

August 2, 2000

ONE-STOP PARTNER STAFFING

The following is a listing of the One-Stop Partner staffing as outlined in each respective Partner's Memorandum of Understanding (MOU).

<u>PARTNER</u>	<u># OF STAFF</u>	<u># HOURS PER DAY</u>	<u># DAYS PER WEEK</u>	<u>CURRENT STAFFING</u>
Central Valley Opportunity Center (CVOC)	1	8	5	1
Employment Development Department (EDD)	1 F/T	8	5	1
(LB Office)	1 F/T	3	5	1
	1	8	5	1
Human Services Agency (Older Worker) (PITD Staff Person)	1	8	5	1
Merced Adult School (MAS)	1	1	5	1
Merced College	1	1	5	1
Merced Community Action Agency (MCAA)	1	4	1	1
Merced County Housing Authority	1	(4 hours per week)		0
Merced County Office of Education (MCOE)	1	8 (32hrs) (Tue-Fri)		1
	1	8 (Mon) & 11½ Mrcd/LB)		1 (191/2)
Department of Rehabilitation (No MOU has been Developed)	1	8	(Wed Only)	1

During times when partner representatives are not physically present, the partner agency will have representation by PITD staff, who will provide agency information, pass out handouts or brochures, and schedule appointments for representatives of partner agency.

One-Stop monitoring schedule

- | | |
|---|-----------|
| 1) Merced county PITD | Oct. 2000 |
| 2) Merced College | Nov. 2000 |
| 3) Employment Development Department (EDD) | Nov. 2000 |
| 4) Central Valley Occupational ^{center} course (CVOC) | Dec. 2000 |
| 5) Merced County of Education (MCOE) | Dec. 2000 |
| 6) Merced County Community Action Agency (MCCAA) | Jan. 2001 |
| 7) Housing Authority | Jan. 2001 |
| 8) California State Department of Rehabilitation | Feb. 2001 |
| 9) Merced Union High School | Feb. 2001 |
| 10) Human Services Agency (HAS) | Mar. 2001 |

Private Industry Training Department

Interoffice Memorandum

Terry Smith Tatum
Director

Andrea Baker
Assistant Director

NOTIFICATION OF REPORT

DATE: October 13, 2000
TO: Director/Assistant Director
FROM: Monitoring Coordinator
SUBJECT: Monitoring Report(s)

Employer/Training Provider: Modern Air Mechanical

Contract Number: MAM 100-55300-1 Report Number: FY01-01

The attached Monitoring Report resulted from an on-site monitoring visit that was conducted on October 10, 2000 and the findings were:

- No findings; no Corrective Action recommended. A copy of the report has been provided to the Employer/Training Contractor.
- Findings were noted; Corrective Action recommended. A copy of the report will be provided to the Employer/Training Contractor, once approved by the Director/Assistant Director. Corrective Action Due Date: _____
- Corrective Action has been completed. A copy of the report has been provided to the Employer/Training Contractor.

Corrective Action Taken: NONE

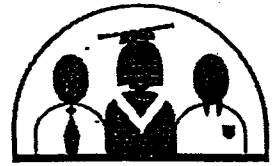
REPORT CLOSED

Andrea Baker
Director/Assistant Director

10-13-00
Date

Merced County

Private Industry Training Department



Terry Smith Tatum, Director
Andrea T. Baker, Assistant Director/EEO Officer

1880 W. Wardrobe Avenue
Merced CA 95340-6407
(209) 385-7324 | FAX: (209) 725-3592
<http://www.co.merced.ca.us/pitd>

October 11, 2000

Mr. Mark Cauwels
President
Modern Air Mechanical
2200 Cooper Ave.
Merced, CA 95348

Dear Mr. Cauwels:

Thank you for your staff's time and cooperation during our monitoring visit on October 10, 2000. We understand these visits may be an inconvenience, however, they help us assure that Federal Job Training Partnership funds are expended in accordance with Federal rules and regulations.

The report that resulted from our visit is attached for your review. No response is required.

We appreciate your assistance in this monitoring effort. If you have any questions, please feel free to contact me at 385-7324, ext. 2041.

Sincerely,

Joanne Presnell, Program Manager
Customer Service, Marketing and Public Relations

OJT MONITORING REPORT

Date: October 11, 2000
Report Number: FY01-01
Contractor: Modern Air Mechanical
Contract Numbers: MAM100-55300-1
Date(s) Monitored: October 10, 2000
Monitor: Robert Linden

During the monitoring cycle of FY 01, the OJT contractor, Modern Air Mechanical was monitored for compliance with Federal, State, and local rules and regulations, as well as the current contract agreements. Participants Jesse Diaz completed 40% of his training and Louis Dickey Sr. completed 41% of his training. Both employees are still working.

Please note that the outcome of this monitoring review is based on an examination of only a sample of participants and is; therefore, only an indicator of total contract compliance. It remains the responsibility of Modern Air Mechanical to ensure that it abides by all terms and conditions of the contract as well as all local, State and Federal directives, guidelines and policies pertaining to WIA Services. Therefore, any deficiencies or findings that surface during subsequent monitoring reviews by local, State and Federal officials are solely the responsibility of the contractor.

The monitoring process consisted of a Desk Review of the training contract, participant files, and invoices submitted for payment.

I. Desk Review: The participant was being trained by this OJT contractor.

A. Fiscal: The cost associated with this contract was deemed reasonable, necessary, and properly charged to the appropriate cost category.

B. Procurement:

OJT: The contract was reviewed for training dates, cost, and length of training, wages, reimbursement rate and training outline.

C. Participant File Review: The participant file was reviewed for content, completeness, an ISS, a training plan, and diary entries.

1. Objective Assessment: The training activity is in line with the ISS.

2. Individual Service Strategy: The ISS met the needs of the participant and the Objective Assessment.

II. Work site: The contractor's payroll was checked against invoices submitted for payment.

- A. **Entrance Conference:** The contract, invoices, and the participant were discussed with Mr. Mark Cauwels.
 - B. **Record Review:** A review of payroll, invoices, time cards and training outline/plan were checked against the spreadsheet and contract.
 - C. **Interviews:**
 - 1. **Staff:** Mr. Mark Cauwels.
 - 2. **Participants:** The participants, Jesse Diaz and Louis Dickey Sr. are still employed and enjoying their work.
 - D. **Observations:**
 - 1. **Work site:** The work site was checked for health, safety, working conditions/equipment, and supervision. No problems were noted. The employees were observed using (when necessary) safety equipment.
 - 2. **General Administration:** The working environment appeared to be safe with adequate lighting. The EEO/Affirmative Action/Complaint Procedures were in place.
 - E. **Property/Equipment Utilization:** No WIA equipment was used at this training site.
 - F. **Exit Conference:** The exit conference was conducted with Ms. Roberts.
- III. **Summary:** Employee Diaz is happy working and is looking forward to doing service calls and branching out and learning new tasks. Employee Dickey was not available (he was working on a project in Fresno).

Findings: None

Observations: None

Attachments: (for office use only)

- A. Contract Checklist
- B. Participant File Review
- C. Questionnaire
- D. Invoices and Payroll Data
- E. Contract