

<input checked="checked" type="checkbox"/> WIA Local Plan Modification PY 2011–12	LWIA: <u>Mendocino</u>
<input type="checkbox"/> Modification # _____	Date: <u>July 1, 2011</u>

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Workforce Investment Act Local Plan Modification Program Year 2011-12

Local Workforce Investment Area (local area):

Name of Local Area: Mendocino

Submitted on: 06/30/2011

Contact Person: Debra Donelson

Contact Person's Phone Number: 707 467 - 5590
AREA CODE PHONE NUMBER

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LOCAL PLAN MODIFICATION QUESTIONS

The Workforce Investment Act (WIA) gives states and Local Workforce Investment Areas (local areas) a unique opportunity to develop employment and training systems tailored specifically to state and local area needs. The local plan should represent a collaborative process among the Chief Elected Official (CEO) and the local system partners. This collaboration will create a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision. Additionally, the local plan should reflect the current and future strategies of the local area. Please respond to each question by describing and assessing your local area's current and future strategies and identifying steps to implement and improve your service level or actions as appropriate.

1. Identify the workforce investment needs of businesses and job seekers in your local area. [WIA Section 118(b)(1)(a)]

Business needs include:

- Human Resources information
- Average wage rates
- Referral to Small Business Development services
- Referral to small business finance services
- General labor market trends

Those businesses with employees need:

- Interview room space
- Referrals of job seekers appropriately assessed
- Employees with a positive work ethic
- Employees willing to remain employed year round

Job seekers need:

- Referral to appropriate employers
- Assessment for appropriate career match
- Training in basic skills and/or occupational training

Workers need:

- Sustainable wages with health benefits
- Opportunity for advancement

2. What are the current and projected employment opportunities in your local area? [WIA Section 118(b)(1)(B) and California Unemployment Insurance Code (CUIC) Section 14221(a)]

Employment and Unemployment (updated 5/23/11)

Employment Development Department Labor Market Information data for Mendocino County indicates the County ranks 22nd among the 58 counties in California with a slight decrease in the overall civilian unemployment rate from 12.6% in March, 2010 to 12.5% in March, 2011. By sub-area, the unemployment rates for March 2011, in descending order, are Laytonville 26.3%, Covelo 22.2%, City of Fort Bragg 13.8%, Mendocino 13.0%, City of

Ukiah 12.5% City of Willits 11.3% and City of Point Arena 6.7%. Countywide, there was a decrease of 2.2 % in the civilian labor force, from 43,110 in March 2010 to 42,180 in March 2011. Mendocino Private Industry Council provided Rapid Response Assistance due to layoffs to 269 individuals in 2010. January 2011 through June 2011 indicates 188 individuals have received Rapid Response services due to layoffs.

Between March 2010 and March 2011, the total farm sector experienced a 17.3% decrease of 240 employees and total non-farm employment saw a 0.4% decrease of 100 employees. Sector changes of note include: manufacturing/nondurable goods – a 5.6% decrease (70 employees); Information - a 8.8% decrease (30 employees); government employment – decreased overall by 3.7% (280 employees); mining and logging - a 214.3% increase (150 employees); professional and business services – a 5.8% increase (100 employees)

Source: California Employment Development Department- EDD, Labor Market Information

Evolving Economic Base

The Redwood Coast Targets of Opportunity report and subsequent Occupations of Opportunity report released June 2008, delineate clearly the opportunities for entrepreneurship, employment and business growth for Mendocino County. The original report indicated faster growth than the rest of the region's economy in the following six clusters:

- Diversified Health Care
- Building and Systems Construction and Maintenance
- Specialty Agriculture, Food, and Beverages
- Investment Support Services
- Management and Innovation Services
- Niche Manufacturing

The Occupations of Opportunity report indicates 56% of the growing jobs are occupations within the Targets of Opportunity with the following projections from 2004-2014:

High Wage Level – >\$45,000 per year – 566 job openings
 Mid Wage Level – \$25,000 - \$45,000 per year – 1,249 job openings
 Low Wage Level – <\$25,000 per year – 1,831 job openings

Source: (Complete Targets of Opportunity and Occupations of Opportunity reports prepared by Collaborative Economics Inc. are available at www.mendowib.org)

Additional Mendocino County projections provided by California Labor Market Information Division of the Employment Development Department are shown below.

