

**ADOPTED**  
**Monterey County Workforce Investment Board**  
**Meeting Minutes**  
Marina Library, 190 Seaside Avenue, Marina, CA  
**Wednesday, February 6, 2013**

**Members Present:** Anthony Aniello, Wendy Brickman, Diana Carrillo, Erik Cushman (Chair), Rick Deraiche, David Dwyer, Neal Heckman, Cesar Lara, Mary Ann Leffel, Willard Clark Lewallen, Steve MacArthur, Dave Potter, Judith Profeta, Ken Scherpinski, Kimberly Schnader, Teresa Sullivan and Andrea Zeller-Nield

**Members Absent:** Wendy Crawford, Al Davis, Scott Grover, Hunter Harvath, Salvador Munoz, Elliott Robinson, Ralph Rubio, Larry Silva, Brian Turlington and Mark Verbonich

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

**Others Present:** Loyanne Flinn, Timothy Jones and Kay Reimann

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 7:39am and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment:** None

**Consent Calendar:**

1. Approve the December 5, 2012 minutes.
2. Concur with the January 8, 2013 Youth Council action to accept the resignation of Robert Chamberlain, representing Business, from the Workforce Investment Board, effective upon approval.
3. Concur with the January 8, 2013 Youth Council action to accept the resignation of Patricia Carter, representing Eligible Youth Parent, from the Workforce Investment Board Youth Council, effective upon approval.
4. Concur with the January 8, 2013 Youth Council action to extend current Workforce Investment Act Title I Youth program subcontracts for Program Year (PY) 2013-14, given funding availability.
5. Accept the resignation of Douglas Garrison from the Workforce Investment Board, representing Education, effective upon approval.

**Motion:** Ms. Leffel motioned to accept the Consent Calendar as presented.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**Discussion or Review of Business Calendar ACTION Items:**

1. **Receive and file the final State of California Employment Development Department's audit report of the Monterey County Department of Social and employment Services (DSES) management of the California Gang Reduction, Intervention, and Prevention Programs.** Ms. Aldrich reported on the final monitoring report from the State EDD, which indicates their initial findings were found valid regarding DSES not meeting the State and Federal eligibility requirements for a number of applicants. Additionally, she reported that the WIB did not comply with WIA and local conflict of interest provisions; therefore County Counsel Kay Reimann gave a presentation to the WIB members on their responsibility to recuse themselves if a discussion is taking place that can potentially be perceived as a conflict of interest. Ms. Reimann also presented information on the Brown Act requirements. The State also requested that the WIB minutes be more thorough to reflect the meeting discussions.

**Motion:** Mr. Potter motioned to receive and file the final State's audit report as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

2. **Receive and file the final State of California Employment Development Department's Workforce Investment Act 85-Percent Program Review Monitoring Report for PY 2011-12.** Ms. Aldrich reported that during the monitoring of the program, the auditor mentioned several observations that were resolved by WIB staff prior to the completion of the final report. Ms. Aldrich reported that one finding was regarding unsigned

copies in the participant files on a number of Grievance and Complaint procedure forms. Ms. Aldrich stated that a WIB policy is already in place regarding the procedure and the finding will remain open until the next monitoring by EDD.

**Motion:** Ms. Zeller-Nield motioned to receive and file final State's monitoring report as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

3. **Review the State's final local area performance outcomes for Monterey County for participants served in PY 2011-12.** Ms. Aldrich stated that the Department of Labor sets standard performance measures each year and that all LWIAs are mandated to achieve a success rate of 80% or higher on at least eight of the nine performance measures. She stated that for PY 2011-12, the WIB surpassed the 80% success rate on all nine performance measures and exceeded 100% on four of the performance measures. She stated that for the 1<sup>st</sup> and 2<sup>nd</sup> quarter of the current program year the WIB is meeting and/or exceeding in all performance measures for the Adult, Dislocated Worker and Youth Programs. Ms. Leffel stated she would like to challenge the Business Services Committee to challenge staff to locate new business that pay a higher wage and require a higher level of skill than what we typically continue to process. Ms. Leffel stated the WIB needs to look at the construction trades and middle management jobs. She also stated that the WIB needs to work with our education partners to get training if there are gaps. Ms. Sullivan stated that if the WIB is really going to be a viable part of the Economic Development Department and appeal to employers, the location of the One-Stop needs to be reconsidered. The location does not allow for visibility to employers and participants alike. Mr. Cushman replied that the location is being discussed and he would like it added to the agenda for the Strategic Planning Retreat.
4. **Update on Rapid Response activities.** Ms. Aldrich reported that the WIB recently received information that Fresh Express has an additional 13 employees being laid off. She also reported that staff continues to work with laid off Capital One associates and that Capital One recently provided an additional 150 associates with layoff notices effective April 5<sup>th</sup>. She also stated that Capital One is planning to release 50 associates in March; 150 associates in April and their last round of layoff notices will occur in July. Ms. Aldrich stated that due to the expansion of the layoffs, she has requested the State extend the grant period beyond June 30<sup>th</sup>. She also stated that General Vineyards Services laid off 86 employees in June; Hostess Brands laid off 16 employees in November; and La Hacienda Farms has laid off 70 employees in November. She stated the Rapid Response team consists of staff from the WIB, OET, EDD, SBDC and Shoreline. Ms. Leffel asked staff to provide the Board with how many individuals are working with the different Rapid Response team organizations. Ms. Zeller-Nield asked that staff provide the Board with the total amount of Capital One associates attending training and the type of training. Ms. Carrillo reported that the Center for Employment Training contacted all the General Vineyard and La Hacienda Farm employees. She stated that the majority of the employees were absorbed by other employers; however four employees were recruited into training. Mr. Cushman advised the Board that Language Line has been recruiting employees. Mr. Heckman reported that the Central Coast Alliance for Health in Santa Cruz will be hiring 275 employees.
5. **Discussion on WIB Annual Strategic Planning Retreat 2013.** Ms. Aldrich reported that the State has released a new California Strategic Workforce Development Plan that all Local Workforce Investment Areas (LWIA) must adhere to and implement. She stated that regional representatives of LWIAs and representatives from EDD will meet with the State to clearly learn and understand the direction and alignment the State would like LWIAs to take. Ms. Aldrich also reported that the State would like the LWIA's local plan to align with the State strategic plan with a strong emphasis on business and regional collaboration. She stated the WIB's Strategic Planning Retreat is currently scheduled for March 6, 2013 and WIB staff is currently looking at possible venues including Rancho Cielo. Dr. Lewallen stated that if an issue arises with a venue, Hartnell College would be more than willing to host the retreat.

