \$6.175 million. After negotiation among the partners the decision was made to distribute funds, after CWIB hold backs, based on the Dislocated Worker formula. Under this methodology Mother Lode Consortia was awarded \$86,262.04. The Madera Workforce Investment Board was chosen as the fiscal agent for the Central Valley Workforce Collaborative.

**Grant Plan Summary**

Grant Name:	JD NEG
Grant Period:	September 2014 to June 2016
Grant Award:	\$86,262
Administrative Funds:	\$ 7,397
Program Funds:	\$78,865
Set-a-side for Training:	\$18,534
Set-a-side for Work Experience:	\$ 6,470
Set-a-side for Support Services:	\$ 6,470
Total Participants to be Served:	20
Total in Training:	5
Entered Employment Rate Goal:	80%

Services through this grant will be provided in Amador, Calaveras, Mariposa and Tuolumne counties. The focus of the grant is to connect dislocated workers to employment with a focus on long-term unemployed workers connecting to in demand occupations and growing industry sectors. Thirty (30) percent of program funds are to be used to support work-based learning activities such as on-the-job training, work experience, internship and related support services necessary for participation in these activities. The grant will serve twenty (20) individuals with five (5) receiving training, and a goal of eighty (80) percent entering employment at the end of the grant period.

**Staff Contact:** Jeff Dickason, Executive Director, (209)533-3396 / JDickason@MLJT.Org

**A4:** Preliminary authorization for acceptance of Calaveras and Mariposa Cal-WORKS contracts.

**Action:** Authorize the Executive Director to negotiate and accept contracts with Calaveras and Mariposa counties for the expansion of our workforce partnerships and the delivery of expanded subsidized employment services to Cal-WORKS participants.

**Discussion:**

Mariposa Proposal: On October 1, 2014 at the invitation of Mariposa Human Services staff, a meeting was held to discuss the possibility of contracting with the County to deliver Expanded Unsubsidized Employment Services (ESES) for Cal-WORKS participants. County staff has estimated the availability of \$76,000 in PY2014-15 for these services. Under the concept discussed, staff of the Mariposa Career Center would accept referrals for services from the Mariposa Cal-WORKS staff and would complete intake, assessment, work-readiness coaching, work experience site development and site supervisor training, placement of participants, work-site monitoring and oversight, and contract reporting. The initial estimate is that seven or eight participants would be provided services under the contract during the program year.

Contract **Draft Summary**

Contract Name:	Mariposa Cal-WORKS ESES
Contract Period:	November 2014 to June 2015
Contract Award:	\$76,000
Administrative Funds:	\$ 7,600
Program Funds:	\$68,400
Set-a-side for Work Experience/On-the-Job Training:	\$38,000
Set-a-side for Support Services:	\$10,000
Total Participants to be Served:	7 - 8

Calaveras Proposal: On October 30, 2014 at the invitation of the Calaveras Human Services staff, a meeting was held to discuss the possibility of contracting with the County to deliver Expanded Unsubsidized Employment Services (ESES) for Cal-WORKS participants. County staff has estimated the availability of \$119,000 in PY2014-15 for these services. Under the concept discussed, staff of the Calaveras Career Center would accept referrals for services from the Calaveras Cal-WORKS staff and would complete intake, assessment, work-readiness coaching, work experience site development and site supervisor training, placement of participants, work-site monitoring and oversight, and contract reporting. The initial estimate is that ten to fifteen would be provided services under the contract during the balance of the program year.

Contract **Draft Summary**

Contract Name:	Calaveras Cal-WORKS ESES
Contract Period:	December 2014 to June 2015
Contract Award:	\$119,000
Administrative Funds:	\$ 11,900
Program Funds:	\$107,100
Set-a-side for Work Experience/On-the-Job Training:	\$ 77,500
Set-a-side for Support Services:	\$ 11,900
Total Participants to be Served:	10 - 15



Once negotiated and finalized, these contracts would be similar to the contract with Tuolumne County Social Services and will continue to build the foundation of the partnership in each county. Each contract would support the provision of services in the respective county. About sixty (60) percent of funds would be used to support work-based learning activities such as on-the-job training, work experience, internship and related support services necessary for participation in these activities. Services under the contract would expand and support the partnership, and would prepare and support the connection of participants to unsubsidized employment.