Occupational Projections	
Top 10 Fastest Growing Occupations	<ol style="list-style-type: none"> 1. Pharmacy Technicians 2. Computer Systems Analysts 3. Instructional Coordinators 4. Pharmacists 5. Gaming Dealers 6. Special Education Teachers, Preschool, Kindergarten, & Elementary School 7. Environmental Scientists & Specialists, Including Health

	8. Personal & Home Care Aides 9. Customer Service Representatives 10. Bus Drivers, Transit & Intercity
Top 10 High Wage Occupations (by median hourly wage)	1. Physicians & Surgeons, All Other-\$60.64 2. Pharmacists-\$58.82 3. Family & General Practitioners-\$57.39 4. Engineering Managers-\$46.78 5. Chief Executives-\$46.76 6. Industrial Production Managers-\$43.33 7. Writers & Authors-\$42.13 8. First-Line Supervisors/Managers of Police & Detectives-\$42.13 9. Veterinarians-\$40.56 10. Human Resources Managers, All Other-\$39.34

source: <http://www.labor.ca.gov/panel/pdf/2009factsheets/Mendocino.pdf>

Agriculture (updated 5/23/11)

According to the Mendocino County 2009 crop report, the total gross agricultural value for commodities produced in 2009 was \$143,598,100 a 18.3% decrease from 2008. The leading category was winegrapes with a value of \$78,502,500. Agricultural production, excluding timber, had a value of \$118,149,700, which is a increase from 2008 of 8.1%. Timber was the second leading crop. The value of \$25,448,381 was a decrease of 62.1% from 2008. This is the least board feet of timber harvested since 1965 when these records were first kept.

The pear crop decreased to a value of \$10,065,900 from the 2008 value of \$15,012,700. Livestock production increased slightly to a value of \$7,229,500 from the 2008 value of \$7,179,700. Milk production had a value of \$3,560,200, a decrease from the 2008 value of \$5,728,000. The State of California Department of Fish and Game reports a total value of \$7,434,164, up from 2008 commercial fish catch value of \$7,112,954.

Source: Mendocino County, Department of Agriculture Crop Report, 2009

Tourism (updated excepting TOT)

Tourism is important to the county's economy and provided approximately 4,820 jobs in 2009, a 10.74% decrease from 2008. Travel spending in 2009, at \$297.0 million, was down from the 2008 figure of \$336.3 million. In 2009, travel-generated earnings totaled \$114.2 million, a decrease from the 2008 county earnings of \$124.0 million. **(Current transient occupancy tax data pending)** The transient occupancy tax for 2008 totaled \$6,190,722, down from \$6,216,671 in 2007. The unincorporated area garnered the majority of the taxes (57.6%), experiencing a \$107,330 decrease from 2007. The incorporated cities of Willits, Point Arena and Fort Bragg all experienced decreases in occupancy tax as well. Ukiah was the only incorporated city that experienced and increase in occupancy tax up 13.25% from 2007.

Sources: Dean Runyan Associates; Mendocino County Auditor Controller; Finance Departments for cities http://www.deanrunyan.com/doc_library/CAImp.pdf

Retail Sales (updated 5/25/11)

County 2010 sales tax revenues increased by approximately 2.6% from 2009, for a total of \$11,031,399.

Source: Mendocino County Treasurer-Tax Collector as published in the WIB Scorecard, June 2009 issue

Wages (updated 5/31/11)

Total wages in all industries in 2009 decreased by 7.4% from 2008 totaling \$986,843,897. The average annual wage rate decreased slightly by less than 1% in 2009 to \$32,968.

Source: Employment Development Department – EDD, ES202 data

Housing (updated 5/31)

The average sale prices of homes in inland Mendocino County fell from \$331,008 in March, 2010 to \$225,649 in March, 2011 (31.8%). The coastal home average sale prices increased from \$229,552 in 2010 to \$283,345 (23.4%).

The 2010 National Low Income Housing Coalition report for Mendocino County indicates 39% households are renters with an estimated average wage of \$10.79 per hour. The Fair Market Rent (FMR) for a two-bedroom apartment is \$969. In order to afford this level of rent and utilities, without paying more than 30% of income on housing, the household must earn \$38,760 annually which would require a \$18.63 per hour housing wage.

*Source: National Low Income Housing Coalition – NLIHC
<http://bareis.com/statistics>*

3. Describe any significant changes in your local area resulting from the current economic downturn and any differences in the way services are being delivered. [Title 20 Code of Federal Regulations (Title 20 CFR) Part 661.355]

The decrease in the WIA allocation of formula dollars coupled with the increased prescriptive requirements of the Governor's discretionary funds will likely require the closure of one of the three centers.

4. How is your local area serving Unemployment Insurance claimants? How is your local area supporting workers receiving benefits under the Trade Adjustment Assistance program? [WIA Section 121(b)(1)(B)(xii)]

Unemployment Insurance claimants are served through co-location of the Employment Development Department, Wagner Peyser staff at three One-Stop centers. The two centers located in Fort Bragg and Ukiah have full time EDD staff. The third center, located in Willits is served by EDD staff one day per week. There have been no workers or businesses affected in Mendocino County in the past two years qualifying under the Trade Adjustment Assistance Program.

