

ADOPTED
Monterey County Workforce Investment Board
Executive Committee
Shoreline Workforce Development
Wednesday, May 21, 2014

Members Present: Erik Cushman (Chair), Diana Carrillo, Cesar Lara, Mary Ann Leffel, Dr. Willard Lewallen

Members Absent: Anthony Aniello and Dave Potter

Staff Present: Joyce Aldrich, Marleen Esquerra and Flor Galvan

Others Present: Deborah Carrillo, Rebecca Cenicerros, Wil Moore, Ginger Pierce, Joanne Webster and Pearl Sanchez

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:13 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: Mrs. Aldrich asked that Consent Action Item #3 under the Business Calendar section be moved on the agenda for discussion after item #2 under Appointments/Resignations.

Public Comment: None

Subcommittee Chair Reports:

Business Committee: Mrs. Aldrich reported that a presentation by the Encore Recycling Plant President, General Manager and Plant Manager was held at the May 2014 Business Services Committee meeting. The presentation was well received by the members. She also reported that Encore was delighted with the support they received from the Business Services Team and will continue to utilize them for future recruitments.

Oversight: Ms. Leffel reported that the items that were discussed or disapproved at the Oversight Committee meeting are brought before the Executive Committee today for approval and further discussion.

Youth Council: Ms. Carrillo reported that the last two Youth Council meetings have not occurred due to the lack of a quorum. She also reported that the council is reviewing possible alternative dates to hold meetings to accommodate everyone's schedule and to ensure a quorum is met.

Consent Calendar:

1. **Action: Approve minutes from January 15, 2014.**
2. **Action: Concur with the May 8, 2014 Oversight Committee action to approve the Workforce Investment Act (WIA) Fiscal and Procurement Review Final Monitoring Report from the State Compliance Review Office for Program Year 2013-14.**
4. **Action: Concur with May 8, 2014 Oversight Committee action to approve Revised WIB Polices #2004-03, 2005-05, 2005-10, 2007-04, 2010-01, 2011-02, 2011-03, and 2011-04.**

Motion: Ms. Leffel motioned to pull Consent Item #3 for further discussion and moved it on the agenda after item #2 under Appointments/Resignations.

Second: Ms. Carrillo

Approved unanimously by those in attendance

Motion: Ms. Leffel motioned to approve the consent Calendar with the exception of Consent Item #3.

Second: Ms. Carrillo

Approved unanimously by those in attendance

Appointments/Resignations:

1. **Action: Consider and approve the resignation of Rick Deraiche, representing Employment Development Department (AJCC Partner) from the Workforce Investment Board.**
2. **Action: Consider and approve the appointment of Yuko Duckworth, representing Employment Development Department (AJCC Partner) to the Workforce Investment Board and forward to full WIB for final approval before submitting to the Board of Supervisors for appointment.**

Motion: Ms. Leffel motioned to approve Items #1 and 2 as stated.

Second: Ms. Carrillo

Approved unanimously by those in attendance

3. **Consent Calendar Action Item #3: Concur with the May 8, 2014 Oversight Committee action to approve the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Adult services totaling \$175,000 and move to Workforce Investment Board for consideration prior to submitting to the Board of Supervisors for final approval at their June 24, 2014 meeting.** Ms.

Webster reported that the proposals were excellent and the bidders had many of the same components. She reported that the decision to award Shoreline the contract was due to their physical presence throughout Monterey County. Ms. Pierce stated that with the State encouraging WIB's to develop regionalized partnerships Shoreline's physical presence throughout the surrounding counties (i.e. Marina, Salinas, San Luis Obispo, and Watsonville) was a key cause for the decision.

Motion: Ms. Carrillo motioned to approve the action as stated.

Second: Ms. Leffel

Approved unanimously by those in attendance

Discussion/Review of Business Calendar Action Items:

1. **Action: Approve the FINAL Workforce Investment Act (WIA) Governor's 25% Dislocated Worker Additional Assistance (DWAA) Special Project Monitoring Report, PY 2012-13 for Office of Employment Training.** Mrs. Aldrich reported that the Oversight Committee felt as though the reports did not show current participants placed into unsubsidized employment upon exit. However, Ms. Aldrich explained that the monitoring review period was a snapshot in time and it was too soon to have a clear picture of the total placements for the grant. She also reported that she received data from OET staff that shows sixty participants have been placed in unsubsidized employment. OET is also awaiting base wage file information from the State to report placement into unsubsidized employment for an additional nine participants. Ms. Aldrich stated the report has been revised to include the most current placement information.

Motion: Ms. Leffel motioned to approve the action with the provision that staff ensure the monitoring report includes the current placement into unsubsidized employment performance data.