The support of the Mother Lode Workforce Investment Board for this expanded partnership is requested.

Staff Contact: Jeff Dickason, Executive Director, (209)533-3396 / JDickason@MLJT.Org

**A5: Fiscal Year 2014-15 Budget Update**

**Action:** Adopt a budget update for Fiscal Year 2014-15 incorporating JD NEG grant funds and adjustments to carry-in.

**Discussion:**

Each year the Mother Lode Workforce Investment Board adopts an annual budget establishing expenditure based on actual and projected revenue. In most years adjustments to the adopted budget are accumulated and held for action in the final months of the budget year. This year, because the JD NEG represents significant new revenue that was not initially budgeted, we're asking the ML WIB to take action to adjust the FY2014-15 budget to recognize these new resources and to incorporate other adjustments to projected carry-in. This budget was adopted by the ML BOD on October 20, 2014.

**FY2014-15 Budget Adjustment**

**MOTHER LODE JOB TRAINING AGENCY  
 FY2014-15 BUDGET ADJUSTMENT  
 October 20, 2014**

Distribution	16%	18%	14%	27%	3%	10%	12%	100%
Cost Center Budget	Amador Career Center	Calaveras Career Center	Mariposa Career Center	Tuolumne Career Center	Workforce Investment Board Support	Operations Support	One-Stop Support	Totals
<b>FTE</b>	2.70	2.70	2.42	3.57	0.38	1.80	1.90	<b>15.47</b>
Personnel Services	\$ 233,700	\$ 203,340	\$ 200,792	\$ 295,745	\$ 52,171	\$ 175,225	\$ 215,060	\$ 1,376,033
Material & Services	39,397	48,001	40,666	77,688	11,176	37,895	40,018	294,840
Customer Services	77,652	140,010	55,466	198,520	-	-	-	471,648
<b>Total Requirements</b>	<b>\$ 350,749</b>	<b>\$ 391,351</b>	<b>\$ 296,924</b>	<b>\$ 571,953</b>	<b>\$ 63,347</b>	<b>\$ 213,120</b>	<b>\$ 255,078</b>	<b>\$ 2,142,522</b>
<b>Total Resources</b>	<b>\$ 350,749</b>	<b>\$ 391,351</b>	<b>\$ 296,924</b>	<b>\$ 571,953</b>	<b>\$ 63,347</b>	<b>\$ 213,120</b>	<b>\$ 255,078</b>	<b>\$ 2,142,522</b>
<b>Reserve</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

BUDGET Mother Lode Job Training October 2, 2014	FY2011-12 Budget Prior Year	FY2012-13 Budget Prior Year	FY2013-14 Budget Prior Year	FY2014-15 Budget Adopted	FY2014-15 Budget ADJUSTED 9/29/2014	Change from Prior Year	Percent Change
FTE	25.31	19.76	16.34	15.82	15.47	(0.35)	-2%
Personal Services	1,984,745	1,693,549	1,450,313	1,369,341	1,376,033	6,692	0%
Materials & Services	438,575	483,257	399,565	289,890	294,840	4,950	1%
Customer Services	536,301	482,755	521,532	445,375	471,648	26,273	5%
<b>Total Requirements</b>	<b>2,959,621</b>	<b>2,659,562</b>	<b>2,371,410</b>	<b>2,104,607</b>	<b>2,142,522</b>	<b>37,916</b>	<b>2%</b>
<b>Total Resources</b>	<b>3,055,900</b>	<b>2,703,489</b>	<b>2,371,410</b>	<b>2,104,607</b>	<b>2,142,522</b>	<b>37,915</b>	<b>2%</b>
*Balance	96,279	43,927	0	0	0		

**Adjustments include:**

1. Adjusted Adult and DW carry-in to maintain set-a-sides necessary to achieve PY2013-14 training expenditure requirements;
2. Reduced Calaveras CDBG carry-in to recognize prior year actual expenditure.
3. Recognized JD NEG resources of \$86,262 and budgeted \$64,697 for PY2014-15 expenditure and \$21,566 for carry-over into PY2015-16.

