

ADOPTED
Monterey County Workforce Investment Board
Executive Committee Minutes
April 18, 2012; 8:00am
Shoreline Workforce Development Services Conference Center
249 10th Street, Marina, CA

Members Present: Erik Cushman (Chair), Anthony Aniello, Cesar Lara and Mary Ann Leffel

Members Absent: Diana Carrillo (excused), David Potter (excused) and Joanne Webster (excused)

Others Present: Rod Powell (OET)

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

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:10am. He welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: None

PUBLIC COMMENT: None

C-1 Action: Approval of minutes from March 9, 2012.

Motion: Ms. Leffel motioned to approve the minutes as stated.

Second: Mr. Lara

Motion Passed Unanimously

- 1. Action: Discussion and update on WIB member composition and attendance for Program year (PY) 2012. Approve resignations of D. Bernahl and R. Weakley.** Ms. Aldrich informed the committee that approval needs to be made to move forward with accepting Mr. Bernahl and Mr. Weakley's resignations from the Board so it can be brought to the full WIB in June for consideration. Thereafter it will be forwarded to the Board of Supervisors for approval so that vacancies representing business can be filled.

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

Second: Mr. Lara

Motion Passed Unanimously

- 2. Action: Discussion of Local Workforce investment Area (LWIA) and WIB Budget and expenditures for PY 2011-12.** Ms. Aldrich had hoped to provide the 2012-13 LWIA budget to the Executive Committee for review; however OET's fiscal office needed more time to work on trying to resolve and decrease the \$2.4 million dollar gap before heading into the new fiscal year. In reviewing the budget information provided by OET's fiscal office, it was determined that we have an issue with this program year's budget. WIB staff is working with OET's fiscal office to resolve the issues. Mr. Cushman asked Ms. Aldrich to explain the 171% budget overages. Ms. Aldrich explained that OET's fiscal office uses the budget as a blueprint and they anticipate that the WIB will bring in additional dollars each year. When planning the LWIA budget, OET also budgets for staff salaries first, then services and supplies and lastly participant costs. In addition, Ms. Aldrich explained that OET's fiscal office sought WIB approval to transfer Dislocated Worker dollars into the Adult formula allocation, as allowed by the State. At the same time the transfer was being approved by the full Board, WIB staff was applying for additional assistance Dislocated Worker funds. Monterey County's EDD Regional Advisor advised the WIB not to transfer any funds when applying for additional monies. In the interim, OET's fiscal office assumed that the transfer would be approved by the State and adjusted the LWIA budget to reflect the transfer in funds. To date, the application to the State for the additional funds has not been approved. In addition, the State has mandated that local areas must allocate 25% of its WIA funds towards training opportunities, with the exception of youth formula funds, for participants prior to allocating staff salaries and services. Mr. Cook advised the committee that a meeting will be held on April 19, 2012 between Mr. Elliott Robinson, himself, Ms. Joyce Aldrich and other staff to reach a common understanding of the budget problem and discuss a series of options that will be formulated. Ms. Leffel suggested putting

together an Ad-Hoc Committee made up of 3 or 4 members that are very familiar with WIA, budgets and finances to work through this year's budget.

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

Second: Mr. Lara

Motion Passed Unanimously

3. Information: Receive information on trends in job placement, sectors and average hourly rate.

Ms. Aldrich provided the committee with information on the top eight classifications for living-wage job opportunities.

4. Action: Review and approve Letters of Support Policy on behalf of Workforce Investment Board.

Ms. Aldrich explained that this item related to the WIB providing letters of support was previously brought to the Executive Committee. WIB staff was tasked with putting together a policy that establishes guidelines when the WIB is contacted to provide letters of support or commitment.

Motion: Mr. Lara motioned to accept the action as stated.

Second: Ms. Leffel

Motion Passed Unanimously

5. Action: Approve election of Workforce Investment Board Officers. Ms. Aldrich informed the committee that it is time for re-election of the Chair and Vice-Chair of the WIB. The action will move forward to the full WIB in June 2012. Ms. Aldrich stated that WIB member Ms. Webster will be retiring in September and she plans not to renew her position on the WIB. However, Ms. Webster plans to serve on the WIB's Youth Council. Ms. Leffel suggested that WIB staff send a letter to all committee members notifying them of the positions available on the WIB. The elections will take place at the June 6, 2012 full WIB meeting.

