

**ADOPTED**  
Monterey County Workforce Development Board  
**Executive Committee**  
Marina Library, 190 Seaside Circle, Marina, Ca  
**Wednesday, July 15, 2015**

**Members Present:** Cesar Lara, Diana Carrillo, Mary Ann Leffel and Dave Potter

**Members Absent:** Erik Cushman, Anthony Aniello and Dr. Willard Lewallen

**Staff Present:** Joyce Aldrich, Marleen Bush and Flor Galvan

**Call to Order/Introductions:** Ms. Leffel called the meeting to order at 8:06 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** Mrs. Aldrich explained upon the receipt of new information obtained after the agenda was posted, she requested that Business Action Item #1 be changed to an information item for discussion.

**Public Comment:** None

**Consent Calendar:**

**1. Action: Approve minutes from May 20, 2015.**

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

**Second:** Mr. Potter

**Approved unanimously by those in attendance**

**Discussion/Review of Business Calendar Action Items:**

**1. Action: Review and consider approval of recommended contract with Social Policy Research Associates, selected through Request for Quotes #2015-01, for Community Asset Mapping & Environmental Scan services.**

**Motion:** Mr. Potter motioned to change Business Action Item #1 to an information item for discussion.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**Discussion:** Mrs. Aldrich reported on the feedback she recently received as a result of her reference checks on who responded to the WDB's request for quotes for the Community Asset Mapping & Environmental Scan services. Upon review of all the references and feedback received, it was recommended that WDB staff seek guidance from the County's Contracts and Purchasing Department on the necessary steps to consider and recommend a contract with the agency that ranked the highest based on the overall scoring and reference check results. Mrs. Aldrich will bring the item before the full board once she has received instruction from Contracts and Purchasing.

**2. Action: Review and approve Internal Memorandum of Understanding between Economic Development Department and WDB for Business Services/OJT implementation for FY 2015-16.** Mrs. Aldrich reported that the MOU stipulates the terms, roles and responsibilities between the Business Services Team, Office for Employment Training and the County's Economic Development Department.

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

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**3. Action: Review State EDD Draft Directives open for comment including WSDD-117 – WIOA Youth Program Requirements; WSDD-118 Local Board Recertification; WSDD-119 WIOA Adult Program Priority of Service, make recommendations for comment.** Mrs. Aldrich reported that local areas are expected to start providing services under WIOA effective July 1, 2015. She reported that the following directives are open for comment; Youth Eligibility and Procedures, Local Board Recertification; and WIOA Adult Program Priority of Service. Mrs. Aldrich reported that she will be holding staff to the minimum requirement of enrolling 75-80% of out-of-school youth. She also reported that an internal agreement between the comprehensive One-Stop and WDB for youth, adult and dislocated workers will be completed so that staff are aware of their expectations. She also reported that the full WDB recently received its local board recertification for the current year under WIOA. The parameters and requirements for recertification will commence 2016. She reported that 51% of the total adult participants served must be low-income, recipient of public assistance or basic skills deficient. Mrs. Aldrich plans to submit a comment on the

directive to ask that veterans and their eligible spouses be included to the paragraph discussing 51% of priority of service.

**Motion:** Mr. Lara motioned to approve the action.

**Second:** Mr. Potter

**Approved unanimously by those in attendance**

4. **Update on Department of Labor Training and Employment Guidance Letter (TEGL) for WIOA Implementation #38-14 & 1-15.** Mrs. Aldrich reported that the 80% carry-in allowance will be continued under WIOA, but the funds must comply with WIOA requirements as of July 1, 2015. She reported that the WDB will need to go out for procurement for the WIOA Title I formula allocations. She reported that TEGL #1-15 is a waiver policy for decisions for PY 2015-16.
5. **Discuss change in county policy for WDB member travel reimbursements.** Mrs. Aldrich reported that in January 2015 the Auditor/Controller's office changed their policy to state that all commissioners and board members must be a part of the County payroll system to be reimbursed for conferences and travel.
6. **Update on Grant applications: DOL Pre-Release and WAF 2.0.** Mrs. Aldrich reported that last year the WDB was awarded the Workforce Accelerator Fund (WAF) 1.0 grant to support a new program model to collaborate with the Department of Social Services to serve 40 CalWORKS youth. She also reported that the WDB was awarded the WAF 2.0 grant. She reported that the Youth Ambassador's for Peace Program does not allow the WDB ability to pay for youth work experience therefore the WAF 2.0 will be matched to the DOL WIF grant for paid work experience.
7. **Review and discuss the DRAFT WDB agenda for the July 15, 2015 meeting.** Mrs. Aldrich reported that everything will be moved to the Consent Agenda. Ms. Leffel asked that the budget be included in the Agenda and not a handout.

**Adjournment:** Ms. Leffel requested to adjourn the meeting.

**Motion:** Mr. Lara motioned to adjourn the meeting at 9:10 a.m.

**Second:** Ms. Carrillo

**Approved unanimously by those in attendance**