



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 RSVP to assist with meeting planning.

Lunch will be provided.

Please plan to arrive promptly for the meeting and a working lunch.

Mother Lode Workforce Investment Board Meeting

Thursday, May 19, 2016 (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 Mark Eiserer 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 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.

➤ **MEMBERSHIP**

Mother Lode Workforce Board membership including appointments, extensions and resignations. Additional actions may be taken at the meeting in regard to membership. The 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: Appointments

M2: Current WIB Membership

M3: Form 700 and Ethics Training

➤ **CONSENT AGENDA**

- C1: Acceptance of February 18, 2016 meeting minutes of the MLWIB
- C2: PY2015-16 Service Level & Expenditure Report
- C3: Executive Director's Report

➤ **ACTION AGENDA**

- A1: WIOA Planning and Implementation Benchmarks
- A2: WIOA Youth Provider Performance & Consideration of Contract Extension
- A3: PY2015-16 Budget Adjustment
- A4: PY2016-17 Proposed Budget
- A5: Authorization for the Executive Director to Negotiate and Enter into a Lease
- A6: Establish a Process for the Election of Officers

➤ **INFORMATION ITEMS**

- I1: 2016 Meeting Calendar

NEXT MEETING: Thursday, August 18, 2016 from 12:00 p.m. to 2:00 p.m.

ADJOURN

MEMBERSHIP

M1: Mother Lode Workforce Board Membership

UPDATE: Workforce Board Membership changes approved by the Mother Lode Board of Directors on April 18, 2016:

- M1: Resignations Ben Saldana, Delaware North Corporation
- M2: Appointments Trish Magdaleno, Chicken Ranch Casino
- M3: Extensions
- M4: Status Changes None

**Mother Lode Workforce Investment Board Membership
 Effective April 19, 2016**

Total Seated*: 17 (*Members fill multiple requirements) Have 17 / Need 0	Total Business: 9 Percent: 56% Have 9 / Need 0	Workforce : 4 Percent: 25% Have 4 / Need 0	Mandated Partners*: Meets Have 5 / Need 0
WIOA Membership Sec. 107(b)(2)	Name	Company/Organization	
Business Representation (Majority)			9
Hospitality	Rosetta Bannwarth	Banny's Restaurant and Catering	1
Hospitality/Tourism	Michelle Watkins	Black Oak Casino	2
Hospitality/Tourism	Trish Magdaleno	Chicken Ranch Casino	3
Technology/Communications	Tim Hildabrand	HSTAR, Inc.	4
Technology/Communications	Ben Hulet	Mother Lode Internet	5
Technology/Communications	Frank Leschinsky	Volcano Telephone	6
Technology/Energy	Sue Westgate	MRL Industries	7
Construction/Retail Trade	Mark Borchin	The Glass Doctor	8
Health/Medical	Tyler Newton	Sonora Regional Medical Center	9
Workforce Representation (20%)			4
Labor	Debra Rockwood	UNITE-HERE! Local 19	10
Labor	Bill Petrone	Service Employees International Union 1021	11
Labor	James Wood	Laborers Local 1130	12
Youth Education & Employment	Margie Bulkin	Tuolumne Superintendent of Schools	13
Education (2 Required)			2
Higher Education	Klaus Tenbergen	Columbia College	14
Adult Education	Klaus Tenbergen	Columbia College	*
Economic Development (1 Required)			1
Economic Development	Larry Cope	Central Sierra Economic Development District & Tuolumne Economic Development Authority	15
One-Stop Partners (2 Required)			2
Title III Wagner-Peyser	Mary Ruiz	Employment Development Department	16
Title IV Vocational Rehabilitation	Mahalia Gotico	Vocational Rehabilitation Department	17
Optional Partners (Ex-Officio)			
Title I WIOA Programs	Jeff Dickason	Mother Lode Job Training	0
TANF/Welfare-to-Work	Rebecca Espino	Tuolumne County Department of Social Services	0
CBO - HUD/CSGB	Shelly Hance	Amador-Tuolumne Community Action Agency	0
Title V Older Americans	Rebecca Mendibles	SER Jobs for Progress National, Inc.	0
Native American Programs	Velma Whitebear	California Indian Manpower Consortium	0

Staff contact: Mark Eiserer, HR/Program Analyst, (209)533-3396 / MEiserer@MLJT.Org

CONSENT AGENDA:

C1: Acceptance of February 18, 2016 meeting minutes of the Mother Lode Workforce Investment Board.

**Meeting Minutes
Thursday, February 18, 2016
(12:00 p.m. – 2:00 p.m.)
Mother Lode Job Training
197 Mono Way, Suite B, Sonora CA 95370**

CALL TO ORDER AND ROLL CALL

Chair R Bannwarth called the meeting to order at 12:10 p.m. Roll call was completed by V. Long. A quorum of the ML WIB was determined to be present.

WIB Members Present	WIB Members Absent
ML WIB Chair, Rosetta Bannwarth	ML WIB Vice Chair, Tyler Newton
Michelle Watkins	Sue Westgate
Tim Hildabrand	Ben Hulet
Debra Rockwood	Ben Saldana
Bill Patrone	Mark Barchin
James Wood	Frank Leschinsky
Margie Bulkin	Klaus Tenbergen
Amy (alternate – Klaus Tenbergen)	Larry Cope
Mahalia Gottico	
Mary Ruiz	Guests Present
Rebecca Espino	Vicki Long
Shelly Hance	Nati Martinez
Velma Whitebear	Lorraine Perry
Jeff Dickason	Stephen Amezua
	David Walter
	Sheilah Goulart
	Joe Juskiewicz
	Nick

➤ **PUBLIC COMMENT**

The Mother Lode Job Training Board of Directors 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.

R Bannwarth asked for public comment and there was none.

➤ **MEMBERSHIP**

J Dickason reviewed Workforce Board membership changes at the request of R Bannwarth, and reminded members of the obligation to submit Form 700's and to complete required biannual ethics training.

➤ **CONSENT AGENDA**

C1: Acceptance of August 20, 2015 meeting minutes of the MLWIB.

C2: Acceptance of the November 19, 2015 meeting minutes of the MLWIB.

C3: Executive Directors Report and PY2015-16 Service Level & Expenditure Report

R Bannwarth presented the consent agenda including minutes of the August 20, 2015 and November 19, 2015 meetings of the Mother Lode Workforce Investment Board and a written report from the Executive Director including PY2015-16 Service Levels and Expenditure.

Action: A motion to accept the consent agenda was made by M Bulkin with a second by J Wood. Motion was approved by majority voice vote, no nays reported.

➤ **ACTION AGENDA**

A1: Workforce Innovation and Opportunity Act Implementation Plan and Timeline

J Dickason presented an updated WIOA planning and implementation time line and benchmarks based on the latest information and direction from the state of California Workforce Investment Board and Employment Development Department. J Dickason reviewed the time line and when each item would be required to be in place.

Action: Members discussed time lines, priorities and transition, and accepted the report by consensus.

A2: WIOA Policy Updates

J Dickason presented policy recommendations from staff supporting the implementation and compliance with the Workforce Innovation and Opportunity Act, including:

1. Priority of Provision of Service
2. Selective Service Registration
3. Transitional Jobs
4. Incumbent Worker Training
5. On-the-Job Training
6. Work Experience

Members discussed policies and their application. A request for data on Veteran's and their spouses was made.

Action: Motion by J Woods with second by M Ruiz to accept policy updates as presented by staff. Motion was approved by majority voice vote, no nays reported.

