

**ADOPTED**  
**Minutes of the Monterey County Workforce Investment Board**  
**Executive Committee Meeting**

Wednesday, April 20, 2011 – 8:00am

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

<b>MEMBERS PRESENT</b>	<b>REPRESENTING</b>
Erik Cushman, <i>Chair</i>	Business
Joanne Webster, <i>Vice Chair</i>	Business
Tony Aniello	Business
Diana Carrillo	Migrant Seasonal Farm Worker
Cesar Lara	Labor Organizations
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
<b>MEMBERS ABSENT</b>	<b>REPRESENTING</b>
Mary Ann Leffel	Business
Robert Weakley	Business
Dave Potter	WIA Programs
David Bernahl	Business
<b>OTHERS PRESENT</b>	<b>REPRESENTING</b>
Timothy Jones	Turning Point
Lynda Dunn	OET
Harry Gamotan	OET
Miguel Banda	WIB Staff
Gloria Torrez	WIB Staff

**CALL TO ORDER/INTRODUCTIONS:** Mr. Cushman called the meeting to order at 8:20am. He welcomed those in attendance and called for introductions.

**CHANGES TO THE AGENDA:** None.

**PUBLIC COMMENT:** None.

**ANNOUNCEMENTS:**

**1. Action: Approve the minutes of the March 16, 2011, WIB Executive Committee meeting.**

**Motion:** Ms. Webster moved to approve the minutes, as stated.

**Second:** Mr. Aniello

**Motion Passed Unanimously**

**2. Action: Accept the resignation of Mark Bastis, representing Business.**

Mr. Cushman stated that he had spoken to Mr. Bastis, who regrettably informed him that he could no longer participate as a WIB member.

**Motion:** Ms. Carrillo moved to approve the action, as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**3. Action: Review and approve the Final Monitoring Report for Shoreline's PY2010-11 OJT program.**

Mr. Banda reviewed the monitoring report as provided in the packet. He noted that WIB staff requested that Shoreline administer the WorkKeys exam. Mr. Lara noted that at the Oversight Committee, Shoreline agreed administer and report back to the WIB on WorkKeys exams.

**Motion:** Mr. Lara moved to approve the action, as stated.

**Second:** Ms. Webster

**Motion Passed Unanimously**

**4. Action: Review and approve the Final Monitoring Report for Turning Point's PY 2010-11 OJT program.**

Mr. Banda reviewed the report as provided in the packet. He stated that WIB staff requested that Turning Point utilize the Virtual One Stop effectively. He added that a corrective action plan was submitted to address the need to enroll more participants from South and North County. In response to Mr. Cushman's question, Mr. Jones replied that Turning Point has developed new outreach strategies to these areas.

**Motion:** Ms. Webster moved to approve the action, as stated.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**5. Action: Review and approve payments in the amount of \$5,712.50 for outreach and recruitment services presented by the Building Trades Council.**

Mr. Banda stated that the \$5,712.50 is non-WIA funds. He continued to say that currently there are 13 students enrolled in the class. In response to Mr. Cushman's question, Ms. Flinn replied the CTTR partners are researching potential organizations that can be the fiduciary body of these funds.

**Motion:** Ms. Carrillo moved to approve the action, as stated.

**Second:** Ms. Webster

**Abstained:** Mr. Lara

**Motion Passed**

**6. Information: Discuss and consider if a meeting is convened and a quorum is not established the meeting will be postponed until the next scheduled date.**

Ms. Flinn stated that other County committees and boards postpone their members if there is no quorum. She asked the committee if they would like to adopt the same procedure. Mr. Lara stated that taking action with no quorum is a violation of the Brown Act. The committee stated that they would like to continue to meet and discuss information items. The committee requested that WIB staff seek direction from County Counsel. They also requested that WIB staff research Brown Act procedures for teleconference and special meetings. Mr. Cushman stated that the WIB members are private sector volunteers; therefore; he would like to honor their time commitment by discussing information items when there is no quorum.

**7. Information: Discuss and update on the activities of the Satellite One-Stop Career Centers located in King City and Seaside.**

Ms. Flinn reviewed the report as provided in the packet. She added that she will have a more detailed report of activities by the next Executive Committee meeting. She added that OET is in negotiations for office space at the Hartnell campus in King City.

**8. Information: Discuss and review of the Summer Youth Strategic Plan.**

Ms. Dunn stated that OET is working with various community organizations to implement a Summer Youth Enrichment program. Mr. Cushman requested at the Youth Council that OET provide him with a list of youth employers so that he can contact them to see if they would be willing to sponsor a youth for the summer or provide a cash match. Ms. Dunn offered to get the list to him. Ms. Webster recommended that Ms. Dunn contact Melissa Casillas at ROP who has Youth CTE grant monies. In response to Ms. Dunn's question, Mr. Cushman replied that he would prefer that more youth are served even if it means a smaller work experience. Ms. Dunn stated that budget cuts will also affect youth staffing capacity. Ms. Dunn stated that she will have a progress report at the May 10<sup>th</sup> Youth Council meeting. She also added that every Wednesday morning there is a CASP or CASP Employment Strategies meeting.

**9. Information: Discuss and update on the Economic Development Department and the Workforce Investment Board's transition.**

Ms. Flinn stated that the new Economic Development Committee met and discussed attraction, retention and expansion for businesses on wall street, main street and third street. She noted that the County has hired SRI to assess the County's economic strengths. In response to Mr. Cushman's question, Ms. Flinn replied that the recruitment for the new director has not been posted and is expected soon.

**10. Information: Discuss, update and review the WIA 2010-11 Budget.**

Ms. Flinn stated that the County will continue to prepare for an estimated 30% reduction in WIA funding. She added the reduction would affect staffing, One-Stop services, participant costs and the sub-contracts. Ms. Dunn stated that regional collaborations will be critical for attracting competitive funding.

**11. Information: Review and update on the Roundtable discussions and strategic outcomes for the full WIB.**

Ms. Flinn reviewed the strategic plan. She added that everybody on the list is working on their outcomes. Mr. Cushman requested the list of OET employers.

**12. Information: Review and discuss the Memorandum of Understanding (MOU) with the 6-County Workforce Collaborative of California's Central Coast (WCCCC) consortium.**

Ms. Flinn reviewed the MOU as provided in the packet. Ms. Webster stated that it is difficult to successfully implement a regional grant and the MOU is a good idea.

**ADJOURNMENT:**

Ms. Webster made an announcement of the MCBERI Luncheon which will be held on Thursday, May 5<sup>th</sup>. Ms. Torrez stated that she will send an invitation to all board members.

**Motion:** Ms. Carillo moved to adjourn the meeting.

**Second:** Mr. Lara

**Motion Passed Unanimously**

**Mr. Cushman adjourned the meeting at 9:35am**