

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting
Monday, July 20, 2009, 3:30 pm
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
David Bernahl, <i>Chair</i>	Business
Robert Weakley	Business
Erik Cushman	Business
Joanne Webster	Business
Bob Brower	Business
Mary Ann Leffel	Business
MEMBERS ABSENT	REPRESENTING
Diana Carrillo	Migrant Seasonal Farm Worker
OTHERS PRESENT	REPRESENTING
Marleen Esquerria	WIB Staff
Miguel Banda	WIB Staff
Stephanie Shonley	WIB Staff
Loyanne Flinn	WIB Staff
Harry Gamotan	Office for Employment Training
Rod Powell	Office for Employment Training
Ken Scherpinski	IBEW 234
Mary Concepcion	Arbor
Elliott Robinson	Department of Social and Employment Services
Cesar Lara	MBCLC
Rosie Chavez	Turning Point

CALL TO ORDER/INTRODUCTIONS: Mr. Bernahl called the meeting to order at 3:45pm. He welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: In accordance with the WIB protocol and procedures policy, Mr. Bernahl approved two changes to the agenda. On behalf of Ms. Dunn, Mr. Elliott Robinson plans to present information item #6 regarding the LWIA budget. Mr. Rod Powell plans to present on information item #9 regarding the Summer Youth Employment Program.

BUSINESS MEETING:

1. Action: Approve the minutes of the June 15, 2009 Executive Committee meeting.

Motion: Ms. Leffel motioned to accept the minutes, as stated.

Second: Mr. Weakley

Motion approved unanimously

2. Action: Review the credentials and act upon the nomination of Ken Scherpinski, representing Labor Organizations.

Mr. Scherpinski was present to introduce himself to the Executive Committee. He thanked the Board for inviting him to present his membership for consideration to the WIB. He is excited to have the opportunity to serve on the WIB. He has served on the WIB's Pre-apprenticeship Committee in a smaller capacity and also worked with Mr. Manley Bush to interview and enroll participants for the program offered at the Castroville site. He enjoys working with youth. On behalf of the Central Labor Council, Mr. Cesar Lara stated that he supports Mr. Scherpinski's nomination to join the WIB. Mr. Cushman thanked Mr. Scherpinski for his willingness to serve on the WIB.

Motion: Mr. Brower motioned to accept the action, as stated.

Second: Ms. Webster

Motion approved unanimously

3. Action: Review the credentials and act upon the nomination of Blas Barroso, representing Labor Organizations.

Ms. Esquerria stated that she spoke to Mr. Barroso who sends his regrets for not being able to attend the meeting. He had a prior commitment. On behalf of the Central Labor Council, Mr. Cesar Lara reported that he supports Mr. Barroso's nomination to join the WIB. He has known Mr. Barroso for 5 years and he is excited to be on the WIB. Mr. Bernahl thanked Mr. Lara for reporting on behalf of Mr. Barroso. Mr. Bernahl inquired about the number of vacancies. Ms. Esquerria stated that four business representative seats are available due to the recent labor nominations on the WIB. There is also a post-secondary seat vacant.

Motion: Mr. Cushman motioned to accept the action, as stated.

Second: Ms. Leffel

Motion approved unanimously

4. Action: Review the credentials and act upon the nomination of Diane Berry-Wahrer, representing Dept of Rehabilitation.

Ms. Esquerra stated that she spoke to Ms. Berry-Wahrer who sends her regrets for not being able to attend the meeting. She had a prior commitment. Ms. Esquerra stated that Ms. Berry-Wahrer serves on two other Boards for Santa Cruz and San Benito. She currently manages the Salinas, Monterey and Santa Cruz DOR offices. She is pleased to have the opportunity to serve on the WIB.

Motion: Mr. Weakley motioned to accept the action, as stated.

Second: Ms. Leffel

Motion approved unanimously

5. Action: Approve the Youth Council member re-appointments and representations: Mr. Randy Bangs, Education; Ms. Pamela Brown, Juvenile Justice; and Mr. Mark Gonzalez, Apprenticeship Training Program.

Motion: Ms. Leffel motioned to accept the action, as stated.