4. Adjusted personnel costs to recognize merit increases, planned absences for FMLA, cash-out of PTO.

**NET CHANGE IN RESOURCES IS AN INCREASE OF: \$ 37,915**

<b>RESOURCES</b>	<b>ADOPTED</b>	<b>ADJUSTED</b>	<b>CHANGE</b>
ADULT 14/15	510,476	534,785	24,309
DISLOCATED WORKER 14/15	503,638	489,088	(14,550)
YOUTH 14/15	457,463	454,433	(3,030)
RAPID RESPONSE 14/15	309,844	309,844	-
JD NEG	-	64,697	64,697
CDBG-Calaveras	139,535	113,020	(26,515)
CDBG-Mariposa	30,000	33,655	3,655
CalWORKS-Mariposa Contract	30,000	30,000	-
CalWORKS-Tuolumne Contract	100,000	100,000	-
US Forest Service	20,000	13,000	(7,000)
<u>HHS-Amador Contract</u>	<u>3,650</u>	<u>-</u>	<u>(3,650)</u>
<b>TOTAL</b>	<b>2,104,606</b>	<b>2,142,521</b>	<b>37,915</b>

**NET CHANGE IN REQUIREMENTS IS AN INCREASE OF: \$37,915**

<b>Mother Lode Job Training</b>	<b>FY2014-15 Adopted</b>	<b>FY2014-15 Adjusted</b>	<b>Change</b>	<b>(%)</b>
<b>FTE</b>	15.82	15.47	(0.35)	-2%
Personal Services	1,369,341	1,376,033	6,692	0%
Materials & Services	289,890	294,840	4,950	1%
Customer Services	445,375	471,648	26,273	5%
<b>Total Requirements</b>	<b>2,104,607</b>	<b>2,142,522</b>	<b>37,916</b>	<b>2%</b>

Personal Services is increased by \$6,692 to provide for earned merit increases, PTO cash-outs and staff absences and temporary hiring to accommodate FMLA. Staffing on a reduced 36 hour work week is maintained and no cost of living adjustment is provided.

Materials and Services are increased by \$4,950. This includes adjustments to rents of \$5,640 providing for the five year amortization of the final build-out costs of \$75,000 for the new Tuolumne County Career Center, and reductions of \$56 in office supplies and \$600 in janitorial costs.

Customer Services are increased by \$26,273 providing for adjustments in Adult and Dislocated Worker set-a-sides to meet training expenditure requirements and the programming of the JD NEG.

Staff Contact: Jeff Dickason, Executive Director, (209)533-3396 / JDickason@MLJT.Org

**A6: Executive Director's Report**

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

**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. The goal of EDD is 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.

The last EDD monitoring was completed September 29 – October 3 with a focus on youth programs and systems. The monitoring resulted in no findings.

In addition discussion with the EDD Monitor indicates that recommendations will be made to close the open findings held over from the PY11-2 program monitoring and the PY12-13 program and fiscal monitoring. Official correspondence notifying MLJT of these closed findings has not been received.

<b>EDD Monitoring</b>	<b>Status</b>
PY10-11 Program Monitoring	Closed
PY11-12 Program Monitoring	Open pending acceptance of proposed resolution
PY11-12 Fiscal Monitoring	Closed
PY12-13 Youth Monitoring	Closed
PY12-13 Fiscal Monitoring	Resolution accepted pending on-site verification
PY12-13 Program Monitoring	Resolution accepted pending on-site verification
PY13-14 Fiscal Monitoring	Open pending acceptance of proposed resolution
PY13-14 Program Monitoring	Completed September 29 – October 3

**2. Fiscal Management/Annual Audit**

The on-site portion of the annual audit had not yet been scheduled; we anticipate that this will be calendared for January or February 2015. We are currently negotiating the cost for this audit. The negotiation may result in re-procurement of this service.

