

**ADOPTED**  
Monterey County Workforce Development Board  
**Executive Committee**  
MBEST, 3180 Imjin Road, Conference Room A, Marina, Ca  
**Wednesday, May 16, 2016**

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

**Members Absent:** Dave Potter

**Staff Present:** Joyce Aldrich, Flor Galvan and Ruben Trujillo

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:11 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** Mrs. Aldrich reported that Business Item #11 has been updated with County Counsel's changes.

**Public Comment/Testimonial:** None

**Consent Calendar:**

**1. Action: Approve minutes from April 13, 2016.**

**Motion:** Mrs. Leffel motioned to approve the action item.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**Discussion or Review of Business Calendar Actions Items:**

**1. ACTION: Consider and approve the WDB re-appointments of:**

**Dave Potter, representing WIA Title I Programs**

**Kimberly Schnader, representing Business**

**Larry Silva, representing Business**

**Paula Calvetti, representing Business**

**Wendy Brickman, representing Business**

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

**Second:** Mrs. Leffel

**Approved unanimously by those in attendance**

**2. ACTION: Consider and approve the resignation of Hunter Harvath, representing Economic Development, from the Workforce Development Board.**

**3. ACTION: Consider and approve the resignation of Teresa Sullivan, representing a Community Based Organization, from the Workforce Development Board.**

**4. ACTION: Consider and approve the resignation of Diana Carrillo, representing a Community Based Organization, from the Workforce Development Board.**

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**5. ACTION: Accept Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.** Mrs. Aldrich reported that as of April 30, 2016 the Adult and Dislocated Worker programs are exceeding 100% goals on all of the performance measures set by the Department of Labor.

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

**Second:** Mrs. Leffel

**Approved unanimously by those in attendance**

**6. Action: Approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Programs Monitoring Report for Program Year 2015-16 for the Office for Employment Training.** Mrs. Aldrich reported that the Annual monitoring showed no findings and the

concerns from last year were corrected. She also reported that OET continues to be slightly below the 10% minimum geographic goal for serving the Dislocated Worker population in North County. However, the Program Manager has confirmed that they are working diligently to continue to serve this geographic area.

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

- 7. Action: Approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2015-16 for the Workforce Development Board.** Mrs. Aldrich reported that there were no findings and shows the services that the Business Services Team has provided for program year 2015-16.

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

- 8. Action: Receive an update on the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16 to date.** Mr. Trujillo reported that as of April 30, 2016, Monterey County is at 73% spent in the Adult allocation; 62% in Dislocated Worker; 64% in the Youth allocation; 82% in Rapid Response; 48% in Rapid Response Layoff Aversion; 100% in AA DW; 1.8% in the Workforce Accelerator Fund; 54% in the Workforce Innovation Fund which will end June 30, 2016; 56% in AB109, 32% in the Youth Employment Plan that will end June 30, 2016 and will not be funded next fiscal year; 86% in Silverstar; 96.2% in Long Term Unemployment; and 80% in the Youth Empowerment Solutions.

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

- 9. Receive and file the PY 2016-17 WIOA Formula allocations from the State of California Employment Development Department.** Mrs. Aldrich reported that Monterey County will receive \$1,529,554 for the Youth allocation; \$198,145 in Adult; and \$314,158 in Dislocated Worker for Round 1; \$1,357,905 in Adult, \$1,673,898 in Dislocated Worker for Round 2 for a grand total of \$5,073,660.

- 10. Action: Review and consider Local Workforce Development Board Budget for Fiscal Year 2016-17, and forward to full board at their June 1, 2016 meeting for approval.** Mr. Trujillo reported that the Business Services Team (which includes a WDB Rep III and WDB Rep II) and an Accountant I are shown in the WDB budget. These positions are the Business Services Team that have worked under the WDB since 2012, however, not included in the WDB portion of the budget previously. He also reported that the lease/utilities agreements will be the WDB's full responsibility for the Comprehensive and Satellite AJCC One-Stops. By transferring sole responsibility of the lease agreements, it provides operators with the ability to be more competitive during the Competitive Procurement Process.

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

- 11. Action: Review and consider WIOA Partner Memorandum of Understanding Phase I to be effective 7-1-2016 through 6-30-2019 and forward to full board for approval prior to submission to County Board of Supervisors for final approval prior to submitting to State of California Workforce Development Board on June 30, 2016.** Mrs. Aldrich reported that under WIOA it is mandated that Local Boards are responsible for entering into a MOU with each of the America's Job Center of California required partners that outlines the operations of the One-Stop delivery system. As part of the MOU, a matrix is provided that lists all services that are provided by the partners. The MOU has been vetted through County Counsel and all partners.

**Motion:** Mrs. Leffel motioned to approve the action item as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**12. Review and discuss the DRAFT WDB Agenda for the June 1, 2016 meeting.** Mr. Cushman and committee reviewed the Agenda and made necessary additions and changes.

**Announcements:** Ms. Leffel announced Mr. Cushman announced the Community Job Fair scheduled Thursday, May 19, 2016 from 9-12:00 noon at the General Stilwell Community Center in Seaside.

**Adjournment:** Mr. Cushman requested the meeting be adjourned at 9:48 a.m.

**Motion:** Mrs. Leffel motioned to adjourn the meeting as requested.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**