5. What programs and funding streams support service delivery through the

One-Stop Career Center (One-Stop) system? If applicable, what are the anticipated changes to those programs or funding streams? [WIA Section 121(b)(1)(B)]

The following 17 programs support service delivery through the One-Stop system within the Memorandum of Understanding with the WIB and the County Board of Supervisors:

The following 13 partners are co-located in at least one of the three centers;

Employment Development Department
Economic Development and Financing Corporation
West Company/Small Business Development Corporation
California Human Development Corporation
North Coast Opportunities
Experience Works
Mendocino County CalWORKS/Job Services
Mendocino Private Industry Council
Goodwill
Ukiah Adult School
Ukiah Valley Habilitation / Mayacama Industries
California Indian Manpower Consortium
Department of Rehabilitation

The following 4 partners are connected with formal referral agreements within the Memorandum of Understanding with the WIB and the County Board of Supervisors;

Mendocino Community College
Mendocino County Office of Education
Ford Street Project
Mendocino Transit Authority

6. Are each of the required WIA partners included in your One-Stop delivery system? If a required partner is not involved, explain the reason. [WIA Section 117(b)(2)(A)]

All required partners represented in Mendocino County are included in the Mendocino One-Stop delivery system. (see no. 5 above and MOU)

7. Describe how your local area's WIA funds are used to leverage other federal, state, local, and private resources. How do these coordinated resources lead to a more effective local system that expands the involvement of business, employers and individuals? [WIA Section 112(b)(10) and 121(c)(2)(A)(ii)]

Non-WIA federal funds and state funds are leveraged with the WIA funds for in-kind match as required by the Governor's discretionary solicitations. Most recently, the Veterans Employment Assistance Program (VEAP) leveraged a total of \$149,416 of in-kind match from the following partners: Department of Rehabilitation, Mendocino College, Mendocino County Veterans Service Office, and the Employment Development Department.

Additionally, the fourteen co-located partners share in the costs of the common space within

the three centers, per square footage methodology, and for two staff, a Job Club workshop trainer and a receptionist.

This coordination of resources ensures businesses and entrepreneurs served by the West Company/Small Business Development Center, the Economic Development and Finance Corporation and the Employment Development Department are guided to relevant services provided within the system.

- 8. Describe and assess how the services provided by each of the One-Stop partners are coordinated and made available in your local One-Stop system. [WIA Section 118(b)(2) and Section 121 (c)(2) and CUI Section 14221 (a) and (b)]**

The One-Stop partners are coordinated with the use of a common intake form at the reception area of each center. Business customers, employers and individuals are oriented to the services available and are referred to the appropriate partner entity per the services requested. The reception and resource area staff are well trained in the partner agency information and guiding customers to the appropriate agency is accomplished by scanning the customer card into the Virtual One-Stop System (VOS) to capture the service for reporting purposes, before the customer moves on to the appropriate entity. All participant workshops are scheduled into the VOS which provides for smooth customer flow. Additionally, shared conference room space is tracked at the reception area for ease of scheduling by all partners.

This coordination of services, though works well over all, could be improved with a shortened intake form for the VOS system. This improvement is scheduled to be implemented to ensure customers are not unnecessarily stalled at the reception area.

- 9. Local boards are required to review and assess the eligibility of One-Stop operations annually. What criteria does your local board use to review One-Stop operator agreements in your local area? Include a copy of your local policy as an attachment to this document. [CUI Section 14206(d)]**

The One-Stop Operator agreement has been reviewed and assessed within the review and approval of the One – Stop Operator/Program Service delivery contract each year by the WIB. Additionally, WIB/Health and Human Services Agency staff monitor the One/Stop Operator on a yearly basis, per WIB Policy No. 7 at www.mendowib.org.

- 10. Describe and assess how your local board ensures continuous improvement of eligible providers of services through the One-Stop system. How does your local board ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]**

Please see answer to No. 9

- 11. The State has been granted eight waivers through June 30, 2011, which directly affect how local areas may serve adults, dislocated workers, and incumbent workers. List each of the waivers your local area is currently using and describe how each waiver used has impacted the services provided to these customer groups. Indicate which waivers will be used in**

your local area in the future and how each will be utilized. [WIA Section 189(i)(4)(B) and WSD10-10]

The waivers currently used include: a) ITAs for older and out of school youth, b) common measures, c) incumbent worker training. ITAs for youth provide enhanced customer choice of training options not otherwise available to them. Use of common measures increases the number of youth who may be served by decreasing the unwieldy number of outcomes required by the WIA. The incumbent worker training is a valuable option to assist businesses in layoff aversion by allowing funds to be utilized for increasing the skills of employees who would otherwise be at risk of layoff.