A3: Consideration of a Memorandum of Understanding between Mother Lode Job Training and Delta Launch Charter School

J Dickason presented a Memorandum of Understanding between Mother Lode Job Training and Delta Launch Charter School and introduced Dr. Jeff Tilton who

discussed the legislative basis for the Charter School, its mission and scope, and accepted questions from members.

Action: Motion by J Woods with a second by D Rockwood to approve the Memorandum of Understanding. Motion was approved by majority voice vote, no nays reported.

➤ **INFORMATION ITEMS**

I1: Development of Memorandum of Understanding with the workforce system partners of the Mother Lode Consortia and the role of the One-Stop Operator.

J. Dickason presented the requirement that the Workforce Board establish a Memorandum of Understanding (MOU) with the workforce system partners of the Mother Lode Consortia and reviewed the mandatory elements of the MOU and the time line for its development. Members discussed process and calendars and provided staff with information to consider in scheduling a meeting of the partners.

I2: 2016 Meeting Calendar

J. Dickason presented the 2016 meeting calendar to members.

➤ **ADJOURN**

B Bannwarth thanked members for attending and reminded members that the next meeting of the ML WIB is scheduled for Thursday, May 19, 2016 from 12:00 p.m. to 2:00 p.m. The regular meeting was adjourned at 1:50 p.m.

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

C2: PY2015-16 Service Level & Expenditure Report



**PY2015-16 SERVICE LEVEL & EXPENDITURE REPORT
 for Program Year 2015-16**

Better Skills – Better Jobs – Better Economy

SERVICE LEVELS

Performance against service level goals for the program year, period July 1, 2015 to March 31, 2016 is as follows:

CUSTOMER TRAFFIC Career Center	PY13/14		PY14/15		PY15/16 (for Period: July 1 to March 31)				
	Unique Customers	Total Visits	Unique Customers	Total Visits	Unique Customers	Total Visits	Return Rate	Ave. Visits / Month	Ave. Visits / Day
Amador	705	1,875	531	1,419	366	1042	2.8	116	8
Calaveras	578	1,919	452	1,410	347	829	2.4	92	7
Mariposa	553	1,802	490	1,948	259	710	2.7	79	6
Tuolumne	1,582	4,643	1,382	4,198	825	2236	2.7	248	18
Total	3,418	10,239	2,855	8,975	1,744	4,817	2.8	535	38
Prior Year (same time period)					2,359	6,911	2.9	768	50

Between July 1, 2015 and March 31, 2016 the unique unduplicated customer count was 1,744. Total customer visits were 4,817. This is an average customer return rate of 2.8 visits per customer, and breaks down into 535 customer visits each month or 38 customers each business day. The 1,744 unique customer visits represent about 74% of distinct customers served through the same period last year. Please note that the system and tracking methodology used to compile the PY2015-16 customer counts is different than used in prior years and the numbers are not directly comparable.

MLJT transitioned to the state’s CalJOBS system in July while maintaining our local system to maintain access to our client records and history. At this point in the transition we are still waiting for state staff and the contractor, Geographic Solutions Inc., to validate system reports to assure accuracy and consistency.

WIOA ENROLLMENTS

SERVICE LEVELS (counts may not be unique)	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	GOAL PY15/16	ACTUAL (3/31/16)	PERCENT GOAL
Adult	123	173	137	148	166	112%
- Training	38	70	50	60	36	60%
Dislocated Worker	164	132	88	105	102	97%
- Training	75	72	47	61	31	51%
JD NEG	-	-	18	25	33	132%
- Training / Work-Based	-	-	5	5	4	80%
Youth	49	63	69	59	43	71%
- In-School	34	40	39	8	8	100%
- Out-of-School	15	23	30	51	35	69%

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 establishes service level targets. These are reflected in the table, above.

Participants carried in from the previous year included 57 Adults, 37 Dislocated Workers and 26 Youth. With the addition of new enrollments, a total of 166 participants are currently enrolled into the Adult program, 102 participants into the Dislocated Worker program and 43 participants into the Youth program. All together there are 293 unique individuals enrolled into WIOA services.

TRAINING ENGAGEMENT

Center	PY13/14 Actual	PY14/15 Actual	PY15/16 Plan	PY15-16 Actual	(%) Plan
ACC	20	11	30	10	33%
CCC	23	37	29	21	72%
MCC	14	11	20	15	75%
TCC	49	50	42	30	71%
Total	106	109	121	76	63%

For PY2015-16 the budget for the MLWIB Scholarship program is \$291,557. Based on available training resources for the Adult, Dislocated Worker and JD NEG programs, a goal of 121 training slots was established.

Included within total are funds for on-the-job training (OJT). Between July and March 31st a total of 76 scholarships were funded including the continuation of 20 scholarships from the previous year. Scholarships funded in PY2015-16 include (July to March):

Field of Study	Paid	Obligated	Total	JCA	JCC	JCM	JCT	Total
Accounting / Bookkeeping	6,433		6,433	1	0	0	0	1
Admin. Assistant	8,775	7,280	16,055	1	0	0	1	2
Alcohol & Drug Counseling	4,995	330	5,325	1	2	0	0	3
Child Development	160		160	0	1	0	0	1
Dental Assistant	7,681	0	7,681	0	0	1	0	1
EKG Tech		1,450	1,450	1	0	0	0	1
EMT	1,100		1,100	0	0	0	1	1
FireFighter	436	362	798	0	1	0	0	1
GED Preparation	66		66	0	0	0	3	3
General Study	1,562		1,562	0	2	0	0	2
Glazier (OJT)		5,625	5,625	0	1	0	0	1
Human Resource	20,280		20,280	0	0	3	0	3
Industrial Maintenance	9,945		9,945	0	0	0	1	1
Line Cook (OJT)	3,563	6,758	10,320	0	0	0	2	2
Lineman	10,000	0	10,000	0	1	0	0	1
Logistics Manager		4,978	4,978	0	1	0	0	1
Machinist (OJT)	1,402		1,402	0	0	0	1	1
Marketing	4,835		4,835	0	0	1	0	1
Massage Therapist	5,462		5,462	0	1	0	0	1
Medical Office Assistant	7,176	1,449	8,625	0	1	0	5	6
Medical Assistant (OJT)		4,200	4,200	0	1	0	0	1
Certified Medical Assistant	13,641		13,641	1	0	1	2	4
Nurse	2,502	0	2,502	0	2	0	0	2
Office Manager (OJT)	989		989	0	0	0	1	1
PC Support Specialist	5,508	0	5,508	1	0	0	0	1
Phlebotomy	27,464		27,464	1	2	1	7	11
POST Academy	879		879	0	1	0	1	2
Project Manager		7,295	7,295	0	0	1	0	1
Project Manager (OJT)		15,600	15,600	0	0	0	1	1
Truck Driver	74,284	18,010	92,294	3	3	7	3	16

Wastewater Treatment	912	0	912	0	0	0	0	0
Welder	8,500	8,500	17,000	0	1	0	1	2
TOTALS	228,550	81,837	310,386	10	21	15	30	76
2014-15 Program Year Total	271,083	41,893	312,976	10	35	11	46	102
2013-14 Program Year Total			297,269	20	21	14	44	99

WORK-BASED LEARNING

FUNDING	ACC	CCC	MCC	TCC	TOTAL
WIOA Youth	1	5	5	5	16
WIOA Adult (OJT)	0	3	0	4	7
WIOA DW (OJT)	2	0	0	5	7
JD NEG	1			4	5
Cal-Works			3	5	8
US Forest Service				5	5
TOTAL	4	8	8	28	48

Mother Lode Job Training works with employers to develop work-based learning opportunities supporting the development of job and work readiness skills of participants placed into these positions. Work experience and on-the-job training may be funded using WIOA, JD NEG or Cal-Works contract funds,

based on the eligibilities of the participant. In general, each opportunity is 30 to 40 hours per week with the duration based on the needs of the participant and availability of the employer. Each opportunity includes an individualized work and training plan detailing the skills and competencies to be learned. Following the work-based learning opportunity, every effort is made to transition the participant into employment with the host employer or to place the participant into other unsubsidized work.