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

Second: Mr. Lara

Motion Passed Unanimously

6. Action: Consider participation in Economic Development Committee Ad-Hoc working group. Mr.

Cook informed the members that following the WIB retreat, the WIB member consensus was to become more active with Economic Development. The next step to strengthen this connection would be to formalize a structure where members of the WIB, Economic Development Committee and representatives of local businesses look at the needs of industry for today's as well as tomorrow's workforce as they support economic initiatives. Mr. Cook shared an example that involved the agricultural industry and working with partners such as Lori Koster, Bruce Taylor and Larry Silva to put together a strong committee that involves industry representatives to begin the dialogue. Mr. Cook advised that the plan is a concept that he wanted to bring before the Executive Committee for possible interest in working with the Economic Development Committee. Ms. Leffel stated the Monterey County Business Council is putting together a manufacturing cluster in June that the WIB/Economic Development Committee can use to gather economic information from. Ms. Leffel feels the information and analysis provided to the Executive Committee is outdated. Mr. Cushman agrees with Ms. Leffel and stated that the WIB has been involved in economic related activities through it's members that represent all forms of industries. Mr. Lara stated as a Labor representative he connects with the agricultural industry daily and works with the farm laborers who have more of an understanding of the needs of the workforce than management. Mr. Cook feels there are other ways to promote the connection and he just wanted to notify the committee that he is headed in that direction. Ms. Leffel stated that environmental tourism is an idea that the WIB can take forward and is no where on anyone's mind. She currently knows of two companies (CGI and a 3-D Animation) that are looking to bring their companies to this area which would greatly increase our computer tech workforce.

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

Second: Mr. Aniello

Motion Passed Unanimously

7. Action: Approve the submission of a State Employment Development Department Veterans

Employment Assistance Program Grant for \$499,597. Due to the short timeframe, Ms. Aldrich stated she is asking for retroactive approval regarding the submission of this grant. WIB staff was able to bring in partners that represent MPC, CSUMB, Monterey College of Law and Shoreline. The primary focus of this grant is to provide Education, Technology, Small Business, Tourism, Homeland Security

and Emergency Management sector training and placement opportunities. A major focus of this grant will be a public service academy for homeland security and emergency management for high-wage jobs. Mr. Seth Pollack is putting together the curriculum that is geared towards certification, if awarded. The target population will be primarily focused on recently separated veterans, service-connected disabled Veterans, campaign Veterans, Veterans with significant barriers, and eligible spouses of Veterans as defined in the Job for Veterans' Act.

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

Second: Mr. Lara

Motion Passed Unanimously

8. Information: Oversight Committee Workshop Agenda. Ms. Aldrich reviewed the proposed Oversight Committee Workshop agenda. She stated an invitation was extended to previous members of the Planning Committee. She stated it's important to cover the roles and responsibilities of the Oversight Committee since it has assumed the former Planning Committee's responsibilities based on the amended WIB bylaws. The workshop will also focus on the WIB's Strategic Plan initiatives.

9. CWA Conference Feedback. Ms. Aldrich informed members that she and Mr. Cook attended the CWA Quarterly meeting as well as the CWA Spring Conference. She stated many changes are occurring that impact the Job Training Automation and Virtual One Stop systems locally and statewide. In July 2012, the CalJOBS system will transition into the new VOS system. In September, all local jurisdictions will be inputting and entering data into the system which will be called the New CalJOBS system. Geographic Solutions has explained many add-ons features incorporated into the system. Ms. Aldrich stated that she inquired about reduced rates for WIBs that join as a regional collaboration. The State is currently working with Geographic Solutions to reduce the price of the new add-on features. To add the WorkKeys component to the system, it would normally cost approximately \$7,500, which would require that Monterey County have its own portal at an additional cost of \$7,500 for a total of \$15,000. There are other add-on features that Ms. Aldrich feels would be beneficial to Monterey County such as the scan card system. She will provide the committee with all the information. She stated the new add-on features could equate to the same amount Monterey County is currently paying for the VOS system annually.

ADJOURNMENT: Mr. Cushman motioned to adjourn the meeting at 9:22 am.

Motion: Mr. Aniello motioned to accept the motion as stated.

Second: Mr. Lara

Motion Passed Unanimously