

ADOPTED
Monterey County Workforce Investment Board
Executive Committee Minutes
March 9, 2012; 8:00am
Shoreline Workforce Conference Center
249 10th Street, Marina, CA

Members Present: Anthony Aniello, Erik Cushman (Chair), Mary Ann Leffel and Joanne Webster

Members Absent: Cesar Lara (excused), Diana Carrillo (excused), & David Potter (excused).

Others Present: Rosie Chavez (Turning Point) and Rod Powell (Office for Employment Training)

Staff Present: Joyce Aldrich (WIB Consultant), Jim Cook (Director Economic Development Department) and Flor Galvan (WIB Staff)

CALL TO ORDER/INTRODUCTIONS: A quorum was not initially established so discussion began on information item number 2 under Business Meeting Calendar.

Mr. Cushman called the meeting to order at 8:48. A quorum was established.

CHANGES TO THE AGENDA: Handouts were provided to committee for Action item 1 and 3 under Business Calendar. Also, Action items 3 and 4 under Business Calendar were changed to informational items.

Ms. Aldrich asked the Chair to pull items 2 and 4 from the Consent Calendar for additional discussion amongst the committee.

Motion: Mr. Potter motioned to pull items 2 and 4 from the Consent Calendar.

Second: Ms. Leffel

Motion Passed Unanimously

2. Receive Executive Committee schedule for 2012. Ms. Aldrich advised that the Executive Committee meetings are held on the same month as the full WIB meetings as well as the off months. She asked if the committee would like to change the Executive Committee meetings to be held on the months that the full WIB meetings are not held. Currently it is a challenge to provide an agenda as the full WIB is held on the same month and items are approved at that time. Ms. Leffel and Ms. Webster feel that scheduling in advance is important to the members and to even have a "hold the date" on their calendars would help with obtaining a quorum. They would like to approve the dates as is and have it on their calendar as a placeholder. Ms. Leffel asked that WIB staff send out a new schedule with dates on alternating months of the full WIB meeting listed as "proposed" and the other months listed as "definite". The committee agreed to make a commitment to attend the meetings so a quorum can be established.

Motion: Mr. Potter motioned to accept the item as stated.

Second: Ms. Leffel

Motion Passed Unanimously

4. Receive Staff Report: (a) WIB Bylaws, (b) Memberships, (c) Oversight Committee Workshop. Ms. Aldrich informed the committee that due to the absence of a quorum at the previous Executive Committee meeting she is re-informing the committee about the Oversight Committee Workshop and advised annual and special monitoring are in the process. An audit is still outstanding and DOL contacted the WIB that they will be coming to do an NEG- OJT review. We also received a call that the CALGrip audit and evaluation is coming up March 26-30, 2012. They would also like to review our conflict of interest regulations and process of procurement and will do extensive monitoring. Mr. Cook advised that he would like county counsel to attend the full WIB and Executive Committee meeting to discuss conflict of interest rules and Form700.. Mr. Cushman wanted to make sure that the WIB staff maintain an accurate tracking spreadsheet and follow up email with phone calls to remind members. Ms. Leffel believes there is an organization that provides clarification if members have taken their training. Mr. Cook asked if there would be interest in setting up the WIB meeting to qualify as ethics training. Mr. Cushman asked if it's possible to begin the ethics training online and attend the WIB meeting as part of your ethics training hour. Ms. Leffel suggested that WIB members who have taken the Ethics training online can be excused from staying for the ethics portion of the WIB meeting.

Motion: Mr. Potter motioned to set up a WIB meeting to qualify as ethics training.

Second: Ms. Leffel

Motion Passed Unanimously

Mr. Cook advised that he is in the process of preparing the system-wide budget for next year and would like some input from the Executive Committee. Jim would like the committee to be involved in the training on where are the monies, how much money is coming in and where the WIB are recommending expenditure. Mr. Cushman and committee agree that it would be a great idea for the committee to be involved in the budget and would like to see the information at the April Executive Committee meeting.

PUBLIC COMMENT: None

CONSENT CALENDAR:

1. Approval of minutes from January 18, 2012.

3. Approve the submission of the Office of Statewide Health Planning and Development (OSHPD) Mini-Grant application for the planning of a South County, high school, allied health and nursing career exploration fair.

Motion: Mr. Potter motioned to accept Consent items 1 & 3 as stated.

Second: Ms. Leffel

Motion Passed Unanimously

BUSINESS MEETING CALENDAR:

1. Action: Review and approve the submission of Workforce Innovation Fund Grant Proposal in the amount of \$3-6 million over a 40-month period. Ms. Aldrich explained that the Monterey County Workforce Investment Board is applying for the Monterey Bay Geriatric Healthcare Innovations Grant opportunity. Monterey County Workforce Investment Board will be the lead applicant on the grant due March 22, 2012. Taking it to the BOS for approval to apply on March 20, 2012. Upon anticipation of approval we expect to submit on March 21, 2012. For the purpose of developing programs focusing on Sr. Healthcare, working with OET, community colleges and industry employers to develop curriculum and a bridge program to offer training to potential unemployed and long term unemployed and incumbent workers serving the needs of our growing baby boomer population. This will allow us to train more individuals. We are looking at a Phase 1&2 plan. The W4C approved our utilizing the collaborative agreement as part of the application so we can receive the points. Phase 1 is creating health care career pathways by preparing workers to enter into advance health care industries specifically the senior healthcare sector. Develop curriculum and roll out that curriculum through One stop operators for participants up to 559 for long term unemployed, unemployed and incumbent workers. Phase 2 is to continue with product development in Santa Barbara and Ventura with community colleges and comprehensive One Stops.