BUSINESS SERVICES

PY15-16 (Jul-Feb)	Employers Contacted	Employers Added to VOS	Jobs Posted to VOS	OJT
ACC	55	4	24	2
CCC	129	11	74	1
MCC	59	5	18	0
TCC	228	16	73	8
TOTAL	471	36	189	11
PY14-15	587	123	643	7
PY13-14	482	138	381	14

Outreach and expanding services for employers is a staff priority. Metrics were created for PY13/14 to measure staff engagement related to this work. Metrics include the numbers of employers contacted and offered services, new employers added to the CalJOBS labor exchange system, new jobs posted, and On-the-Job Training contracts written with employers. For PY2015-16,

through the end of March, 471 employers have been contacted, 36 new employers added to VOS and 189 jobs posted, and eleven (11) OJT contracts were written. No incumbent worker training contracts have been funded.

EXPENDITURE (July 1, 2015 to March 31, 2016)

In the first eight months of the program year, July thru March, a total of \$1,782,518 was expended against a budget of \$2,154,600. The represents an expenditure of 83% of budgeted funds in 75% of the budget year. The expenditure rates of the individual funds vary based on staff time recorded and allocated and direct costs charged to each fund.. A budget adjustment is being crafted for Board consideration to reprogram these funds.

The new Workforce Innovation and Opportunity Act and state of California directives include specific benchmarks for expenditure of certain funds, as follows:

1. Administrative expense is capped at 10% for all funds;
2. At least 75% of youth program funds must be expended on out-of-school youth;
3. At least 20% of youth program funds must be expended on work-based learning;

4. Up to 10% of adult and dislocated worker funds may be expended on Transitional Employment (Work Experience).
5. Up to 20% of adult program funds may be expended on incumbent worker training.
6. At least 25% of Adult and Dislocated Worker program funds must be expended on training.

MOTHER LODE JOB WIOA EXPENDITURE	ACTUAL PY12/13	ACTUAL PY13/14	ACTUAL PY14/15	BUDGET PY15/16	ACTUAL 3/31/2016	PERCENT BUDGET
Adult Program	480,490	494,923	524,053	491,952	344,455	70%
Dislocated Worker Program	547,127	618,649	505,601	462,322	371,427	80%
Rapid Response	327,439	398,316	309,697	254,130	143,933	57%
Layoff Aversion / Gov-25%	385,152	-	-	70,230	21,774	31%
NEG – PY14-15	26,349	-	41,170	63,999	61,053	95%
Youth Program	413,595	517,759	397,498	456,067	339,720	74%
- In-School Youth	218,418	278,176	191,578	91,230	81,883	90%
- Out-of-School Youth	195,177	239,583	205,920	364,837	257,837	71%
Cal-WORKS Mariposa	26,020	26,345	26,255	184,783	36,953	20%
Cal-WORKS Tuolumne	17,327	97,932	71,028	100,000	70877	71%
HHS Amador		1,824		-	0	
CMCAA Calaveras	50,624	-		-	0	
CDBG Calaveras	137,956	26,515	100,000	59,532	43,411	73%
CDBG Mariposa		52,913	39,084	-	0	
US Forest Service	26,556	4,594	6,213	11,500	9,195	80%
TOTAL	2,562,156	2,239,770	2,020,599	2,154,601	1,782,518	83%

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. The primary age group served is 18-54, and 70% of customers returned for additional services. The overall customer satisfaction rating across all questions is 93% with the same percentage that would recommend the service to others.

PY201-16 (July 1, 2015 to March 31, 2016)	On a Satisfaction Scale of 10 to 1 with 10 being very satisfied.										Overall
Customer Satisfaction - Survey Quarters 1 - 4	Satisfied <-----> Dis-satisfied										
No. of Responses: 214	10	9	8	7	6	5	4	3	2	1	
How satisfied were you with services?	140	36	17	14	2	3	1	0	0	1	93%
To what extent did services meet your expectations?	128	29	19	18	9	7	1	3	0	0	90%
How well do services compare with an ideal set of services?	126	31	28	17	3	6	2	1	0	0	91%
How likely would you be to recommend services to others?	144	34	15	11	3	5	2	0	0	0	93%
Career Center was easily accessible and staff welcoming?	161	21	15	9	5	3	0	0	0	0	95%
Staff members were knowledgeable and helpful?	175	24	7	3	3	2	0	0	0	0	97%
Services needed were provided in a timely manner?	155	33	11	10	3	2	0	0	0	0	95%
OVERALL SATISFACTION: (100% Possible with all questions equally weighted)											93%

Type of Assistance:		
Job Search	160	75%
Cal JOBS	109	51%
Resume Development	77	36%
Office Equipment Support	67	31%
Telephones	26	12%
Resource Information	54	25%
Other:	15	7%
	3	1%

Age:		
14-17	4	3%
18-21	30	25%
22-54	25	20%
55 & Up	63	16%
Total	122	100%
Visit:		
First	32	20%
Repeat Customer	23	70%

C3: Executive Director’s Report

Action: Accept Executive Director’s report and provide appropriate direction.

1. Status Report - EDD Monitoring

Monitoring by the Employment Development Department was completed March 14-17, 2016 with a focus on Fiscal, Procurement and Administrative Systems and internal controls. The monitoring resulted in no findings. EDD monitoring staff reviewed implementation timelines provided encouragement to continue the transition between WIA and WIOA.

EDD Monitoring	Status
PY14-15 Fiscal Monitoring	No Findings – Completed March 14-17, 2016

2. Fiscal Management/Annual Audit

MWS - Morse, Wittwer, Sampson LLP was selected as the A-133 Financial Auditor for the 2013-14 annual audit and the contract was renewed for the 2014-15 annual audit. The on-site portion of the 2014-15 audit was completed in January, 2016 resulting in an audit with no findings or issues, and two management recommendations related to internal controls for check signing and payroll reconciliation.

3. Human Resources/Personnel

Mother Lode Job Training hired a new Accounting Technician, Jody Silva. Jody came on board on March 14th.

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

Mother Lode Job Training has expressed interest in a space in Jump Frog Plaza located near the McDonalds and Starbucks at the junction of Hwy 49 and Hwy 4. This location is publicly visible, includes bus service, and provides sufficient space for an American Job Center of California (AJCC).

5. Lay-off Aversion Services

Rapid response and layoff aversion services were provided to the employees and management of Delaware North in support of the contract transition to Aramark. This work is on-going.

6. PY2014-15 WIA Performance

Attached.

