

ADOPTED
Monterey County Workforce Investment Board (WIB)
Meeting Minutes
Marina Library, 190 Seaside Avenue, Marina, CA
Wednesday, December 4, 2013

Members Present: Anthony Aniello, Diana Carrillo, Erik Cushman (Chair), David Dwyer, Neal Heckman, Paul Farmer, Mary Ann Leffel, Dr. Lewallen, Steve MacArthur, Salvador Munoz, Dave Potter, Elliott Robinson, Kimberly Schnader, Teresa Sullivan, Brian Turlington, Dr. Tribley and Andy Hartmann

Members Absent: Wendy Brickman, Al Davis, Rick Deraiche, Hunter Harvath, Aaron Oskolkoff, Cesar Lara, Larry Silva, Andrea Zeller-Nield and Jay Donato

Staff Present: Joyce Aldrich, Kristen Aldrich, Marleen Esquerria and Flor Galvan

Others Present: James Carter, Rosie Chavez, Rebecca Ceniceros, Yuko Duckworth, Patty Howe, Kay Reimann, Leonel Valdez and Wil Moore

Call to Order/Introductions: Mr. Cushman asked for introductions. The meeting was called to order at 7:41 am. A quorum was present.

Changes to Agenda: Ms. Aldrich requested to remove item #3 Action: Consider and approve the proposal from Economic Modeling Specialists International – EMSI Analyst Labor Market Web-based tool, because it is subject to review by County Counsel and approval by the Board of Supervisors.

Motion: Mr. Potter motioned to remove action item 3 from the agenda and to forward it to County Counsel for review, and then to the Board of Supervisors for approval.

Second: Ms. Leffel

Motion Passed Unanimously

Public Comment/Testimonial: Ms. Howe, Administrative Director of the Agriculture and Land-Based Training Associations (ALBA) shared her experience working with the Office for Employment Training (OET), which enabled her organization to successfully hire Mr. Valdez who completed work experience, funded through the AB109 “Public Safety Realignment Act” program. Mr. Valdez thanked ALBA and OET for the work experience opportunity necessary to gain employment.

Subcommittee Chair Reports:

Oversight Committee: Ms. Leffel reported on the special Dislocated Worker Additional Assistance project grant that served displaced workers from Capital One. To date, the project exceeded its enrollment and training goals. She expressed her satisfaction with the timeliness and accuracy of the budget and training expenditure reports presented by the WIB/OET fiscal manager, Ms. Kristen Aldrich. She encouraged interested WIB members to serve on the Oversight Committee.

Youth Council: Ms. Carrillo reported that the Youth Council welcomed three new members to include a parent of a WIA eligible youth, out-of-school youth and educational representative. The members heard a presentation from Susie Brusa on the youth services and programs offered by the Rancho Cielo Youth Campus, and received an update on the Youth Council member survey and results. She also reported on the development of a youth matrix of programs and services by WIB staff. The WIB members asked to receive a copy of the final youth matrix once it's completed.

Consent Calendar:

1. **Approve minutes from October 2, 2013.**
2. **Concur with the November 14, 2013 Oversight Committee action to approve the monitoring schedule for program year 2013-14.**
3. **Concur with the November 20, 2013 Executive Committee action to approve the resignations of: Ralph Rubio, representing Labor Organizations and Scott Grover, representing Business.**
4. **Concur with the November 20, 2013 Executive Committee action to approve the reappointment of Ginger Pierce to the Youth Council, representing Organizations with Experience in Youth Activities.**

- 5. Concur with the November 20, 2013 Executive Committee action to approve the FINAL WIA Title I Adult, Dislocated Worker, Rapid Response and Youth Program Monitoring Reports for the Office for Employment Training for Program Year 2012-13.**

Motion: Ms. Leffel motioned to approve the Consent Calendar, as stated.