- 12. How does your local area administer Individual Training Accounts (ITA)? [WIA Section 134(d)(4)(G)] Include any limitations you impose on ITAs established in your area. If your local board is providing training services that are made as exceptions to the ITA process, describe the process you used to procure and justify these exceptions. In addition, include your local board's policy addressing the amount and duration of ITAs based on market rate for local training programs. [CUIC Section 14206(h)]**

An Individual Training Account (ITA) is established on behalf of an eligible customer to finance training services from an eligible training provider chosen by the customer that meets local labor market needs. A cost analysis of eligible training providers to determine local market rate must be completed for all requests for ITAs exceeding \$2,000 for a given training activity. The total training shall not exceed \$10,000 without request in writing and receiving authorization from the Administrative Office. Additionally, the training period shall not exceed 5 years without request in writing and receiving authorization from the Administrative Office. For customers receiving intensive services, an ITA will be established at the time the need for training services is determined. The selection of the type and content of training will be made by the customer and a Vocational Resource Specialist, based on informed choice and customer needs. (See *WIB Policy 11B* at www.mendowib.org).

- 13. Sector strategies are state policies that promote regional partnerships of employers, educators, workforce developers, and other stakeholders that address the skills needs of critical industries in a region. The California Workforce Investment Board has adopted a sector strategies approach to assist local areas in developing their workforce solutions. Describe and assess your efforts to plan/implement sector strategies, develop regional partnerships, or target industries that are important in the local area or region. Describe what changes may be necessary to improve these regional strategies and partnerships. [CUIC Section 15001(a)(6)]**

The Mendocino LWIA partners predominately with Humboldt and the North Central Counties Consortium, Workforce Investment Areas. The Community Colleges in common, the College of the Redwoods Campus, located in Fort Bragg, and the Mendocino College Campus, located in Lakeport lend to this natural partnering. These strong partnerships have resulted in the award of several special projects granted through the Governor

Discretionary funds which provided for training related within the health care sector. Most recently, the Veteran's Employment Assistance Program was awarded with ARRA funds, which has served Lake and Mendocino County Veterans and their eligible spouses.

With the recent decision of the County of Lake to join the Napa LWIA, Mendocino County WIB will certainly be exploring the future potential of partnering on projects with the Napa LWIA.

Mendocino County was included in the Redwood Coast Targets of Opportunity report and subsequent Occupations of Opportunity report released June 2008. The information resulting from this project, commissioned by the Humboldt LWIA, has been instrumental in guiding customers and planning appropriate training for the regions high growth sector opportunities. (See the industry clusters listed in question no. 2).

- 14. Describe how your local board utilizes the principles of sector strategies to identify employer needs and guide training efforts to meet those needs. [CUIC Section 15001(a)(6)]**

The data-driven analyses from the Targets of Opportunity report in addition to the Employment Development Department, Labor Market Information is used as the basis in the economic planning and investment decisions related to planning appropriate training.

- 15. California's Green Collar Jobs Act of 2008 was passed to address the State's green economy and the increasing demand for a highly skilled and well-trained green collar workforce. How does your local area recognize opportunities to prepare workers for "green jobs" related to other sources of federal funding? [CUIC Section 15000]**

Green Workforce Initiative – The Mendocino WIB has responded to the California Green Collar Jobs Act of 2008 by enhancing partnerships among the private sector, and public education systems. Specifically, the WIB has actively supported the development of training opportunities in the clean and green technology sector through three projects. One example is the WIB endorsement of the grant application in response to the Governor Discretionary opportunity within California Green Jobs Corps SFP in May 2009. Though the particular project was not funded, the partnership remains strong and includes the following public, private and nongovernmental partners: Mendocino College, Solar Living Institute, Real Goods Store, California Conservation Corps, Gaia Energy Systems, Metal FX, Yokayo Biofuels, Renewable Energy Development Institute, North Coast Energy Services and others.

Second, the WIB approved WIA funds to be leveraged within a regional project funded by the Department of Energy which incorporates the following seven counties: Mendocino, Lake, Sonoma, Solano, Yolo, Napa and Marin. The lead partner on this project was the North Coast Energy Services and the objectives included training dislocated Workers, adults, and incumbent workers to install solar panels on 150 homes. Additionally, weatherization specialists have been trained in solar installation. Partners involved in the project included Mendocino College, Solar Living Institute non-profit, Real Goods Store, California Indian Manpower Consortium, Mendocino Private Industry Council, North Coast Opportunities and Gaia Energy Systems.

Third, the WIB hosted a presentation by the Sonoma County Green Business Program which facilitates the process for businesses to be certified as Green. The Green Certification involves:

Compliance with all environmental regulations applicable to the business for pollution prevention

Implementation of measures to save energy and water and reduce waste

Implementation of measures to increase recycling

Allow site visits to verify the business meets the steps above

The Economic Development Finance Corporation, a partner with offices in the One-Stop, has taken the lead on the project and has been working with the Savings Bank of Mendocino, Yokayo BioFuels, and Ukiah Brewery and Restaurant to become the first businesses in Mendocino County to meet the Green Certification.