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2014-15	PY14-15 Goal	PY14-15 Actual	PY14-15 Percent	*EDD Success
ADULT				
ENTERED EMPLOYMENT	60.5%	72.0%	119.0%	Exceeded
RETENTION RATE	79.5%	81.0%	101.9%	Exceeded
AVERAGE EARNINGS	\$ 12,300	\$ 11,893	96.7%	Met
DISLOCATED WORKER				
ENTERED EMPLOYMENT	71.5%	80.0%	111.9%	Exceeded
RETENTION RATE	83.0%	79.0%	95.2%	Met
AVERAGE EARNINGS	\$ 15,650	\$ 15,319	97.9%	Met
YOUTH COMMON MEASURES				
PLACEMENT IN EMPLOYMENT OR EDUCATION	74.0%	76.5%	103.4%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	51.5%	57.6%	111.8%	Exceeded
LITERACY AND NUMERACY GAINS	55.0%	100%	181.8%	Exceeded

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2012-13 & 2013-14	PY12-13 Goal	PY12-13 Actual	PY12-13 Percent	*EDD Success	PY13-14 Goal	PY13-14 Actual	PY13-14 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	69.5%	60.9%	87.6%	Met	69.5%	78.5%	112.9%	Exceeded
RETENTION RATE	79.0%	81.7%	103.4%	Exceeded	81.0%	85.1%	105.1%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 12,888	107.4%	Exceeded	\$ 12,000	\$ 13,362	111.4%	Exceeded
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	76.2%	100.3%	Exceeded	77.0%	81.0%	105.2%	Exceeded
RETENTION RATE	80.5%	87.1%	108.2%	Exceeded	81.0%	87.2%	107.7%	Exceeded
AVERAGE EARNINGS	\$ 14,500	\$ 16,481	113.7%	Exceeded	\$ 15,000	\$ 16,611	110.7%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	72.0%	83.3%	115.7%	Exceeded	74.0%	76.9%	103.9%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	60.0%	78.6%	131.0%	Exceeded	62.0%	70.0%	112.9%	Exceeded
LITERACY AND NUMERACY GAINS	54.0%	n/a	n/a	n/a	55.0%	50.0%	90.9%	Met

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2010-11 & 2011-12	PY10-11 Goal	PY10-11 Actual	PY10-11 Percent	*EDD Success	PY11-12 Goal	PY11-12 Actual	PY11-12 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	69.5%	64.9%	93.4%	Met	69.5%	69.6%	100.1%	Exceeded
RETENTION RATE	79.0%	76.4%	96.7%	Met	79.0%	82.1%	103.9%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 13,681	114.0%	Exceeded	\$ 12,000	\$ 11,775	98.1%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	66.7%	87.8%	Met	76.0%	77.1%	101.4%	Exceeded
RETENTION RATE	80.5%	77.8%	96.6%	Met	80.5%	76.7%	95.3%	Met
AVERAGE EARNINGS	\$ 14,500	\$ 20,498	141.4%	Exceeded	\$ 14,500	\$ 15,277	105.4%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	83%	128.2%	Exceeded	65.0%	84.0%	129.2%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	61.0%	59%	96.4%	Met	61.0%	78.3%	128.4%	Exceeded
LITERACY AND NUMERACY GAINS	40.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2008-09 & 2009-10	PY08-09 Goal	PY08-09 Actual	PY08-09 Percent	*EDD Success	PY09-10 Goal	PY09-10 Actual	PY09-10 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	77.0%	82.4%	107.0%	Exceeded	69.5%	55.7%	80.1%	Met
RETENTION RATE	80.8%	84.3%	104.3%	Exceeded	76.0%	80.6%	106.1%	Exceeded
AVERAGE EARNINGS	\$ 12,800	\$ 13,036	101.8%	Exceeded	\$ 12,000	\$ 11,457	95.5%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	83.0%	84.9%	102.3%	Exceeded	76.0%	64.7%	85.1%	Met
RETENTION RATE	84.0%	92.9%	110.6%	Exceeded	80.5%	76.9%	95.5%	Met
AVERAGE EARNINGS	\$ 15,400	\$ 15,536	100.9%	Exceeded	\$ 14,500	\$ 15,966	110.1%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	80.0%	123.1%	Exceeded	65.0%	54.8%	84.3%	Met
ATTAINMENT OF DEGREE OR CERTIFICATE	45.0%	82.6%	183.6%	Exceeded	61.0%	87.5%	143.4%	Exceeded
LITERACY AND NUMERACY GAINS	15.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

Performance for the prior program year is generally reported by EDD in March or April of the current program year.
 *Employment Development Department (EDD) and the U.S. Department of Labor define performance success as follows:
 - Exceeded Goal = Actual Performance is greater than Goal
 - Met Goal = Actual Performance equals the Goal or is greater than 80% of Goal
 - Failed Goal = Actual Performance is less than 80% of Goal
 - n/a = results with less than 10 participants are suppressed for confidentiality
 WIAD06-10 EDD directive for LWIA Non-Performance: The LWIAs are expected to achieve at least 80 percent of their local performance goal on each performance measure. The LWIAs performing below 80 percent on one or more of the measures will be offered necessary technical assistance the first year. Nonperformance on one or more of the same performance measures in two consecutive years will result in the Governor imposing sanctions as provided for under LWIA Section 136(b)(2)(A).

ACTION ITEMS:

A1: WIOA Planning and Implementation Benchmarks

Action: At the discretion of the Workforce Board.

USDOL and EDD have been working diligently to release WIOA related guidance. As this guidance is released, staff is reviewing and working to incorporate the new requirements into our internal guidance, policies and processes. CWIB and EDD leadership have provided insight into the implementation time lines that are being adopted by the state. These timelines continue to evolve as implementation continues. Updates to critical benchmarks for our current purposes include:

ITEM	LEAD	STATUS	DUE	COMPLETE
Initial Local Area Designation	BOD	Complete	Mar 2015	Mar 2015
Final Local Area Designation - Update Joint Powers Agreement for WIOA - Update BOD By-Laws for WIOA	BOD BOD BOD	Complete Complete	Mar 2016	Jan 2016
Regional Area Designation	BOD	Complete	Mar 2015	Mar 2015
Local Board Recertification - Update WIB/LEO Agreement for WIOA - Update WIB By-Laws for WIOA	BOD BOD/WIB WIB	Complete In Process In Process	Mar 2016 Jan 2016 Jan 2016	Jan 2016 <i>* Need to define role of One-Stop Operator</i>
Memorandum of Understanding among One-Stop partners, WSD 15-12 dated January 20, 2016	WIB	In Process	Jun 2016	* MOU will define role of One-Stop Operator
Procure WIOA One-Stop Operator - Authorize staff to develop RFQ/RFP - Approve RFQ/RFP - Run Procurement - Evaluate Applications - Select Provider - Approve Provider/Address Appeals - Transition program (as necessary)	WIB WIB TCEDA WIB WIB BOD WIB	In Process Complete Aug 2016 Sep 2016 Oct 2016 Nov 2016 Jan 2017 Jan-Jun 2017	Jul 2017	<i>* Need MOU to define role of One-Stop Operator</i>
Procure WIOA Youth Services	WIB	Complete	Jul 2015	May 2015
WIOA Policy Guidance - Youth expenditure requirement - 75% (Budget) - Youth Work-Based Learning set-a-side (Budget) - Youth Program Elements (Youth Provider RFP) - Priority of Service Provisions - Selective Service Registration - Transitional Jobs - Incumbent Worker Training - On-the-Job Training - Work Experience	BOD/WIB BOD/WIB BOD/WIB WIB WIB WIB WIB WIB WIB	Complete Complete Complete Complete Complete Complete Complete Complete Complete	Jul 2015 Jul 2015 Jul 2015 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016	May 2015 May 2015 May 2015 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016 Feb 2016
Re-Negotiate Performance for WIOA	WIB	Complete	Feb 2016	Feb 2016
Accounting & Fiscal Management	MLJT	Complete	Jul 2015	Jul 2015
MLJT Re-Organization for WIOA - Separation of WIB from Service Provider - Update position descriptions for WIOA - Update salary classifications - Update Personnel Policies	BOD/WIB BOD BOD BOD	In Process In Process In Process	Jul 2017	Action is dependent upon Final Regs from USDOL
Staff Training	MLJT	Ongoing	Jul 2015	On-going
Local Area and Regional Strategic Plan	WIB	In discussion	Mar 2017	

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

A2: WIOA Youth Provider Performance & Consideration of Contract Extension

Action: The ML WDB may renew the contract for WIA/WIOA Youth Services to Mother Lode Job Training for an additional two years, inclusive of an amendment to incorporate WIOA requirements, with annual renewal of the contract dependent upon achievement of annual service level and expenditure goals, and WIA/WIOA performance. Or, ML WDB may opt to extend the contract for an additional year and seek to competitively procure youth service providers.