Second: Mr. Rubio

Motion Passed Unanimously

Discussion or Review of Business Calendar Action Items:

- 1. Action: Consider and approve the reappointment of Erik Cushman, representing Business, to the Workforce Investment Board for a three-year term.**

Motion: Mr. Aniello motioned to consider and approve Action Item #1, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

- 2. Action: Consider and approve the resignation of Steve Lenard, representing Business from the Workforce Investment Board**

Motion: Ms. Leffel

Second: Mr. Potter

Motion Passed Unanimously

- 3. Action: Consider and approve proposal from Economic Modeling Specialists International – EMSI Analyst Labor Market Web-Based Tool.** Ms. Aldrich reported that Monterey County Counsel requested the inclusion of language in the agreement between EMSI and the WIB to include: “subject to review by County Counsel to consider and approve the proposal from Economic Modeling Specialists International (EMSI) Analyst Labor Market Web Based Tool and recommend to the Board of Supervisors for approval”. Ms. Aldrich also reported that WIB member Mr. Heckman assessed the program and reported that he was pleased with the data analysis and reports generated by EMSI.

Motion: Ms. Leffel

Second: Mr. Munoz

Motion Passed Unanimously

- 4. Update on the Local Workforce Investment Area Budget for PY 2013-14.** Ms. Aldrich reported the budget handout reflects all totals and expenditures as of December 3, 2013. She stated due to the sporadic completion dates of training contracts; the expenditures for training will continue to fluctuate throughout the reporting period. To date, all budget line items are on target. The budget is expended at 30% for all WIA programs and 26% for funding allocated towards training. Ms. Aldrich stated she's working closely with County Counsel to complete the requirements for the California Department of Corrections (CDCR) grant agreement.

- 5. Year-to-Date accomplishments on the WIB's Strategic Local Plan goals and 2012-13 WIA performance outcomes for Monterey County.** Ms. Aldrich provided a PowerPoint presentation on the accomplishment and goals of the Monterey County WIB. She reported that although the system has been faced with many challenges this year due to the impending sequestration, the primary operator and subcontractors had strong performance, meeting all performance requirements. This was the first full year of implementation for SB 734 and Monterey County expended 23% of 25% requirement over a two year period in the first year of implementation. Additionally, the WIB Board has been very successfully in meeting and exceeding the Strategic Work Plan Goals, reinvigorating the Youth Council to be a strong and robust Council and developing a Business Services Committee to oversee labor market strategies and outreach.

- 6. Discussion regarding a new request for proposals for WIA Title I Adult and Youth Programs subcontracts to begin in PY 2014-15.** Ms. Aldrich reported that 2013-14 is the last year that the contract agreements can be extended. The WIB is required to decide if they wish to develop a new Request for Proposal (RFP) with the same or different program design and contract deliverables. After several discussions with the Youth Council, Oversight and Executive Committees, it was determined that the WIB should develop and release two RFPs for Youth and Adult program subcontracts to begin in Program Year 2014-15. Information on the RFP will be brought before the WIB in February for final review and approval so that the RFP can move forward to the Monterey County Contracts and Purchasing.

- 7. Discussion of the 2014 WIB Strategic Planning Retreat which will be held in February 2014.** Ms. Aldrich reported that the WIB retreat will be held after a brief business meeting that will contain the RFP. Dr. Tribley offered to host the retreat at Monterey Peninsula College. Mr. Cushman requested testimonials from a youth participant who gained in literacy and numeracy skills and a participant from Capital One who gained employment as a result of the training received. The WIB retreat will take place on February 5, 2014 from 8:00am to noon.
- 8. Review WIB membership composition and discuss recruitment of members by industry sector.** Ms. Aldrich reported that she currently has three applications from business members representing agriculture and hospitality. Ms. Aldrich encouraged members to promote the WIB through their affiliations with other clubs, boards and/or committees.
- 9. Director's Update:** Ms. Aldrich reported that the Eligible Training Provider List is going through significant changes. She stated the Six County Collaborative sent out a letter to the State expressing their concerns and a request for consideration concerning the ETPL. She reported that the CWIB and CWA are working on a DRAFT Employment Zone Strategy which consists of WIBs looking at what the employment zones are for each local area. She reported that she has been working with Healthy Soils on an Employment Training Panel (ETP) grant opportunity. She also reported that the WIB is continuing to work on the three year California Department of Corrections (CDCR) grant agreement.

Announcement of Events: Ms. Leffel reported that the Monterey County region was selected by ACT to be a part of a pilot program that involves career ready communities. There will be a meeting held on January 7-8, 2014.

Adjournment: Mr. Cushman moved to adjourn the meeting at 9:18 a.m.

Motion: Mr. Heckman motioned to approve adjournment.

Second: Ms. Leffel