16. What rapid response assistance is available to dislocated workers and employers? Who provides this assistance? [WIA Section 118(b)(4) and (5)]

When a layoff or plant closure occurs, staff from the WIA Program Service Provider, MPIC, and the Employment Development Department team to meet with employer representatives and effected workers, on-site as close to the layoff/closure event as possible.

Information provided during the visit includes distribution of written materials regarding services provided by multiple agencies within the One-Stop system. Staff meet with individual employees to determine their needs on-site or by appointment. All affected workers are assessed for needs and referrals are made to other agencies as appropriate. Education, training and employment goals are determined at assessment and if immediate reemployment is not achieved through core services, an Individual Employment Plan is developed that details the intensive service and training goals of each participant.

17. Layoff aversion activities are a critical component of rapid response. Please describe the layoff aversion activities your local board provides to businesses. [WIA Section 118(b)(4) and (5)]

The comprehensive partnership which includes the Economic Development Finance Corporation and West Company/Small Business Development Center has developed confidential referrals for companies who have realized a potential of closure or down sizing. This has allowed the ability for the effected business to seek assistance from the partners from various funding sources to reach the objective of averting the layoff or closure.

18. Describe your area's eligible youth population and needs in general. Describe the partnerships and collaborations that provide services to the

youth in your local area. What youth activities are available in your local area? Identify successful providers of such activities. [WIA Section 118(b)(6) and CUIC Section 14221(g)]

More than one-quarter (22,039) of the residents of Mendocino County are under the age of 18. Of those, 62.3 percent are white, 24.6 percent are Hispanic, 5.4 percent are Native American, 0.5 percent is African American and 1 percent is Asian. Twenty-five percent of Mendocino County children live below the federal poverty level, a figure that reaches 50 percent when considering only children living in female-headed households. Youth are generally poorer than the average.

In a survey administered in 2002 by the Mendocino County Workforce Investment Board Youth Council, youth reported their greatest challenges to be:

- lack of money
- inadequate transportation
- shortage of local recreational facilities
- need for anger management skills.

Service providers who are members of the Youth Council identified the following needs of youth in Mendocino County:

- More Job opportunities
- More resources for substance abuse prevention and treatment programs
- Mental health services
- Funding for GED, certificate programs and vocational education programs
- Resources for remote areas
- Affordable transportation options

All Partners and the Youth Council have ongoing partnerships and collaborations with each other as well as with other agencies. Some examples of more formalized partnerships and collaborations are:

- Mendocino County Office of Education and the Department of Rehabilitation – Transition Partnership Program
- Health and Human Services Agency Independent Living Skills Program and the Mendocino County Office of Education Summer Work Program
- Health and Human Services Agency/Mental Health and Mendocino County Youth Project – Therapeutic Services to Youth
- Mendocino Private Industry Council and the Mendocino County Office of Education – Tutoring, Educational/Vocational Education
- Mendocino Private Industry Council and Mayacama – Job Placement
- Arbor on Main/Health and Human Services Agency/Mental Health – Substance Abuse Education and Prevention Programs
- California Indian Manpower Consortium

To help youth return to school and to ensure their success, Mendocino County has a variety of activities that may not be accessible by all youth due to location, lack of transportation or eligibility:

- Mendocino County Youth Project – Crises Counseling
- Big Brothers and Big Sisters – Mentoring

- Mendocino County Sheriffs Activity League – Athletic and Recreational Activities
- Boys and Girls Club – Summer and After School Programs
- Local Churches – Faith-based Youth Programs
- City of Ukiah – Local Sports Teams; Recreational Activities
- S.P.A.C.E. – Theater and Performing Arts
- Mendocino College = Tutoring, Mexican Cultural Activities
- Native American Rancherias – Tutoring, Mentoring, Cultural Activities and Education

Youth are encouraged to stay in or return to school, developing the academic background necessary to succeed in today's technology driven economy. Youth specialists work with all enrolled youth to develop a plan that leads to employment in a career selected by the youth after researching careers. Where necessary, supportive services are made available to youth who have identified barriers to employment. Partner agencies with similar objectives supported by other funds include, but are not limited to:

- Pregnant minor programs (Mendocino County Office of Education-MCOE)
- Young parent program (MCOE/CCS)
- Workability provides services to in-school special education students (MCOE/SELPA)
- Transition Partnership Program (TPP) a partnership between the state department of rehabilitation and education to serve students with disabilities.
- Arbor on Main - Transition Age Youth Resource Center (Redwood Children's Services)
- Mendocino County Foster Care System: HHSA, MCOE and Independent Living Skills Program.
- CalWORKs provides the employment component of the Welfare to Work program.