Discussion:

Under the requirements of the Workforce Investment Act (WIA) and the Workforce Innovation and Opportunity Act (WIOA) the Mother Lode Workforce Investment Board must procure youth services. To accomplish this Mother Lode Workforce Investment Board approved and released a Request for Qualifications to determine if there was competition in the local area to be the comprehensive provider of youth services and to provide a potential basis for the selection of a provider. The procurement drew on one response and was deemed to have failed because of a lack of qualified comprehensive youth providers in the local area. At the May 2015 joint meeting of the Mother Lode Workforce Investment Board and Mother Lode Job Training Board of Directors it was decided to progress with a sole source procurement and the Mother Lode Board of Directors took action to provide for an agreement with the Workforce Board for the provision of comprehensive youth services by Mother Lode Job Training based on the requirements of the Request for Proposals.

Since 1998 under WIA and since 1982 under the previous program, Mother Lode Job Training has demonstrated success in operating a compliant comprehensive youth program and in achieving performance success. In addition, expenditure, enrollment and performance goals have been annually met or exceeded, see the following table.

Service Levels	Actual PY2015-16 (thru March 31, 2016)			Proposed PY2016-17		
	PY15-16 Plan	Actual	Variance	PY16-17 Plan	Actual	Variance
In-School	8	8	0		4	
Out-of-School	51	35	16		56	
TOTAL	59	43	16		60	
	MLJT staff report that applicants in process will result in enrollment goal attainment by June 30, 2016.					
Expenditure						
In-School	91,230.40	81,882.72	9,347.68	69,512.29		
Out-of-School	364,921.58	257,837.41	107,084.17	393,902.99		
TOTAL	\$ 456,152.98	\$ 339,720.13	\$116,432.85	\$ 463,415.28		

PY2015-16 80% youth funds budgeted to out-of-school / PY2016-17 85% budgeted to out-of-school.

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2014-15	PY14-15 Goal	PY14-15 Actual	PY14-15 Percent	*EDD Success
ADULT				
ENTERED EMPLOYMENT	60.5%	72.0%	119.0%	Exceeded
RETENTION RATE	79.5%	81.0%	101.9%	Exceeded
AVERAGE EARNINGS	\$ 12,300	\$ 11,893	96.7%	Met
DISLOCATED WORKER				
ENTERED EMPLOYMENT	71.5%	80.0%	111.9%	Exceeded
RETENTION RATE	83.0%	79.0%	95.2%	Met
AVERAGE EARNINGS	\$ 15,650	\$ 15,319	97.9%	Met
YOUTH COMMON MEASURES				
PLACEMENT IN EMPLOYMENT OR EDUCATION	74.0%	76.5%	103.4%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	51.5%	57.6%	111.8%	Exceeded
LITERACY AND NUMERACY GAINS	55.0%	100%	181.8%	Exceeded

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2012-13 & 2013-14	PY12-13 Goal	PY12-13 Actual	PY12-13 Percent	*EDD Success	PY13-14 Goal	PY13-14 Actual	PY13-14 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	69.5%	60.9%	87.6%	Met	69.5%	78.5%	112.9%	Exceeded
RETENTION RATE	79.0%	81.7%	103.4%	Exceeded	81.0%	85.1%	105.1%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 12,888	107.4%	Exceeded	\$ 12,000	\$ 13,362	111.4%	Exceeded
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	76.2%	100.3%	Exceeded	77.0%	81.0%	105.2%	Exceeded
RETENTION RATE	80.5%	87.1%	108.2%	Exceeded	81.0%	87.2%	107.7%	Exceeded
AVERAGE EARNINGS	\$ 14,500	\$ 16,481	113.7%	Exceeded	\$ 15,000	\$ 16,611	110.7%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	72.0%	83.3%	115.7%	Exceeded	74.0%	76.9%	103.9%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	60.0%	78.6%	131.0%	Exceeded	62.0%	70.0%	112.9%	Exceeded
LITERACY AND NUMERACY GAINS	54.0%	n/a	n/a	n/a	55.0%	50.0%	90.9%	Met

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2010-11 & 2011-12	PY10-11 Goal	PY10-11 Actual	PY10-11 Percent	*EDD Success	PY11-12 Goal	PY11-12 Actual	PY11-12 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	69.5%	64.9%	93.4%	Met	69.5%	69.8%	100.1%	Exceeded
RETENTION RATE	79.0%	76.4%	96.7%	Met	79.0%	82.1%	103.9%	Exceeded
AVERAGE EARNINGS	\$ 12,000	\$ 13,681	114.0%	Exceeded	\$ 12,000	\$ 11,775	98.1%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	76.0%	66.7%	87.8%	Met	76.0%	77.1%	101.4%	Exceeded
RETENTION RATE	80.5%	77.8%	96.6%	Met	80.5%	76.7%	95.3%	Met
AVERAGE EARNINGS	\$ 14,500	\$ 20,498	141.4%	Exceeded	\$ 14,500	\$ 15,277	105.4%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	83%	128.2%	Exceeded	65.0%	84.0%	129.2%	Exceeded
ATTAINMENT OF DEGREE OR CERTIFICATE	61.0%	59%	96.4%	Met	61.0%	78.3%	128.4%	Exceeded
LITERACY AND NUMERACY GAINS	40.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

MOTHER LODE JOB TRAINING PERFORMANCE FOR PY 2008-09 & 2009-10	PY08-09 Goal	PY08-09 Actual	PY08-09 Percent	*EDD Success	PY09-10 Goal	PY09-10 Actual	PY09-10 Percent	*EDD Success
ADULT								
ENTERED EMPLOYMENT	77.0%	82.4%	107.0%	Exceeded	69.5%	55.7%	80.1%	Met
RETENTION RATE	80.8%	84.3%	104.3%	Exceeded	76.0%	80.6%	106.1%	Exceeded
AVERAGE EARNINGS	\$ 12,800	\$ 13,036	101.8%	Exceeded	\$ 12,000	\$ 11,457	95.5%	Met
DISLOCATED WORKER								
ENTERED EMPLOYMENT	83.0%	84.9%	102.3%	Exceeded	76.0%	64.7%	85.1%	Met
RETENTION RATE	84.0%	92.9%	110.8%	Exceeded	80.5%	76.9%	95.5%	Met
AVERAGE EARNINGS	\$ 15,400	\$ 15,536	100.9%	Exceeded	\$ 14,500	\$ 15,966	110.1%	Exceeded
YOUTH COMMON MEASURES								
PLACEMENT IN EMPLOYMENT OR EDUCATION	65.0%	80.0%	123.1%	Exceeded	65.0%	54.8%	84.3%	Met
ATTAINMENT OF DEGREE OR CERTIFICATE	45.0%	82.6%	183.6%	Exceeded	61.0%	87.5%	143.4%	Exceeded
LITERACY AND NUMERACY GAINS	15.0%	n/a	n/a	n/a	40.0%	n/a	n/a	n/a

Performance for the prior program year is generally reported by EDD in March or April of the current program year.

