

**ADOPTED**  
**Monterey County Workforce Investment Board**  
**Executive Committee Minutes**

July 18, 2012; 8:00am  
Shoreline Workforce Conference Center  
249 10<sup>th</sup> Street, Marina, CA

**MEMBERS PRESENT:** Anthony Aniello, Diana Carrillo, Erik Cushman, Mary Ann Leffel, Dave Potter and Joanne Webster

**MEMBERS ABSENT:** Cesar Lara (Excused)

**STAFF PRESENT:** Joyce Aldrich, Marleen Esquerra and Flor Galvan

**OTHERS PRESENT:** Rosie Chavez, Wil Moore and Rod Powell

**CALL TO ORDER/INTRODUCTIONS:** Mr. Cushman called the meeting to order at 8:02am and requested introductions. A quorum was established.

**CHANGES TO AGENDA:** Mr. Cushman advised that he would like to talk about leadership of the WIB after discussion of Action#6.

**PUBLIC COMMENT:** None

**CONSENT CALENDAR:**

**C-1. Action: Approve minutes from May 16, 2012.**

**C-2. Action: Concur with the June 14, 2012 Oversight Committee action to approve the monitoring schedule for PY 2012-13.**

**C-3. Action: Concur with the June 14, 2012 Oversight Committee action to approve the final monitoring reports of Shoreline and Turning Point's WIA Adult Programs for PY 2011-12.**

**C-4. Action: Concur with the June 14, 2012 Oversight Committee action to approve the revised WIB Policy #2011-05 – On-the-Job Training.**

**Motion:** Ms. Webster moved to accept the consent calendar.

**Second:** Ms. Leffel

Under discussion, Mr. Cushman asked Wil Moore from Shoreline to provide the committee with an update on the recommendations made by WIB staff during the monitoring review. Mr. Moore advised that Shoreline has increased their West County enrollments by 3%. Unfortunately, due to recent events concerning Capital One, he moved his assistant from working in North County to focus on Rapid Response activities. As for the WorkKeys findings, staff is currently working with the company to ensure there are no delays in renewing the WorkKeys subscription.

**Motion Passed Unanimously**

**BUSINESS MEETING CALENDAR:**

- 1. Information: Update on grants.** Ms. Aldrich updated the committee on current grants and their progression. The WIB received the Additional Assistance Dislocated Worker grant to primarily serve Capital One associates as well as Fresh Express employees. Staff is currently working on the Board of Supervisors (BOS) report and agreements that will go before the BOS on August 28<sup>th</sup> which will be effective August 1<sup>st</sup>. WIB staff is in the process of amending Shoreline's current contract and developing an agreement with OET to provide services under the new grant. Staff has met with the site manager for Lee Hect Harrison & Associates who advised us that the 1<sup>st</sup> round of lay-off notices would be distributed in the fall; however, an exact date is not known at this time. Capital One has offered transfer opportunities to their IT associates and it's anticipated that half will accept. WIB staff shared information on the zip code area of the impacted employees. Approximately 70% are living in the Salinas area while others are located in cities throughout Monterey County. The first Rapid Response team orientation is scheduled for August 3, 2012. The DOL, ARRA and NEG Multi-Sector grants are concluding. We were not awarded the Innovations Grant; however, Ms. Aldrich stated the grant partners and writers are interested in pursuing another grant, should the opportunity arise. Ms. Aldrich asked the DOL for feedback on the grant proposal. The WIB has also partnered with South Bay WIB on another grant proposal for National Emergency Grant Multi-Sector funds to assist companies impacted by mass layoffs.
- 2. Information: Update on WIB Member composition and attendance.** Ms. Aldrich stated we are currently doing well on membership attendance; however, we currently have 4 business member vacancies. The

California Workforce Investment Board requires that we submit our composition quarterly with a corrective action plan for compositions that do not meet the minimum requirements of four or more business representatives. Ms. Leffel recommended Ms. Robin De La Rosa, a small business owner, as a possible candidate. Ms. Aldrich informed the committee that Dr. Helm submitted her resignation and the new Hartnell President expressed interest in resuming her term. WIB staff is awaiting to receive his application. Ms. Aldrich stated the Budget ad-hoc Workgroup is being developed to include Ms. Leffel, Ms. Sullivan, Mr. Silva, Ms. Zeller-Nield and Mr. Hunter. Mr. Cushman will assign a Chair who will then notify the workgroup of the first meeting date. Ms. Aldrich also expressed interest in putting together a Business Services Committee to convene the active business members. Some possible candidates are Ms. Brickman, Mr. Chamberlain, Ms. Schnader, Mr. Grover and Mr. Heckman. Ms. Aldrich plans to return with concepts of what the Business Service Committee's role could be at the next meeting.

