

ADOPTED
Monterey County Workforce Investment Board
Meeting Minutes
June 6, 2012; 7:30 am
Shoreline Conference Center, 249 10th Street, Marina, CA

Members Present: Anthony Aniello, Joanne Webster, Wendy Brickman, Diana Carrillo, Maria Castillo, Erik Cushman, David Dwyer, Douglas Garrison, Scott Grover, Hunter Harvath, Neal Heckman, Mary Ann Leffel, Salvador Muñoz, Elliott Robinson, Ralph Rubio, Larry Silva, Brian Turlington and Andrea Zellar-Nield

Members Absent: Bob Chamberlain (Excused), Al Davis (Excused), Rick Deraiche (Excused), Phoebe Helm (Excused), Cesar Lara (Excused), Steve MacArthur (Excused), Dave Potter (Excused), Judith Profeta (Excused), Ken Scherpinski (Excused), Kimberly Schnader (Excused), Teresa Sullivan (Excused), and Mark Verbonich (Excused)

Staff Present: Joyce Aldrich, Jim Cook, Marleen Esquerra, Flor Galvan and Stephanie Shonley

Others Present: Rosie Chavez, Jay Donato, Yuko Duckworth, Wil Moore, Rod Powell, Eileen Roling

Call to order/Introductions: Mr. Cushman called the meeting to order at 7:37 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: None

Consent Calendar:

Mr. Cushman pulled item C-3 from the consent calendar for further discussion.

C-3: Action: Recommend the full Board receive the February 24, 2012 Oversight Committee action to approve endorsement of the training plan for implementing the California Workforce Services Network Case Management and Reporting System (CWSN).

Mr. Cushman stated the purpose of the upgrade is to implement a new reporting system developed by Geographic Solutions. This VOS upgrade is mentioned throughout the WIB's Strategic Plan. The new VOS system is now referred to as "The New Cal Jobs". Mr. Cushman inquired if the WIB staff's current capacity is able to support this effort. Ms. Aldrich stated that the WIB plans to assign staff to manage the system by September. She also stated that Marleen Esquerra and Patricia Vega have been attending training on the new system and are planning to train One-Stop staff and partners.

Motion: Mr. Rubio motioned to approve the action as stated.

Second: Ms. Leffel

Motion Passed Unanimously

C-1: Action: Approve the WIB minutes from February 1, 2012.

C-2: Action: Receive and file the WIB and Subcommittee schedule of meetings for Program Year 2012-13.

C-4: Action: Recommend the full Board receive the March 9, 2012 Executive Committee action to approve the submission of Workforce Innovation fund Grant Proposal focusing on training in senior healthcare in the amount of \$5 million over a 40-month period.

C-5: Action: Recommend the full WIB receive the March 9, 2012 Executive Committee action to approve the utilization of Monterey County's Workforce Investment Act (WIA) Adult and Dislocated Worker formula fund allocations for Program Year 2011-12 towards training in the amount of \$363,843.

C-6: Action: Concur with the April 18, 2012 Executive Committee action to approve Letters of Support Policy on behalf of Workforce Investment Board.

C-7: Action: Concur with the May 16, 2012 Executive Committee action to approve the revised WIB Policy #2005-09 Selective Service Registration.

C-8: Action: Recommend the full Board receive the April 18, 2012 Executive Committee action to approve submission of a Veterans Employment Assistance Grant through WIA Governor's Discretionary 15% funds.

C-9: Action: Concur with the April 18, 2012 Executive Committee action to approve resignations of D. Bernahl and R. Weakley.

C-10: Action: Recommend the full Board receive the May 16, 2012 Executive Committee action to approve the prior years' PY 2010-11 Final Monitoring Report for the Office of Employment Training Youth Program.

C-11: Action: Concur with the May 16, 2012 Youth Council recommendation to approve the Final Youth Monitoring Reports for Youth program providers, Santa Cruz County Office of Education, and Turning Point, for PY 2011-12.

C-12: Action: Concur with the May 16, 2012 Youth Council recommendation to approve the extension of the Workforce Investment Act (WIA) Title I Youth subcontracts with Santa Cruz County Office of Education and Turning Point, and decrease their total contract budgets by 5.6%, for a total contract allocation of \$309,254 for PY 2012-13.

C-13: Action: Concur with the May 16, 2012 Executive Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.

Motion: Ms. Webster motioned to approve consent items #C-1, C-2, C-4 through C-13.