*Employment Development Department (EDD) and the U.S. Department of Labor define performance success as follows:

- Exceeded Goal = Actual Performance is greater than Goal
- Met Goal = Actual Performance equals the Goal or is greater than 80% of Goal
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- n/a = results with less than 10 participants are suppressed for confidentiality

WIAD06-10 EDD directive for LWIA Non-Performance: The LWIAs are expected to achieve at least 80 percent of their local performance goal on each performance measure. The LWIAs performing below 80 percent on one or more of the measures will be offered necessary technical assistance the first year. Nonperformance on one or more of the same performance measures in two consecutive years will result in the Governor imposing sanctions as provided for under WIA Section 138(b)(2)(A).

WIA/WIOA YOUTH SERVICES AGREEMENT

As the basis for an agreement, the outline of services and requirements approved by the MLWIB and used in the RFQ is provided below. Service level goals and expenditure goals are negotiated annually with the ML WIB as part of the annual budget development process.

WIA/WIOA performance is negotiated annually between the ML WIB, the state of California Workforce Investment Board, and the service provider.

1. Overview

Mother Lode Workforce Investment Board (MLWIB) is responsible for selecting Workforce Innovation and Opportunity Act (WIOA) program operators and is authorized to provide oversight of the America's Job Center of California public workforce system in Amador, Calaveras, Mariposa, and Tuolumne counties. The America's Job Center of California system is the workforce services infrastructure of WIA and involves engaging local workforce partners in an increasingly integrated services system model of delivering employment and training services. Both youth and adults will have access to the America's Job Center of California system.

One of the WIOA requirements is the provision of employment and training services to youth, aged 16 to 24, priority populations and a requirement to expend 75% of program fund in support of out-of-school youth. The youth services agreement may be amended to from time to time to be in compliance with a new federal WIOA law, draft and final regulation, or to accommodate changes desired by MLWIB. The Youth Program Operators are required to be flexible in accommodating the mandated changes to program operations during the agreement period.

2. PARTICIPANT CRITERIA

WIOA Youth programs will serve low-income, eligible youth ages 16 to 24 years old in Amador, Calaveras, Mariposa and Tuolumne counties. The service distribution policy, based on respective populations in each county has been 24% services in Amador, 22% services in Calaveras, 16% services in Mariposa and 38% services Tuolumne counties.

Eligibility for out-of-school youth services include:

- a. Not attending any school as defined under state law;
- b. Is 16-24 years old; and
- c. Meets at least one of the following criteria:
 - 1) School dropout;
 - 2) Within the age of compulsory school attendance but has not attending school for at least the most recent complete school calendar quarter;
 - 3) Recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is:

-
- a. Basic skills deficient; or
 - b. An English language learner.
- 4) A youth or adult who is subject to the juvenile or adult justice system;
 - 5) Homeless;
 - 6) Pregnant or parenting;
 - 7) An individual with a disability;
 - 8) Low income and requiring additional assistance to enter or complete an educational program or to secure and hold employment.

Eligibility criteria for in-school youth services include:

- 1) Attending school;
- 2) Not younger than age 14 or older than age 21;
- 3) Low Income individual; and
- 4) One or more of the following:
 - a. Basic skills deficient;
 - b. An English language learner;
 - c. An offender;
 - d. Homeless
 - e. Pregnant or parenting;
 - f. An individual with a disability;
 - g. Requires additional assistance to complete an educational program or to secure and hold employment.

In addition, other eligibility issues include:

- 1) Youth must be registered to participate in youth programs. Registration is the process of collecting information to support a determination of eligibility, including EEO data.
- 2) Up to 5% of youth participants may be individuals who do not meet the income criteria.
- 3) Eligibility for free/reduced lunch in schools may satisfy the income eligibility criteria.
- 4) A disabled youth whose family does not meet the income eligibility criteria may qualify if the youth's own income meets either:
 - a. Low income eligibility, or
 - b. The income eligibility criteria for cash payments under any Federal, State or local public assistance program.
- 5) At least 75% of youth expenditure under this RFQ must be out-of-school as defined by the Department of Labor and the state of California.

3. PROGRAM SERVICES

The youth program design articulated by the MLWIB includes the enrollment of WIOA eligible youth with a preference provided to Foster Youth that are aging or transitioning out of care. The service strategy includes:

- 1) Objective assessment of the academic skills, skill levels, and service needs of each participant.
- 2) Development of service strategies for each participant that are directly linked to one or more of the indicators for performance and that identify career pathways that include education and employment goals, appropriate achievement objectives and services supporting achievement of objectives, goals and performance.
- 3) The following program and service elements shall be available, as appropriate, for each youth:
 - a. Tutoring, study skills training, instruction, and evidence based dropout prevention and recovery strategies;
 - b. Alternate secondary school services or dropout recovery services as appropriate;
 - c. Paid and unpaid work experience that have a component of academic and occupational education and which may include:
 - i. Employment opportunities;
 - ii. Pre-apprenticeship programs;
 - iii. Internships and job shadowing; and,
 - iv. On-the-job training.
 - d. Occupational skills training with a priority for those programs leading to recognized post-secondary credentials aligned with in-demand industry sectors or occupations;
 - e. Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational clusters;
 - f. Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behavior;
 - g. Supportive services;
 - h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
 - i. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
 - j. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referral, as appropriate;
 - k. Financial literacy education;
 - l. Entrepreneurial skills training;

- m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration;
- n. Activities that help youth prepare for and transition to post-secondary education and training;
- o. Additional program requirements:
 - i. Information and referral for the full array of services available through the local board or other eligible providers of service or one-stop partners;
 - ii. Referral to appropriate training and educational programs that have the capacity to serve the participant on either a sequential or concurrent basis;
 - iii. Applicants not meeting enrollment requirements or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant;
 - iv. Not less than 20 percent of funds shall be expended on work-based learning opportunities.

The requirement that these program elements and services be available to youth participants does not imply that a youth provider must deliver each and every activity. Youth Program Operators must demonstrate how they will develop the necessary relationships and community partnerships to facilitate youth participant access to individual activities that the operator does not deliver.

4. ADMINISTRATIVE AND PROGRAM MANAGEMENT

WIOA (Public Law 113-128) requires that service providers have established administrative and program management capacities to successfully deliver, maintain, and report financial and program activities. Additionally, service providers will be required to participate in contract monitoring by local, state or federal agencies, and to comply with recommendations resulting from such monitoring. We anticipate that these requirements will continue under WIOA.

Provision of youth services will require providers to track and report on performance measures. The Youth Program Operator will track and report according to U.S. Department of Labor, state of California and Mother Lode Workforce Investment Board performance measures. These will change under WIOA but currently include:

- a. Placement in employment, education or training in the first quarter after the quarter of exit from the WIA Youth Program;
- b. Attainment of a degree or certificate by the end of the third quarter after the quarter of exit from the WIA Youth Program;

-
- c. Literacy and numeracy skill gains as measured according to Department of Labor methodologies when youth participants gain those basic skill increases during their participation in the WIA Youth Program.

In addition the Youth Program Operator is required to be responsive to requests for information from MLWIB regarding service and activity levels and other programmatic data and information, and to agree to required assurances governing the use of public funds.

Staff contact: Mark Eiserer, (209)533-3396 / MEiserer@mljt.org

A3: Adjustment to the 2015-16 budget

Action: Consider an adjustment to the PY2015-16 budget.