19. Describe and assess your local area's delivery of services to people with disabilities. What partnerships and collaborations exist to provide services to this population? What training services and employment opportunities are available to this population in your local area? [WIA Section 112(b)(17)(A)(iv) and Section 409]

The Mendocino County Workforce Investment Board ensures equal opportunity and non-discrimination in the operation of Workforce Investment Act programs and activities. Local Employment Resource Centers and service providers are reviewed annually for compliance with Title VI and VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1975; Section 503 and 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972; Presidential Executive Order 11246 and 11375; The Americans with Disabilities Act, Section 181 (c) of the Workforce Investment Act and any other law and executive order that may apply. Programs are open to all qualified individuals and no individual shall be excluded from participation, denied benefits for which they are eligible, subjected to discrimination, or denied gainful employment because of race, color, national origin, age, handicap, sex, religion, political affiliation or belief, retaliation, or citizenship. In addition sexual harassment is against the law. Acts of sexual harassment are grounds for a discrimination complaint based on sex under Title VII of the Civil Rights Act of 1964.

The agencies providing services for individuals with disabilities include the Department of Rehabilitation (DOR), Ukiah Valley Area on Habilitation (UVAH), and the Transition Partnership Program (TPP). All are partners in the One-Stop System and are represented on the WIB and/or Youth Council. UVAH provides staff at the Ukiah center

and DOR staff provides services two days per week at the Willits and Ukiah centers. TPP, as a signatory to the MOU, is part of the referral system for offsite partners.

- 20. If your local area received funds to operate Project New Start to provide parolees support in seeking, securing and maintaining employment as they transition from prison to their home communities, describe and assess your service delivery and partnerships in serving this population group. Describe what changes in your local area may be necessary to improve the level of service. [WIA Section 134(d)(4)(G)(iv)(II, and IV) and Section 188(a)(5)]**

Funds for the California New Start were received but were rescinded. The resulting relationship with the local parole officer of the California Department of Corrections and Rehabilitation – CDCR has remained in tact. The comprehensive referral system developed to ensure parolees are aware of and take part in the One – Stop employment services remains in place. One – Stop staff continue to attend the PACT meetings to present the array of program services and assist the parolee in becoming comfortable with the process which includes referrals and orientations to applicable Mendocino Works partner agencies.

- 21. Local areas must incorporate priority of service for veterans and eligible spouses in accordance with the provisions of Training and Employment Notice 15-10 (11/10/10). This requires veterans and eligible spouses to receive service priority over recipients of public assistance and low-income individuals. Describe what programs and processes your local area is using to achieve these goals. [WIA Section 112(b)(17)(B), WIA Section 121(b)(1)(B)(1)]**

The County Veterans Services Program and the California Employment Development Department Veterans Program are closely linked with the WIA Program Service Delivery Provider via co-location and referral. The latter implements WIB Policy No. 23 which stipulates that all outreach efforts, written materials on available services, and Web sites related to all WIA funded programs express a priority of service to veterans and their eligible spouses. The common intake form provided at the three centers allows Veterans and their spouses to identify themselves to ensure they are granted the priority of service.

(see www.mendowib.org , WIB Policy 23)

- 22. What role do Veterans Workforce Specialists and Veteran Employment Service Specialists have in the local One-Stop system? How do you ensure adherence to the legislative requirements for veterans' staff? [Title 38 United States Code Part III, Chapter 41 and Title 20 CFR Part 1001.120]**

Please see No. 21 above

- 23. Describe and assess how you provide Wagner-Peyser Act services to the agricultural community. Specifically, how do you provide outreach, assessment and other services to migrant and seasonal farm workers, and**

services to employers? How do you provide appropriate services to this population in the One-Stop system? [Title 20 CFR 662.200(b)(1)(vi)]

EDD staff provide outreach and referral services to migrant seasonal farm workers by visiting field sites to inform and refer the workers of the array of services provided within the One-stop system. Beginning July 12, 2011, EDD is scheduled to provide additional outreach services by sharing of 1 FTE with Sonoma County. Additionally, the California Human Development Corporation – CHDC is a co-located partner in the Ukiah One – Stop center. CHDC provides bilingual and bicultural staff to help farm workers and their families with employment and training assistance which includes learning English as a second language, earning a high school diploma, enhancing job skills, and youth programs and services. The common intake form used at each of the three centers allows the customer to identify themselves as migrant and seasonal farm workers. They are then referred to all appropriate partners to ensure access to Wagner-Peyser, CHDC, and WIA services.

- 24. Local areas may decide locally, based on their prior years' experiences that they will need to change their strategies in order to meet their performance goals. Discuss any strategic changes in your local area to meet performance goals.**

[Title 20 CFR Part 661.355]

The major adjustment to performance goal strategy is the process by which the WIA Program Service Provider will monitor participant obligations. An electronic tracking system is being implemented to ensure accurate tracking and reporting of program services obligations to be reported monthly to the Administrative unit for reporting to the JTA system.