Second: Mr. Lara

Opposed: Mr. Cushman

Approved by those in attendance

2. **Action: Approve the Final WIA Governor's 25% DWAA Special Project Monitoring Report, PY 2012-13 for Shoreline Workforce Development Services.** Mrs. Aldrich reported that Shoreline currently has fifteen participants placed in unsubsidized employment. Ms. Aldrich stated the report has been revised to include the most current placement information.

Motion: Ms. Leffel motioned to approve the action with the provision that staff ensure the monitoring report includes the current placement into unsubsidized employment performance data.

Second: Ms. Carrillo

Approved unanimously by those in attendance

3. **Consider the Request for Proposal (RFP) Selection Committee funding recommendation for WIA Title I Youth Services for PY 2014-15 in the amount of \$110,000, move to the Workforce Investment Board for consideration prior to submitting to the Board of Supervisors for final approval at their June 24, 2014 meeting.** Mrs. Aldrich reported that the RFP was released on March 31, 2014 with a closing date of April 29, 2014. She also reported that the County Contracts/Purchasing Department and WIB staff conducted a Bidders meeting on April 14, 2014 to include a question and answer process. She reported that the two submitted proposals were given to the Selection Committee who reviewed and interviewed the bidders.

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

Second: Mr. Lara

Approved unanimously by those in attendance

4. **Action: Consider and approve the revised WIB Adult, Dislocated Worker and Youth policies.** Mrs. Aldrich reported that the Oversight Committee requested that two policies be brought before the Executive Committee for further discussion. The two policies include #2005-08 Industry Clusters and #2011-05 On-the-Job Training. She reported that the committee requested that consideration be made that Construction

be added as one of the Priority Industry Sectors. Mrs. Aldrich reported that the State has approved our Local Plan and the request to add Construction cannot be made at this time; however Construction can fall under the 25% training exception. She also reported that the Oversight Committee requested to add language that states that WIB staff will review bi-yearly with Service Providers and adjust annually if needed to the On-the-Job Training policy.

Motion: Mr. Lara motioned to accept the action with the recommended changes.

Second: Ms. Carrillo

Abstention: Ms. Leffel

Approved by those in attendance

5. **Action: Review and approve updated WIA Budget for PY 2013-14.** Mrs. Aldrich reported on the LWIA Budget of all WIA and Non-WIA funds along with the actual expenditures and percentages.

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

Second: Ms. Leffel

Approved unanimously by those in attendance

6. **Consider approving submission of Workforce Accelerator Grant Proposal to California Workforce Investment Board. Upon notice of award proposal will be placed on Board of Supervisors Agenda for final approval to accept award.** Mrs. Aldrich reported that she would like to apply for the Workforce Accelerator Grant under the Disconnected Youth category. She reported that funds would go toward a pilot project in collaboration with the Department of Social Services to serve their TANF Youth with the purpose toward breaking the generational cycle of TANF recipients needing public assistance.

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

Second: Ms. Carrillo

Approved unanimously by those in attendance

7. **Receive PY 2014-15 WIA Formula Allocations from State of California Employment Development Department.** Mrs. Aldrich reported on the WIA formula allocations and stated that the WIB received a \$409,000 reduction from the previous program year. She also reported that the information was received from the State prior to the submission of the current year's budget to the County Administrative Office therefore two positions were lost due to the reduction.

8. **Review and discuss WIB Retreat Strategies Update for PY 2014-15.** Mrs. Aldrich reported that staff is progressing forward in meeting the goals that were proposed by the full WIB.

9. **Review and discuss the DRAFT WIB Agenda in preparation for June 4, 2014 meeting.** Mrs. Aldrich reported that the subcontractor's contracts will be presented on the Agenda.

10. **Receive Director's Report.** Mrs. Aldrich reported that the WIB received the second round of funding for the Dislocated Worker Additional Assistance subgrant which will end September 30, 2015. She also reported that the WIB has not received word on the Career Pathways Trust Fund grant that was applied for in collaboration with Hartnell College. She reported that the Prop 39 grant application was submitted and funded. She reported that the Work Readiness Communities Academy was a great networking opportunity. Mock interviews with business and elected officials were demonstrated to the participants. Further practice was held around tables. Additionally two videos were presented and will be sent to members to view.

Announcement of Events: Ms. Leffel reported that the Regional Critical Conversation Conference will take place on June 24, 2014 at the Monterey Marriott from 9am-3pm.

Adjournment: Mr. Cushman adjourned the meeting at 9:43am.

Motion: Ms. Leffel motioned to adjourn the meeting.

Second: Mr. Lara

Approved unanimously by those in attendance