**3. Human Resources/Personnel**

A number of changes to personnel have occurred since the last report in July.

Mariposa Career Center: In this location we have a staff on leave under the Family Medical Leave Act. We've hired a temporary Resource Specialist to help back-fill and a Work Experience participant has been brought into assist. We anticipate that staff on leave will return in late December and January. If the Mariposa Cal-WORKS contract for expanded subsidized employment services (ESES) is awarded then the number of FTE supporting this office may be expanded.

No changes in Amador, Calaveras or Tuolumne, however If the Calaveras Cal-WORKS contract for expanded subsidized employment services (ESES) is awarded

then the number of FTE supporting this office may be expanded. We are engaged in succession planning for anticipated but yet unannounced retirements. We will be engaging each of the mandatory partners under the new Workforce Innovation and Opportunity Act (WIOA) in preliminary discussions about the new legislation and potential partner roles and responsibilities and shared infrastructure costs.

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

Calaveras County: Following an extensive search staff is reviewing a location at 265 St. Charles Street that looks promising. A site survey was done to review ADA compliance and a number of issues were noted. The landlord is working with a contractor to cost out the necessary changes providing for ADA compliance and the needs of Mother Lode Job Training. As of this date this work is not complete and the options for locations are still under review.

Location	Suitability	Sq Ft	Cost/Sq Ft	Monthly	Annual
700 Mountain Ranch Road, Ste A San Andreas CA 95249	75	3,000	\$ 1.20	\$ 3,613	\$43,344
Revised Lease Offer 700 Mountain Ranch Road, Ste A San Andreas CA 95249	65	1,500	\$ 1.67	\$ 2,500	\$30,000
564 Mountain Ranch Road San Andreas CA 95249	59	1,570	\$1.30	\$2,040	\$24.440
The existing location contains sufficient space for our needs and allows for the co-location of partners. The revised lease offer will reduce this space by half and increase the cost per square foot. Staff is currently exploring the possibilities of a property located at 564 Mountain Ranch Road. The lease at the current location is currently month to month.					

**5. Grant and Contract Opportunities**

In May 2015 Mother Lode Consortia was invited by the California Workforce Investment Board, in partnership with the Central Valley Workforce Collaborative and San Bernardino City and County, to participate in an application for funding under the Job-Driven National Emergency Grant solicitation by USDOL. In June 2015 we were notified that the application was successful and that the state was awarded \$6.175 million. After negotiation among the partners the decision was made to distribute funds, after CWIB hold backs, based on the Dislocated Worker formula. Under this methodology Mother Lode Consortia was awarded \$86,262.04. These funds will provide services to assist dislocated workers with a focus on the long-term unemployed and must be spent by June 30, 2016.

In October 2014, Mother Lode Job Training was invited by the staff of the Mariposa Department of Human Resources (DHS) and the staff of the Calaveras Department of Human Services to discuss the possibility of a county based contracts to provide work readiness, skills training and work experience services to implement Cal-WORKS expanded subsidized employment services. Staff is currently considering options and may move forward with contract negotiations.

In late September 2014 the staff of the California Workforce Investment Board (CWIB) contacted staff of the Mother Lode Workforce Investment Board to advise of

our scores in association with our 2014-17 strategic plan and the high performance board certification process. Although we did not apply to be a high performance board and did not target the plan to fully address the certification criteria, we scored 22.6 of the possible 32.0 points and were just 2.4 points short of the minimum score for certification. This certification makes us eligible to receive grants from the Governor's Discretionary Hold-back (currently nothing is held back but this will change under WIOA implementation in 2015). ML WIB staff is currently working with CWIB and EDD to resubmit our strategic plan with the goal of gaining certification as a high performance board.