PY2015-16 BUDGET ADJUSTED (REV 2)

1. Adjusted Carry-In per current grant and contract awards
2. Additional \$18,907 in JD NEG was awarded
3. Health insurance increase was budgeted
4. Staffing adjustments
5. Add PERS unfunded liability of \$74,500
6. Added Geo VOS contract close-out of \$9,165 and document scanners for CalJOBS imaging system at \$2,000
7. Added modular office furniture for TCC at \$9,999
8. Added resources to move Calaveras Career Center \$24,000
9. Added resources to contract for procurement of One-Stop Operator \$4,000
10. Added \$9,963 to upgrade computers in Career Center

COST CENTER BUDGET	Amador Career Center	Calaveras Career Center	Mariposa Career Center	Tuolumne Career Center	OneStop Support	Operations Support (Fiscal)	Workforce Investment Board	Total
FTE	2.05	2.05	2.25	3.29	1.69	1.80	0.79	13.93
Personal Services	151,006	148,914	164,057	267,198	169,288	171,083	85,261	1,156,807
Materials & Services	57,634	114,623	57,249	95,657	46,015	46,709	24,928	442,815
Customer Services	92,677	125,412	141,886	195,005	-	-	-	554,980
Total Requirements	301,316	388,949	363,192	557,859	215,303	217,792	110,189	2,154,601
Resource Allocation	323,196	399,047	320,661	568,412	215,303	217,792	110,189	2,154,601
Resource Adjustment	(21,880)	(10,098)	42,531	(10,553)				
Resources	301,316	388,949	363,192	557,859	215,303	217,792	110,189	2,154,601
Percent Resources (after adjustments)	13.98%	18.05%	16.86%	25.89%	9.99%	10.11%	5.11%	100.00%
Reserve								0

BUDGET COMPARISON	FY13-14 Budget Prior Year	FY14-15 Budget Prior Year	FY15-16 Budget Adopted	FY15-16 Budget Adjusted R1	FY15-16 Budget Adjusted R2	Change	Percent Change
FTE	16.34	15.79	16.20	16.76	13.93	(2.83)	-16.9%
Personal Services	1,450,313	1,390,454	1,319,547	1,293,234	1,156,807	(136,427)	-10.5%
Materials & Services	399,565	294,840	313,496	334,865	442,815	107,950	32.2%
Customer Services	521,532	516,472	564,932	724,685	554,980	(169,705)	-23.4%
Total Requirements	2,371,410	2,201,766	2,197,975	2,352,784	2,154,601	(198,182)	-8.4%
Budgeted Resources	2,703,489	2,371,410	2,197,975	2,352,784	2,154,601	(198,182)	-8.4%
*Balance (not including reserves for future years)	332,079	169,644	0	0	0	0	

RESOURCE COMPARISON	FY2012-13	FY2013-14	FY2015-16 A	FY2015-16 R1	FY2015-16 R2	Change	Percent
Adult Carry-In	46,480	78,295	150,000	150,000	79,319	(70,681)	-47.1%
Adult Formula	418,134	440,938	407,187	407,187	412,634	5,447	1.3%
Dislocated Worker Carry-In	103,136	131,268	125,000	125,000	59,356	(65,644)	-52.5%
Dislocated Worker Formula	474,592	480,235	397,647	397,647	402,966	5,319	1.3%
Youth Carry-In	19,320	130,234	200,000	200,000	102,174	(97,826)	-48.9%
Youth Formula	445,833	384,493	349,306	349,306	353,978	4,672	1.3%
Rapid Response Formula	373,748	390,906	233,935	254,130	254,130	-	0.0%
Lay-Off Aversion Formula	-	-	60,900	70,230	70,230	-	0.0%
National Emergency Grant	27,000	-	25,000	35,000	63,999	28,999	82.9%
Veterans Grant			-	-			-
DW AA Grant / JD SECTOR NEG	420,827	-	-	-	-	-	-
Probation Amador			-	-			-
HHS Amador	3,648	3,650	-	-	-	-	-
Cal-WORKS Mariposa	30,000	30,000	30,000	184,783	184,783	-	0.0%
Cal-WORKS Tuolumne	50,000	100,000	100,000	100,000	100,000	-	0.0%
CDBG Tuolumne			-	-			-
CDBG Calaveras	150,000	93,023	64,000	64,000	59,532	(4,468)	-7.0%
CDBG Mariposa	12,500	76,233	-	-	-	-	-
US Forest Service Tuolumne	20,000	32,135	20,000	15,500	11,500	(4,000)	-25.8%
CMCAA Calaveras	50,491		-	-			-
Cal-WORKS Mariposa SYEP			35,000	-	-	-	-
General Fund	57,780	-	-	-	-	-	-
TOTAL RESOURCES	2,703,489	2,371,410	2,197,975	2,352,783	2,154,601	(198,182)	-8.4%

MOTHER LODE JOB TRAINING
MLJT PY2015-16 Budget Revision 2
3/31/2016

MATERIALS & SERVICES	Proposed Revision 2	Adjusted Revision 1	
COST CENTER	TOTAL	TOTAL	CHANGE
RESOURCES	2,154,601	2,352,783	(198,183)
RESOURCE DISTRIBUTION	100%	100%	
Personal Services	1,156,807	1,293,234	(136,427)
Materials & Services	442,815	334,865	107,950
Customer Services	554,980	724,685	(169,705)
TOTAL BUDGETED EXPENSE	2,154,601	2,352,784	(198,182)
Balance	0	0	(0)
COST CENTER	TOTAL	TOTAL	
- Travel	19,000	24,000	(5,000)
- Staff Training	10,500	13,500	(3,000)
- Rent	139,674	139,674	-
- Telephone	12,580	12,480	100
- Internet	6,075	6,075	-
- Utilities	22,207	22,207	-
- Maintenance	7,389	7,389	-
- Janitorial	13,248	12,698	550
- Office Supplies	14,000	10,640	3,360
- Postage	1,700	1,700	-
- Leased Equipment	17,400	17,400	-
- Dues & Subscriptions	18,145	13,355	4,790
- Marketing & Advertising	7,000	9,000	(2,000)
- Equipment / Furniture	29,963	-	29,963
- Software	4,814	3,153	1,662
- Insurance	14,501	14,501	-
- Audit Expense	17,500	15,500	2,000
- Contracts	8,000	6,482	1,518
- Legal Fees	1,500	2,000	(500)
- Payroll Service	3,112	3,112	-
- Unfunded PERS Liability	74,507	-	74,507
- Outside Meeting Expense	-	-	-
MATERIALS & SERVICES	442,815	334,865	107,950
COST CENTER	TOTAL	TOTAL	
- Training	256,187	351,562	(95,374)
- WBL WEX/OJT	248,264	244,120	4,145
- Support Services	50,528	104,424	(53,895)
- Contract Services	-	24,581	(24,581)
CUSTOMER SERVICES	554,980	724,685	(169,705)
TOTAL	2,154,601	2,352,784	(198,182)

A4: Adoption of a 2016-17 preliminary budget

Action: Consider the adoption of a preliminary PY2016-17 budget.