- Action: Review and recommend the reappointment of Ken Scherpinski, representing labor organizations on the WIB to commence September 2012.**

**Motion:** Mr. Potter moved to accept the action item as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

- Action: Review and recommend the reappointment of Tina Rosa, representing an individual with experience in youth activities on the Youth Council to commence July 2012.**

**Motion:** Mr. Potter moved to accept the action item as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**

- Information: Update on Local Workforce Investment Area (LWIA) Budget.** Ms. Aldrich reported on the LWIA system-wide budget for the period ending May 31, 2012. Ms. Aldrich stated that information may not be available for the August 1<sup>st</sup> WIB meeting because DSES' fiscal staff are currently working on closing out the year-end. The Finance Division was able to offset a portion of the Adult over expenditures by \$255,000 when they realized that many enrollments were co-enrolled in both the Adult and Dislocated Worker programs. It's anticipated that \$8,000 in Dislocated Worker funds will be carried over from fiscal year 2011-12 to 2012-13. Mr. Elliott Robinson stated that DSES will cover any outstanding amounts. Ms. Aldrich reported the request to carry-over Rapid Response dollars to fiscal year 2012-13 was approved by the State. The new Rapid Response funding allocation also allows flexibility for local areas to use the funds to serve dislocated worker participants.

**Action: Review and recommend for WIB approval the organizational restructuring of the Economic Development Department.** Ms. Aldrich stated that all parties are working diligently to ensure that the restructuring goes smoothly. Mr. Elliott Robinson plans to present an action to the BOS on the elimination of 12 staff positions. Three of the twelve positions are vacant and 2 employees have been offered positions with DSES. Ms. Leffel inquired about the Seaside One Stop lease and OET's obligation. Mr. Powell stated that he's been involved in two meetings, but is unaware of when the lease terminates. Ms. Aldrich agreed to speak with the Finance Office about leasing options for the Seaside One-Stop location. Mr. Powell stated that the Seaside One Stop building is too large for the OET operation. Ms. Leffel agreed and stated her first observation is of empty cubicles. Mr. Moore advised that Shoreline is working with Ms. Chavez from Turning Point to potentially move their Salinas office to their Marina location. The Santa Cruz County Office of Education is also using the Shoreline facility in Marina. Mr. Moore offered OET the use of their Marina facility that could provide a more comprehensive center with all other subcontractors co-located. Ms. Leffel inquired about the \$584,414. Mr. Cushman inquired about the notation in the board report regarding the "corrections in staff error". Ms. Leffel explained that the Finance Division charged the WIB a high percentage when the charges should have gone to OET. Ms. Aldrich agreed. Mr. Potter stated that if the lease negotiations could not be ceased then perhaps it could be changed into a month-to-month agreement. Ms. Leffel recommended that a special meeting be setup with Lew Bauman and Gene Rogers to discuss the lease negotiations of the Seaside One Stop.

**Motion:** Ms. Leffel motioned to approve the organizational restructuring of the Economic Development Department as presented, less the \$584,414 funds designated for the Salinas One Stop and to cease lease negotiations until the value of the location is reassessed to include alternatives including Shoreline's location in Marina.

**Second:** Ms. Carrillo

**Motion Passed Unanimously**

- Information: Discussion on the State Directive regarding the Local Area Modification Process.** Ms. Aldrich reported that the Santa Cruz, San Benito and San Luis Obispo WIB's all have vacant Director

positions. This provides a window of opportunity to consider modifying our local area boundaries and incorporating the Santa Cruz, San Benito and San Luis Obispo with Monterey County into a WIB consortium. This means there would be only one WIB Executive Director overseeing the entire consortium. Ms. Aldrich stated the benefit to Monterey County would be that they could be the lead agency because we are the largest entity throughout the four counties. Ms. Aldrich stated the other counties are in favor of this idea. Ms. Leffel stated the four counties combined have a population of just over 1 million whereas other counties have a much higher population. The State's plan is to reduce the number of boards throughout the State. Therefore, while we have openings, it would be beneficial for Monterey to take the lead. We have the same subcontractors in the different counties. Mr. Potter stated he is not adverse to the idea, but asked that we take a cautionary approach. He requested information on the structure of the consortium, the benefits and detriments. Ms. Aldrich reported that she spoke to our State regional representative who stated the idea of a 4-county consortium in our region was favorable at the State level.

7. **Information: Discussion on ACT and Community College WorkKeys Initiative.** Ms. Leffel stated she attended a California Network Strategies Conference funded by the Morgan Foundation. The foundation funded ten workforce investment/economic entities across the state with \$250,000 to develop a work plan. Unfortunately, Monterey County did not participate and therefore were not awarded any monies. Ms. Leffel and the Vice Chancellor for the community college system are chairing a state-wide initiative on WorkKeys with community colleges and businesses. ACT discussed making Monterey County the lead pilot project for the region and will provide free WorkKeys testing for two years. Ms. Leffel spoke with ACT about providing WorkKeys to Capital One employees. As of today, 19 states are requiring WorkKeys at the time of high school graduation. The contract should be signed in September and Ms. Leffel will have additional information for next month's meeting.
8. **Information: Review and discuss the DRAFT WIB Agenda.** Ms. Aldrich reported on the draft WIB agenda. A presentation from Geographic Solutions is expected on the new "CalJOBS" system. Ms. Aldrich plans to provide an update on Capital One.

**ADJOURNMENT:** Mr. Cushman motioned to adjourn the meeting at 9:34am.

**Motion:** Ms. Carrillo moved to accept the motion as stated.

**Second:** Ms. Leffel

**Motion Passed Unanimously**