Mr. Cushman asked that the motion be changed to state that the Executive Committee recommends approval to advance the grant application to the Board of Supervisors.

Motion: Mr. Potter motioned to approve advancement of the grant application to the board of Supervisors.

Second: Ms. Leffel

Motion Passed Unanimously

2. Information: Update on grant fund proposal partnership with the Workforce Collaborative of California's Central Coast (W4C) supporting Ventura County as Lead applicant providing greater opportunity for Youth through a Youth Corps model focusing on older youth. Ms. Aldrich informed the Committee that after several discussions with the W4C they have decided they would not apply under this Innovation's grant primarily because the California Workforce Investment Board and State EDD are combining to put together an application with three major WIBs: City of LA, Nortech and SETA. W4C motioned to approve Monterey County as lead applicant for a Monterey Bay Geriatric grant using the collaborative to participate in that grant opportunity. By collaborating with W4C it provides Monterey County additional points in the grant process.

3. Action: Receive a report on plan of action for 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. Ms. Aldrich explained that when funds became available the

prior Director and Elliott Robinson discussed funds being utilized on OJT opportunities. Rod Powell and Barbara Verba have put together an outline as to how they will expend the monies to serve Adult and Dislocated Workers to receive OJT's but individual training and tuition assistance opportunities for the months of March-June. Jim requested that WIB/OET staff report progress at every Executive Committee meeting as to how they are doing against the outline. Mr. Cushman asked for the potential classrooms or schools and occupations and how far does \$5,000 per participant provide them. Mr. Powell stated it differs on vendors. OET is currently dialoguing with training providers to diversify their training and provide more training for fewer funds. Mr. Cushman asked if funds can be used for community college tuition. Mr. Powell explained that it could however it is considered a low expenditure for a long term benefit. He explained that ideally the participant would be in maximum year long training for a rapid return on investment. Mr. Cook suggested having WIB/OET staff work on answering the following questions; what are we working towards, why are we training people, where are we placing participants and training participants for what purpose and bringing those responses to the next Executive Committee meeting? Mr. Cushman would like total numbers instead of the number provided on the training plan. Ms. Leffel discussed OET's business services employees and felt that they need to be properly trained with best practices. Mr. Cook stated that WIB staff will bring back reports on training for what purpose, total picture and performance.

Mr. Cushman suggested OET report to the board and talk about responsibilities as a board member to recruit friends and associates for business services. Mr. Cushman asked WIB staff to place it on the agenda for the next Executive Committee meeting and Rod Powell can provide support and discuss what the process is and how business services works. Mr. Cushman also asked Mr. Powell to provide a testimonial from a business that has worked with OET. Ms. Webster advised Rod Powell that OET employees can speak with the different rotaries around the county as many of the members are business owners.

Ms. Aldrich advised that WIB staff would continue to work with OET to bring back a detailed report to the committee on the different types of industries focus for the ITA's and OJT's and assuring we have a customer of choice on those as well so we can obtain approval from the WIB members.

Ms. Leffel asked that all it is writing so she can read it in prior to the reporting.

Dave Potter agrees that he would like to see the reports and handouts prior to the meeting.

4. Receive a report from WIB Staff concerning Conference, Lodging, Meals, Travel and Training for Department of Economic Opportunity/Workforce Investment Board. Ms. Aldrich explained that due to this year's current budget the conferences and training allocations shrunk due to unexpected buyouts. However moving forward she wanted to let the committee know what the typical annual conferences may be as well as put conferences/training into this next year's budget. The National Association of Workforce Development Professionals conference will be held in Las Vegas and the WIB will be able to send committee members. Also, on April 2-6, 2012 the California Workforce Association board meeting and Annual Spring Conference will be held and Ms. Aldrich feels Mr. Cook should attend so he can receive exposure to the California Workforce Association and the board and system in whole.

Mr. Aniello motioned that all members interested in attending should send a notice to WIB staff advising them of their interest. All committee agreed.

Motion: Mr. Potter motioned to approve the amendment as stated.

Second: Ms. Leffel

Motion Passed Unanimously

As an announcement Ms. Aldrich wanted to advise the committee that a state wide letter was sent to the WIB's and different partners asking for a letter of support as funding is in jeopardy of being drastically cut at the federal level. She also feels that a one paragraph policy should be imposed so that the director does not need to come back to the Executive Committee or full WIB to get approval in sending a letter of support when no funding or money is involved. Mr. Cushman asked that the item be placed on the WIB Agenda.

ADJOURNMENT: Mr. Cushman motioned to adjourn the meeting at 9:18am.

Motion: Ms. Leffel motioned to accept the motion as stated.

Second: Ms. Webster

Motion Passed Unanimously