## **6. Strategic Plan Progress Report - Summary of Action to Date**

1. Created a five year strategic plan which was accepted by CWIB and EDD.
2. Re-focused MLWIB meeting agendas to focus on strategic goals.
3. Completed labor market study in partnership with the Central California Workforce Collaborative and discussed study with MLWIB and partners.
4. Established outreach and marketing plan promoting Career Center services for employers and job seekers connecting customers with services.
5. Launched MLWIB Scholarship in September 2013.
6. Expanded On-the-Job training and business services in the 2013 service plan.
7. Established annual program goals and metrics for service levels and budgets.
8. Re-formed MLWIB Youth Council in preparation for providing for input on youth programs, contractor procurement and program improvement.
9. Adopted incumbent worker training program policy by Mother Lode Board of Directors and the Workforce Investment Board, and launched program.
10. Re-launched MLWIB website at [www.MLWIB.com](http://www.MLWIB.com).
11. Created and launched 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.
12. Scheduled presentations by public sector MLWIB members to provide an overview of their programs, services and performance fostering partnership and service coordination.
13. Co-located Amador Career Center with Amador Community College Foundation Learning Center in Amador Health & Human Services Building.
14. Published public information announcements in local papers and electronic media focusing on Mother Lode Job Training job seeker and employer services.
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.
16. Initiated partnership with Tuolumne Economic Development Authority and Central Sierra Economic Development District to market employer services.
17. Partnered with Tuolumne County Education Services and Columbia Community

- College, and Mariposa County Schools on Career Pathways grant applications.
18. Partnering with the Central California Workforce Collaborative on a regional grant application for an Agricultural Manufacturing cluster grant under the Governor's Slingshot economic development concept.
  19. Letters of Support were provided to partners supporting a number of grant applications potentially funding regional sector and Career Pathways initiatives and services to targeted populations.
  20. Moved the Tuolumne Career Center and Mother Lode Job Training Administrative Offices to a new more cost effective location.
  21. Partnered with CWIB, CCWC and San Bernardino City and County in the application and award of a \$6.175 million National Emergency Grant targeting services for dislocated works with a focus on the long-term unemployed.
  22. Recruited new private sector membership of the WIB to represent significant industry sectors and opportunities.
  23. Negotiating expanded partnership and delivery of Cal-Works expanded subsidized employment services through the Calaveras and Mariposa Career Centers.

### **MOTHER LODE WORKFORCE INVESTMENT BOARD FIVE YEAR 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 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 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.



### Detail Status Report

In support of its mission and vision, the MLWIB has established the following strategic goals and action plan 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 Information to inform investments.	Partner with the Central California Workforce Collaborative and Central Region Community Colleges to complete a regional labor market study.	On-going. In partnership with 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.
STRATEGY #2	Conduct oversight of One-Stop system and Workforce Investment Act.	
GOAL	DESCRIPTION	STATUS
Ensure a service	Re-introduce on-the-job training as a	On-going. Goals and metrics

STRATEGY #2	Conduct oversight of One-Stop system and Workforce Investment Act.	
GOAL	DESCRIPTION	STATUS
balance between job seekers and employers by developing and fostering employer and business services relationships.	primary business service and training and placement strategy supporting business and job seeker success.	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.	The first presentation was scheduled 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.
	Assure an active Youth Advisory Council.	On-going. Youth Council appointed. Youth Council met in December 2013 & March 2014.
	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.
STRATEGY #3	Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.	
GOAL	DESCRIPTION	STATUS

STRATEGY #3	Develop and maintain strong working relationships that will facilitate coordinating workforce and economic development strategies.	
GOAL	DESCRIPTION	STATUS
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	STATUS
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 <a href="http://www.MLWIB.com">www.MLWIB.com</a>
	Re-establish and assure the availability of on-the-job and customized training, and business	On-going. Established goals as part of PY13/14 service level planning and budgeting process.