Second: Mr. Muñoz

Abstention: Mr. Garrison

Motion Passed

Business Meeting Calendar:

- 1. Presentation: Discussion and presentation from Monterey County Sr. County Counsel Kay Reimann concerning Ethics Training, Form 700 and Conflict of Interest.** Ms. Reimann gave a presentation on the Political Reform Act and Government Section Code 1090 Conflict of Interest. She stated that WIB members should understand that they are all public officials and as such are required to file Form 700 Statement of Economic Interests on a yearly basis. Form 700 provides certain basic information to the public about what your interests are and in order of significance, i.e. real estate, shares in local businesses. She explained Section Code 1090 Conflict of Interest is if you have an actual financial interest in a contract. The Ethics Training may be completed online for convenience sake and is required every two years. Mr. Cushman requested that all WIB members complete the Ethics Training and Form 700 if they haven't already done so. To ensure all members remain current, Mr. Cushman requested an update be brought to the WIB meeting in December on an annual basis to ensure the WIB is in compliance with the requirements. Mr. Cushman requested that WIB staff provide an initial update at the next WIB meeting scheduled in August 2012. A link to the presentation is on our website at: <http://www.montereycountywib.org/meetings/board/>
- 2. Action: Review and approve the WIB Strategic Plan for PY 2012-13. Ms. Aldrich distributed a handout with another potential method of viewing the Strategic Plan.** Mr. Cook stated the WIB's Strategic Plan was emailed out to all of the board members for review and input. He thanked Ms. Webster and Mr. Cushman for their comments and suggestions of adding information on the staff assignments and due dates. The WIB Plan was reformatted and prioritized by quarter periods. Although the first quarter is overloaded with activities, WIB staff anticipates that the first quarter activities will run into the second quarter. Mr. Cushman suggested that a meeting be held with the two new future community college presidents in the first quarter. He also suggested moving the K-12 connection from the fourth quarter up to the first quarter. Ms. Leffel suggested adding WorkKeys career readiness to the second quarter based on discussions she's having with the Vice Chancellor of the community colleges that involve WorkKeys and potential partnerships.

Motion: Mr. Rubio motioned to approve the action as stated.
Second: Mr. Muñoz
Abstention: Ms. Leffel
Motion Passed
- 3. Action: Conduct election to select the Chair of the Workforce Investment Board for a term to commence August 1, 2012.** Ms. Webster asked for any nominations for Chair of the Workforce Investment Board. Upon request, Mr. Cushman accepted the nomination to serve another term as WIB Chair.

Motion: Mr. Aniello motioned to nominate Mr. Cushman to continue as Chair
Second: Ms. Leffel
Abstention: Mr. Cushman
Motion Passed
- 4. Action: Conduct election to select the 1st Vice-Chair of the Workforce Investment Board for a term to commence August 1, 2012.** Mr. Cushman stated Ms. Webster is retiring from the Community Hospital of the Monterey Peninsula therefore she plans to resign from the WIB. She plans to continue her volunteer capacity

by serving on the WIB's Youth Council. Mr. Cushman asked for nominations for 1st Vice Chair position. Upon request, Mr. Aniello accepted the nomination to serve as WIB 1st Vice Chair.

Motion: Mr. Cushman motioned to nominate Mr. Aniello as 1st Vice-Chair.

Second: Ms. Leffel

Abstention: Mr. Aniello

Motion Passed

5. **Action: Conduct election to select the 2nd Vice-Chair of the Workforce Investment Board for a term to commence August 1, 2012.** Mr. Cushman asked for nominations for the 2nd Vice Chair position. Upon request, Ms. Leffel accepted the nomination to serve as WIB 2nd Vice Chair.

Motion: Ms. Brickman motioned to nominate Ms. Leffel as 2nd Vice-Chair.

Second: Mr. Rubio

Abstention: Ms. Leffel

Motion Passed

6. **Information: Update on the WIB/Local Workforce Investment Area (LWIA) Budget for Program Year 2012-13.** Ms. Aldrich presented an update on the LWIA budget and stated there is a deficit of \$1.3 million that is being addressed. She stated that WIB staff and DSES-OET administration and fiscal staff are working on trying to close the gap by obtaining additional grant funds and meeting with union representatives. As recommended in the WIB Strategic Plan, there are plans to establish a WIB budget ad-hoc workgroup to work with staff to consider the impacts the PY 2012-13 budget has on participant services, staff, cost of services and infrastructure. Also, we are looking at re-sizing, while ensuring the system has the capacity to serve the most recent mass layoffs.

Announcements of Events: Ms. Leffel stated the Business Council submitted a Procurement Technical Assistance Program (PTAP) to help small and medium size businesses seeking to successfully compete for government contracting. She stated the Business Council is also working on a tech transfer and commercialization initiative for higher education and research. A meeting will take place on July 30, 2012 at MBARI. Also, the Business Council has a new Director as Ms. Leffel has relinquished her volunteer services. Mr. Hunter stated that MST will have a ground breaking ceremony by SaveMart on June 22, 2012 at 11:00 a.m. in Sand City. All are welcome to attend. Mr. Muñoz advised that an instructor-led Ethics Training will be held at the City of Salinas Council Rotunda on Saturday, June 16, 2012 from 10-12:00 noon. Ms. Brickman stated on June 13, 2012 a seminar will be held on WordPress at the Fairgrounds from 12:30-1:30pm.

Adjournment: Mr. Cushman moved to adjourn the meeting at 9:26 a.m.

Second: Mr. Harvath

Abstention: Ms. Leffel

Motion Passed Unanimously