- 25. Discuss any applicable changes to the local board structure (do not include changes to specific individuals on the board). Please attach a copy of your local bylaws that reflect these changes. [Title 20 CFR Part 661.355 and CUIC Section 14202]**

N/A

MEMORANDUM OF UNDERSTANDING

The WIA requires that a Memorandum of Understanding (MOU) between the local board and each of the One-Stop partners concerning the operation of the One-Stop delivery system be executed. A copy of each MOU must be included with the plan modification. [WIA Section 118(b)(2)(B)]

The MOU may be developed as a single umbrella document, or as singular agreements between the partners and the board. The MOUs should present in specific terms, member contributions and the mutual methodologies used in overseeing the operations of the One-Stop career center system.

The MOU must describe: [WIA Section 121(c)(1) and (2) and CUIC Section 14230(d)]

- What services will be provided through the One-Stop system.
- How the costs of services and operating costs will be funded, including cost-sharing strategies. Please include any Resource Sharing Agreements.
- What methods will be used for referral of individuals between the One-Stop operator and partners.
- How long the MOU will be in effect.
- What procedures have been developed for amending the MOU.
- Other provisions consistent or as deemed necessary by the local board.
- The local board's policy for identifying individuals who, because of their skills or experience, should be referred immediately to training services.

ASSURANCES

- A. The Local Workforce Investment Board assures that it will comply with the uniform administrative requirements referred to in WIA Section 184(a)(3).
- B. The Local Workforce Investment Board assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The Local Workforce Investment Board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The Local Workforce Investment Board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.

- E. The Local Workforce Investment Board assures that there will be compliance with grant procedures of WIA Section 189(c).
- F. The Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, written Department of Labor guidance, and other applicable Federal and State laws and regulations.
- G. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA, Section 168 will be carried out in accordance with that Section.
- H. The Local Workforce Investment Board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other special provisions as may be required under Federal law or policy, including the Workforce Investment Act or State legislation.
- I. The Local Workforce Investment Board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and CUI Section 14230(a)(6)]
- J. The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers. This shall include the right to access by State labor organization representatives pursuant to the Ralph Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4, of Title 1 of the Government Code, and CUI Section 14233]
- K. The Local Workforce Investment Board assures that State employees who are located at the One-Stop Centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stop Centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to: hiring, promotion, discipline, and grievance procedures.
- L. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.

M. One-Stop Operator is responsible for administering One-Stop Center services in accord with roles to be determined by the Local Workforce Investment Board. The Local Workforce Investment Board assures that it will select the One-Stop Operator with the agreement of the CEO, through one of three means:

- 1. Through a consortium of at least three or more required One-Stop partners; or**
- 2. Through competitive process such as a Request for Proposal; or**
- 3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Elected Official and the Governor.**

The only time these selection procedures are not required is in the following circumstances inclusive: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and an MOU has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

This Local Plan represents the Mendocino Local Workforce Investment Area,
Workforce Investment Board's efforts to maximize and coordinate resources available
under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of July 1, 2011 through June 30, 2012 in
accordance with the provisions of the WIA.

Local Workforce Investment Board Chair

Chief Elected Official

Signature

Signature

Cathy Frey
Name

Kendall Smith
Name

WIB Chair
Title

Chair, Board of Supervisors
Title

Date

Date

☒ WIA Local Plan Modification PY 2011-12

Local Area

Mendocino

☐ Modification # _____

Date:

07/01/11

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

☒ Grant Code 201/202/203/204 WIA IB-Adult☐ Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K178XXX Subgrant	K282XXX Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	257,146	222,975
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	257,146	222,975
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	231,432	200,678
A. Core Self Services	77	66
B. Core Registered Services	72,700	63,039
C. Intensive Services	66,010	57,239
D. Training Services	92,645	80,334
E. Other		
7. Administration (Line 5 minus 6)	25,714	22,297
8. TOTAL (Line 6 plus 7)	257,146	222,975
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010		
10. December 2010	56,409	
11. March 2011	105,800	
12. June 2011	155,191	
13. September 2011	204,582	
14. December 2011	253,973	
15. March 2012	257,146	46,218
16. June 2012		95,609
17. September 2012		145,000
18. December 2012		194,391
19. March 2013		222,975
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

☒ WIA Local Plan Modification PY 2011-12

Local Area

Mendocino

☐ Modification # _____

Date: 07/01/11

TITLE IB BUDGET PLAN SUMMARY¹ (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 07/01/11 through 06/30/12