Second: Mr. Weakley

Motion approved unanimously

6. Information: Review of the Monterey County Local Workforce Investment Area budget for fiscal year 2009–10.

Mr. Robinson reported on the LWIA budget that reflects various funding sources to include the American Recover and Reinvestment Act (ARRA) and WIA formula funds. He referenced the report and list of services. He stated the new format is easier to read to interpret the data. Mr. Robinson stated although the ARRA funds are multiyear funds, there are pressure points to spend the funds this current year. He reported on the non-WIA funds to include CalLearn, Silverstar, Independent Living Program (ILP) and Talent Acquisition Program (TAP) bringing our local area's total estimated revenue to \$15.9 million. Mr. Robinson referenced the breakdown of figures by program salaries and benefits, services and supplies and participant costs to include the WIB and admin budget. The spreadsheet figures are rolled up to represent year to date expenditures. The report was presented to the Oversight Committee for review. Ms. Leffel stated the members only reviewed the format; not the figures. Mr. Weakley requested that the Rapid Response contracted services be changed to \$250,000 from \$150,000. Mr. Robinson wanted to confirm that the format is an improvement over what was presented in prior meetings. Mr. Cushman stated the biggest contention was the data and timeliness of reporting the data. Mr. Robinson explained the budget process and how the figures are audited to be reported accurately within 6 weeks. Ms. Leffel stated the importance of timely data is critical. She stated the next Oversight Committee meeting date was moved to accommodate the reporting of information. Mr. Bernahl stated that it would be important to review the numbers in March each year to empower the WIB to make decisions on the budget for planning purposes. Mr. Robinson reported on the impacts of his Calworks program. The budget proposal out at the state legislature aims to privatize the services to move away from the County. This will impact 300 to 400 workers. Costs related to the county system, facilities, and auditor's office still exist. These are fixed costs that need to be allocated. Ms. Leffel stated the formula allocation is based on the number of employees in a department and other factors. Mr. Bernahl asked for a process for planning and budgeting, should a program be in jeopardy of being cut. That way the WIB is prepared to budget accordingly. Mr. Robinson explained the need to anticipate the formula funds in March for budget purposes. He stated they have stayed away from guessing the receipt of new grants and just plan on the carry-over funds and formula funds to plan for a holistic budget package. Mr. Robinson stated that the WIB has to be aware and prepare for unanticipated changes. Mr. Brower inquired about whether or not the overhead was significantly higher. Mr. Robinson stated the budget includes funds set aside for services and supplies which include funds for retaining consultants and for Ad&PR promotional efforts. Also, the operating expenses include the building lease costs. Mr. Brower asked for a comparison of last year's budget to the new year. WIB staff provided a copy of the 2008-09 budget for comparison. Mr. Weakley stated that he liked the previous format. He requested to see the figures compared side-by-side. As a reference point, Mr. Weakley suggested adding another column to the same report format as last year. Mr. Bernahl requested that the reports remain consistent on an annual basis to make a successful comparison. Mr. Robinson stated that he will seek support from the WIB staff to help put together the documents. Mr. Bernahl requested that staff refer to the example reports presented to the Oversight's Subcommittee of the Whole.

7. Action: Review and consider approval of the proposed fiscal year 2009-10 WIB budget.

Ms. Esquerra reported on the WIB's 2009-10 fiscal year budget of \$1,253,998. The staff increases include a management analyst III, and two staff support coordinators. The salaries include step increases. Mr. Robinson stated there is no cost of living built into the budget. He explained the bargaining units and the County's 7 step system. When developing the WIB budget, we typically look at a range of jobs that are advertised at the top step and hired near the lowest step. Considering the current economic conditions, Mr. Bernahl stated that he opposes the step increases. Mr. Robinson explained that the Board of Supervisors set the salary policies. Also, the employees gave up things in the last round of negotiations. Many of the County's divisions took on huge increases in work load without any pay increases. Mr. Bernahl stated that he is excited about the job creation; not step increases. Mr. Bernahl inquired if the WIB could send a letter to the BOS to consider not taking a step increase this year. Under public comment, Mr. Scherpinski stated that some areas have put off pay raises until things turn around for the better. To show good faith effort, Mr. Scherpinski stated the pay increases were made retroactive and another year was added to the contract. Mr. Robinson stated the step increases are part of negotiated contracts that impact the WIB and OET staff. He stated there are only 7 steps and they County stops after 7. Mr. Gamotan stated the WIB has no authority to stop step increases. He stated the County would have to negotiate with the union. Mr. Gamotan stated that he understands the Board's concern. However, the WIB and OET are not impacted nor funded by the County General Fund.

Motion: Mr. Cushman motioned to accept the action, as stated.