STRATEGY #4	Establish WIB as a principal forum for businesses and employers to bring forth workforce issues.	
	services.	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	STATUS
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 and workforce system.	On-going.

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## **INFORMATION ITEMS:**

### **I1: Workforce Innovation and Opportunity Act**

The new Workforce Innovation and Opportunity Act was signed into law by President Obama on July 22, 2014. The law includes an expanded role for Workforce Investment Boards in regard to strategic planning and the delivery of an integrated plan for the four mandated core programs:

- WIA Title I (Adult, Dislocated Worker and Youth Programs);
- Wagner-Peyser Programs;
- Adult Education; and
- Vocational Rehabilitation.

The Governor may elect to require additional programs to participate and to make local boards responsible for the delivery of a combined plan that includes the core programs and participation of one or more of the following additional programs:

- Career Technical Education Programs (Carl Perkins);
- TANF (Welfare to Work);
- Food and Nutrition Employment Programs;
- Trade Act Programs;
- Unemployment Insurance Programs;
- Older Worker's Act Programs;
- Department of Housing & Urban Development (HUD) Employment Programs;
- Community Block Grant Programs;
- Second Chance Programs.

Staff is currently working on becoming familiar with the law. The following implementation benchmarks have been established by USDOL and Department of Education.

<b>Dates</b>	<b>Required Actions</b>
July 22, 2014	Secretary of labor begins to take appropriate actions to provide for an orderly transition ( <i>Enactment</i> )
September 20, 2014	Advisory Committee on Increasing Competitive Integrated Employment for Individuals with Disabilities must be established (within 60 days of enactment)
January 18, 2015	Department of Labor (DOL), Department of Education (ED) and Department of Health and Human Services (HHS) must publish Notices of Proposed Rulemaking to implement WIOA (No later than 180 days after enactment)
July 1, 2015	Provisions take effect, unless otherwise noted in the Act (1st full program year (PY) after enactment)
July 1, 2015	WIA State and local plan provisions continue to apply for the 1st full PY.
July 1, 2015	Current performance accountability system remains in effect for 1st full PY.
July 22, 2015	Eligible Training Providers provisions are implemented by Governors and boards (not later than 12 months after enactment)
July 22, 2015	Template for performance reports by state, local, and Eligible Training Providers must be developed by Secretary of labor and Secretary of Education within 12 months after the date of enactment
January 22, 2016	DOL, ED and HHS must publish Final Rules to implement WIOA (18 months after enactment)
March 3, 2016	Deadline for state Unified Plan submission (120 days before 2nd full PY)
March 3, 2016	Levels for new performance indicators are negotiated as part of approval of State Unified Plans.
June 30, 2016	DOL and ED must develop performance indicator relating to effectiveness in serving employers (prior to 2nd full PY)
July 1, 2016	One-Stop Infrastructure cost requirements take effect (July 1, 2016)
July 1, 2016	Use of common One-Stop delivery identifier must be implemented (not later than start of 2nd full PY)
July 22, 2016	1st plan describing research studies and multistate project priorities for a 5 year period is due (every 2 years from enactment)

**I2: 2015 Meeting Calendar**



# 2015 Board of Directors

197 Mono Way, Suite B  
 Sonora, CA 95370  
 Phone: (209) 533-3396  
 Fax: (209) 533-1079

**MLJT Board of Directors**

Monday, January 26, 2015  
 Monday, April 20, 2015  
 Monday, July 20, 2015  
 Monday, October 19, 2015

**Workforce Investment Board**

Thursday, February 19, 2015  
 Thursday, May 21, 2015  
 Thursday, August 20, 2015  
 Thursday, November 19, 2015

**Youth Council**

Wednesday, March 18, 2015  
 Wednesday, June 17, 2015  
 Wednesday, September 16, 2015  
 Wednesday, December 16, 2015

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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