**Director's Report:** Ms. Aldrich reported that the Business Services Committee is scheduled to meet on February 12, 2013. She also reported that Mr. David Spaur was hired as the new Economic Development Director and will begin on February 12, 2013. She reported that the WIB was awarded a \$50,000 Employer Training Panel grant for incumbent worker training. She thanked Ms. Zeller-Nield (SBDC) and their collaboration on the grant application.

### **Subcommittee Report:**

**Oversight:** Ms. Leffel stated that the December Oversight Committee meeting was highly spirited and that the meeting in February was enlightening. She stated that the Committee is attempting to repair the broken system. She also stated that the Committee continually receives overdue reports and the reporting appears questionable. She stated that as a Committee they will focus on procedures for the subcontractors and continue to monitor the budget. She applauded Ms. Aldrich for the changes that have been occurring and her effort on reconciling the budget. Ms. Sullivan reported that the subcontractors reporting have improved; however OET's reporting continues to be an issue.

**Youth Council:** Ms. Carrillo stated that she has the same opinion of Ms. Leffel concerning subcontractor reporting and the Youth Council's difficulty with making the proper decisions with information being out dated or incorrect. She also stated that a report will be brought before the Council in regards to the CWA conference that was held in January 2013 which she will share at the next WIB meeting.

**Announcement of Events:** Ms. Zeller-Nield stated that the SBDCs move to Salinas has been delayed; however they plan to move into their new facility in March 2013. She also stated that she and her business advisor have been certified by the Kaufmann Foundation to teach both growth and tech venture courses. Ms. Leffel stated the Annual Higher Education and Research Breakfast is scheduled for February 22, 2013 at the Monterey Marriott in the Ferrante Room. The MCBC hosts a yearly Creative Tech Social which is scheduled for March 2, 2013 at Hartnell College from 1:00-4:00pm. She stated it will focus on IT and innovation. She also reported that MCBC will be hosting a GSA Contracting class on February 27, 2013 at Soper Field in Seaside. She also reported that the MCBC was awarded a Regional Critical Conversation contract with the California Strategies Network, California Forward and Collaborative Economics. She stated a Regional Conversation is currently scheduled for May 30, 2013.

Mr. Lara stated that the Labor Council hosted a round table where three different organizations attended. A follow-up is scheduled for February 13, 2013 at 5:30pm at his office.

Ms. Brickman stated that every second Wednesday of the month the Monterey Peninsula Chamber of Commerce hosts a brown bag seminar from 12:30-1:30 at the Monterey County Fairgrounds.

Dr. Lewallen stated the Monterey Chamber will host their annual awards dinner on March 9, 2013 at the Hyatt. He also stated that Hartnell College will be hosting a Piano & Organ Concert on February 20, 2013 at 7:00pm and CoAmerica Bank will be providing an economic outlook on the same day at Hartnell for a \$15.00.

Mr. Cushman stated Cal State Monterey Bay's Business Plan Competition is hosting workshops for business plan writing and idea development. They are accepting applications that are due by the end of February 2013.

Ms. Aldrich recognized WIB staff for their great support. She also stated that Management Analyst I, Stephanie Shonley, has accepted a job with the Health Department and will begin on February 11, 2013.

**Adjournment:** Mr. Cushman moved to adjourn the meeting at 9:02am.

**Second:** Ms. Carrillo

**Motion Passed Unanimously**