**MOTHER LODE JOB TRAINING
PY2016-17 BUDGET ESTIMATE**

1. Carry-In is estimated based on previous year actual and considering current rate of expenditure
2. Allocations are estimated at 100% of previous year
3. Health insurance is estimated at last year's rate increases
4. Staffing levels and classifications are unchanged from the PY15-16 Adjusted Revision 2 budget
5. Cal PERS Employer Payment of Unfunded Liability is estimated at \$74,000
6. \$40,000 is set-a-side from WIOA Implementation & Innovation, and Regional Staffing for Consulting
7. Training set-a-side is increased to 30% to meet SB764 requirements
8. All other WIOA set-a-sides are addressed

COST CENTER BUDGET	Amador Career Center	Calaveras Career Center	Mariposa Career Center	Tuolumne Career Center	OneStop Support	Operations Support (Fiscal)	Workforce Investment Board	Total
FTE	2.38	2.38	1.98	3.20	1.80	1.80	0.90	14.43
Personal Services	174,738	177,011	131,927	254,481	180,624	171,121	96,653	1,186,555
Materials & Services	56,271	74,548	49,806	87,702	39,243	45,397	65,287	418,252
Customer Services	99,571	104,648	129,447	206,991	-	-	-	540,657
Total Requirements	330,579	356,207	311,180	549,174	219,867	216,517	161,940	2,145,464
Resource Allocation	319,891	348,175	316,455	562,618	219,867	216,517	161,940	2,145,463
Resource Adjustment	10,689	8,031	(5,275)	(13,444)				
Resources	330,579	356,207	311,180	549,174	219,867	216,517	161,940	2,145,463
Percent Resources (after adjustments)	15.41%	16.60%	14.50%	25.60%	10.25%	10.09%	7.55%	100.00%
Reserve	0	0	0	0	0	0	0	0

BUDGET COMPARISON	FY12-13 Budget Prior Year	FY13-14 Budget Prior Year	FY14-15 Budget Prior Year	FY15-16 Budget Prior Year	FY16-17 Budget Proposed	Change from Prior Year	Percent Change
FTE		16.34	15.79	13.93	14.43	0.50	3.6%
Personal Services		1,450,313	1,390,454	1,156,806	1,186,555	29,749	2.6%
Materials & Services		399,565	294,840	442,815	418,252	(24,563)	-5.5%
Customer Services		521,532	516,472	554,980	540,657	(14,323)	-2.6%
Total Requirements		2,371,410	2,201,766	2,154,601	2,145,464	(9,138)	-0.4%
Budgeted Resources		2,703,489	2,371,410	2,158,601	2,145,464	(13,137)	-0.6%
*Balance (not including reserves for future years)		332,079	169,644	-	-	-	

**MOTHER LODE JOB TRAINING
 PY2016-17 BUDGET ESTIMATE**

	PY2016-17 PROPOSED	PY2015-16 PRIOR YEAR	
COST CENTER	TOTAL	TOTAL	CHANGE
RESOURCES	2,145,464	2,154,600	(9,137)
RESOURCE DISTRIBUTION	100%	100%	
Personal Services	1,186,555	1,156,807	29,748
Materials & Services	418,252	442,815	(24,563)
Customer Services	540,657	554,980	(14,323)
TOTAL BUDGETED EXPENSE	2,145,464	2,154,601	(9,138)
Balance	-	-	

MATERIALS & SERVICES	TOTAL	TOTAL	
- Travel	11,125	19,000	(7,875)
- Staff Training	14,250	10,500	3,750
- Rent	131,526	139,674	(8,149)
- Telephone	12,480	12,580	(100)
- Internet	6,075	6,075	-
- Utilities	22,207	22,207	-
- Maintenance	7,389	7,389	-
- Janitorial	15,808	13,248	2,560
- Office Supplies	9,500	14,000	(4,500)
- Postage	1,700	1,700	-
- Leased Equipment	17,400	17,400	-
- Dues & Subscriptions	8,980	18,145	(9,165)
- Marketing & Advertising	5,000	7,000	(2,000)
- Equipment / Furniture	-	29,963	(29,963)
- Software	4,200	4,814	(614)
- Insurance	14,501	14,501	-
- Audit Expense	17,500	17,500	-
- Consulting	40,000	8,000	32,000
- Legal Fees	1,500	1,500	-
- Payroll Service	3,112	3,112	-
- Unfunded PERS Liability	74,000	74,507	(507)
- Outside Meeting Expense	-	-	-
MATERIALS & SERVICES	418,252	442,815	(24,563)

CUSTOMER SERVICES	TOTAL	TOTAL	
- Training	268,159	256,187	11,972
- WBL WEX/OJT	254,827	248,264	6,563
- Support Services	17,671	50,528	(32,858)
- Contract Services	-	-	-
CUSTOMER SERVICES	540,657	554,980	(14,322)

TOTAL	2,145,464	2,154,602	(9,138)
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A5: Authorization for the Executive Director to Negotiate and Enter into a Lease

Action: Authorize the Executive Director to negotiate and enter into a lease with Roadrunner Properties for office space in Frog Jump Plaza, Angels Camp CA.

Discussion:

Mother Lode Job Training has expressed interest in a space in Jump Frog Plaza located new the McDonalds and Starbucks at the junction of Hwy 49 and Hwy 4. This location is publicly visible, includes bus service, and provides sufficient space for an American Job Center of California (AJCC). We are currently paying \$43,318 per year in San Andreas.

MOTHER LODE JOB TRAINING
 Facilities Analysis Worksheet

Location and contact information			
Location:	51 N Main St, Angels Camp CA 95222	Email:	Vivian@priorityrealtors.com
Contact:	Vivian Danielson	Phone:	(209)736-5800 / (209)918-6351

Suitability measures		Degree Present (5 is nearly perfect)				
		5	4	3	2	1
1	ADA compliant	X				
2	Resource Room – approx. 1000 sq. feet	X				
3	Restrooms easily accessible				X	
4	1 or 2 small offices			X		
5	Storage space for office supplies, participant files, etc.			X		
6	Open floor plan providing for staff visibility and line of sight	X				
7	Adequate parking (15-25 parking spaces - for staff and clients)	X				
8	Well kept professional appearing facility	X				
9	Conference/training room – approx 280 sq. feet					X
10	Break room			X		
11	Visible to public	X				
12	Conveniently located to partner organizations			X		
13	Conveniently located to community resources		X			
14	Conveniently located to other amenities (shopping, etc)	X				
15	Space requires little modification to meet criteria			X		
16	Staff impression and ranking of space suitability	X				
Score		62				

Notes:
 This location is in the Jump Frog Plaza along with McDonalds, Starbucks, Roundtable Pizza, CVS Pharmacy and other food and retail businesses. It is at the junction of Hwy 49 and Hwy 4 with a bus stop at the Plaza entrance. The location has good visibility and parking and is located near the Calaveras Superintendent of Schools Office and Bret Harte High School. The space has been vacant for two or three years and price is negotiable. This space will require the one-time purchase of modular furniture and cubicles for staff and to create a conference room.

Cost measures		Square ft:	1750
		Monthly	Annual
1	Costs for space	\$ 1.25	
2	Costs for proportionate share of common area space	-	
3	Costs for property taxes (Net 1)	-	
4	Costs of required insurances (Net 2)	-	
5	Estimated costs for space and common area maintenance (Net3)	.63	
6	Amortized modifications and other costs unique to the site	-	
Total Costs		\$ 1.88	\$39,480

Staff contact: Jeff Dickason (209)533-3396 / JDickason@MLJT.Org

A6: Establish a process for the election of a Chair and Vice-Chair.

Action: Establish a process to elect a Chair and a Vice-Chair of the Mother Lode Workforce Investment Board

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.

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:

Mark Eiserer, Program Analyst, (209)533-3396 x4502 or MEiserer@mljt.org.

I2: 2016 Meeting Calendar



2016 Board Meetings

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

MLJT Board of Directors Meetings

Workforce Investment Board Meetings

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	29					

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
26	26	27	28	29	30	31

If you require reasonable accommodation in order to participate in any of these meetings please contact Vicki Long, 72 hours in advance, at **(209)588-1150**