Second: Ms. Webster

Motion approved unanimously

8. Information: Update on the WIA Title I Adult and Youth subcontracts for Program Year 2009-10.

Ms. Esquerra stated on June 23, 2009, the Board of Supervisors concurred with the WIB approval to approve the Adult and Youth WIA Title I subcontracts to commence July 1, 2009. Under the adult on-the-job training subcontracts, Arbor, Shoreline and Turning Point are to serve a total of 133 adults. Under the youth county-wide contract, Turning Point and Unity Care are to serve a total of 86 youth and provide the nine youth program elements outlined in the WIA regulations. Additionally, Unity Care's follow-up subcontract was approved for a subsequent year to serve an additional 80 youth referred from the Office for Employment Training's active WIA Title I youth program. The contracts also include the implementation of WorkKeys at all the subcontractor sites.

9. Information: Update regarding the Summer Youth Employment Program (SYEP) for 2009.

Mr. Powell, Program Manager of OET provided an update on the Summer Youth Employment Program (SYEP). The same format and information was recently reported to the Youth Council meeting in July. The program started on June 15, 2009. At present the staff is focusing on case management services. The youth program staff includes 2 supervisors, 2 lead workers, 9 case managers and 2 employer relations, and 3 program support staff. The program partners and activities are similar to what was reported at the last meeting. Mr. Powell credited the youth staff for achieving the enrollment goals. He thanked the Monterey County Business Council and chambers for their help with developing great worksites for the program. The WIB's promotional efforts helped to get more private businesses involved. Currently, 565 youth are enrolled and participating in over 409 worksites in over 1,100 positions. The worksites are matched based on customer choice. In addition to the work experience the activities are coupled with career awareness. Mr. Powell anticipates spending a majority of the youth ARRA funds which is what the federal and state monitors are encouraging to serve the community to put the funds in the pockets of the youth. This year, our local workforce investment area will be monitored three times at a local, state and federal level. Mr. Cushman stated that he was very impressed with the quality of the program and the youth referred to his job site. However, the youth quit in less than a week on the job to pursue an educational opportunity. Mr. Bernahl thanked Mr. Powell for the report. Ms. Leffel inquired about the number of youth served last year under the year around program. Mr. Powell explained 200 youth were served and they were transitioned into the youth ARRA program. Now, OET will have a much larger year around program. Ms. Leffel stated while in DC she heard that programs were encouraged to expand their programs to serve a new population of youth and to not carry in enrollments. She stated if the One Stop typically serves 200 youth year around then we should have served an additional 500 on top of that. Mr. Powell reported what is seen this summer will be broadened in September through April. OET is planning a more significant after school program and to broaden services to youth. Ms. Leffel recognized OET for their efforts and stated this program is a huge endeavor to take on in such a short period of time. Mr. Powell stated that they looked to the Youth Council for guidance on the numbers and also looked to the community and employers to recognize their needs. OET has received a lot of feedback from the employer community. OET wants to sustain the enrollments at 200 or 300 throughout year. They are working on vocational and leadership programs. Mr. Cushman stated the budget has doubled and so he expects a substantial increase and change in services. Mr. Cushman asked if testimonials can be given by the youth to the WIB. Mr. Powell stated there will be outcomes and videography to present to the Board based on a Youth in Focus program.

10. Information: Update on current grant activities: Certified Nursing Assistant (CNA), Dept of Corrections and Rehabilitation New Start Program, CA Green Jobs Corps, Employment Training Panel (ETP), CA Endowment Healthcare Project, Disability Program Navigator, and Governor's Gang Reduction, Intervention and Prevention (CalGRIP)

Due to the lack of time, Ms. Flinn recommended that the members forgo the update on current grant activities.

11. Information: Update regarding the annual WIB Retreat

Ms. Leffel recommended that the Board review existing policies related to the service strategy areas specific to the WIB's geographic and demographic areas. Mr. Cushman recommended that policies be brought to the Executive Committee meeting in August for review. At the WIB Retreat last year, Mr. Bernahl stated the members emphasized the importance of having a Board of Supervisor representative at the meeting. Ms. Esquerra stated that Supervisor Potters staff is planning to confirm his availability this week. After further discussion, the Executive Committee members agreed to postpone the WIB Retreat to a date that is best suited for all in September or October. Ms. Esquerra stated the facilitator is available on October 21st. She stated that she will plan to email the WIB members on a date once the BOS staff confirm Supervisor Potter's availability.

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Mr. Bernahl announced the next Executive Committee meeting on August 17 and the next WIB meeting on August 5, 2009.

ADJOURNMENT:

Motion: Mr. Weakley motioned to adjourn the meeting.

Second: Ms. Webster

Motion Passed Unanimously

Mr. Bernahl adjourned the meeting at 5:35pm