☐ Grant Code 201/202/203/204 WIA IB-Adult☒ Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K178XXX Subgrant	K282XXX Subgrant
1. Year of Appropriation	2010	2011
2. Formula Allocation	288,041	249,653
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	288,041	249,653
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	259,237	224,688
A. Core Self Services	123	
B. Core Registered Services	125,786	
C. Intensive Services	70,800	
D. Training Services	62,528	
E. Other		
7. Administration (Line 5 minus 6)	28,804	24,965
8. TOTAL (Line 6 plus 7)	288,041	249,653
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2010 and July 1, 2011 respectively)		
9. September 2010		
10. December 2010	115,241	
11. March 2011	176,616	
12. June 2011	237,991	
13. September 2011	288,041	11,325
14. December 2011		72,700
15. March 2012		134,075
16. June 2012		195,450
17. September 2012		249,653
18. December 2012		
19. March 2013		
20. June 2013		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

<input checked="" type="checkbox"/> WIA Local Plan Modification PY 2011-12 <input type="checkbox"/> Modification # _____	Local Area: <u>Mendocino</u> Date: <u>04/01/11</u>
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TITLE IB BUDGET PLAN SUMMARY¹ (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2011, beginning 04/01/11 through 06/30/12

☒ Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		K178XXX Subgrant	K282XXX Subgrant
1. Year of Appropriation		2010	2011
2. Formula Allocation		263,098	251,496
3. Allocation Adjustment - Plus or Minus			
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		263,098	251,496
TOTAL ALLOCATION COST CATEGORY PLAN			
5. Program Services (sum of Lines 5A and 5B)		236,789	226,347
A. In School		155,537	165,688
B. Out-of-School (30%)		81,252	85,808
6. Administration (Line 4 minus 5)		26,309	25,149
7. TOTAL (Line 5 plus 6)		263,098	251,496
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2010 and April 1, 2011 respectively)			
8. June 2010		0	
9. September 2010		24,431	
10. December 2010		87,192	
11. March 2011		172,166	
12. June 2011		263,098	
13. September 2011			31,437
14. December 2011			62,874
15. March 2012			94,311
16. June 2012			125,748
17. September 2012			157,185
18. December 2012			188,622
19. March 2013			220,059
20. June 2013			251,496
COST COMPLIANCE PLAN			
21. % for Administration Expenditures (Line 6/Line 4)		10%	10%

Debra Donelson, WIA Coordinator

707-467-5590

June 15, 2011

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

☒ **WIA Local Plan Modification PY 2011-12**
☐ **Modification #** _____

Local Area: Mendocino

Date: 07/01/11

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2010 (07/01/11 through 06/30/12)	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2010	68	72	40
2. New Registered Participants for PY 2011	13	19	7
3. Total Registered Participants for PY 2011 (Line 1 plus 2)	81	91	47
4. Exiters for PY 2011	35	52	30
5. Registered Participants Carried Out to PY 2012 (Line 3 minus 4)	46	39	17

PROGRAM SERVICES			
6. Core Self Services	736	736	
7. Core Registered Services	81	91	
8. Intensive Services	79	82	
9. Training Services	63	64	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			21
11. Attainment of a High School Diploma, GED, or Certificate			13

EXIT STATUS			
12. Entered Employment	29	45	16
12A. Training-related	15	14	5
13. Remained with Layoff Employer		1	
14. Entered Military Service			
15. Entered Advanced Training			1
16. Entered Postsecondary Education			10
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	3	4	6

Debra Donelson, WIA Coordinator

707-467-5590

June 15, 2011

Contact Person, Title

Telephone Number

Date Prepared

Comments:

most recent numbers available from JTA system 04/30/2011

*Due to tracking system, numbers of Core Self Services customer are counted by

activities in the resource room with no way to differentiate between adult and dislocated worker

<input checked="" type="checkbox"/>	WIA Local Plan Modification PY 2011–12	Local Area: Mendocino
<input type="checkbox"/>	Modification # _____	Date: 07/01/2011

WORKFORCE INVESTMENT ACT TITLE IB

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	56%	56%	TBD
Employment Retention Rate	81%	81%	TBD
Average Earnings	\$13,000	\$13,000	TBD
Dislocated Workers			
Entered Employment Rate	68%	70%	TBD
Employment Retention Rate	83%	83%	TBD
Average Earnings	\$15,900	\$15,900	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

LOCAL NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2009-10	PY 2010-11	PY 2011-12
Adults			
Entered Employment Rate	71%	71%	TBD
Employment Retention Rate	81%	81%	TBD
Average Earnings	\$12,500	\$12,500	TBD
Dislocated Workers			
Entered Employment Rate	72%	72%	TBD
Employment Retention Rate	82%	82%	TBD
Average Earnings	\$14,800	\$14,800	TBD
Youth (ages 14-21)			
Placement in Employment or Education	69%	65%	TBD
Attainment of a Degree or Certificate	65%	61%	TBD
Literacy and Numeracy Gains	40%	40%	TBD

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05. For additional guidance, see Workforce Services Directives WSD08-6 and WSD10-11.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and was extended for PYs 2008-09, 2009-10, and 2010-11.