

**ADOPTED**

Monterey County Workforce Development Board  
**Executive Committee**  
MBEST, 3180 Imjin Road, Conference Room A, Marina, Ca  
**Wednesday, July 20, 2016**

**Members Present:** Erik Cushman (Chair), Cesar Lara, Mary Ann Leffel, Paula Calvetti, Dr. Willard Lewallen and Dave Potter

**Members Absent:** None

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

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

**Changes to Agenda:** None.

**Public Comment/Testimonial:** Mr. Lewallen presented the committee with Hartnell College's potential facilities project list and Bond Measure for 2016, fact sheet, student success rates and their success with community feedback survey that was sent out to all communities.

**Consent Calendar:**

1. **Action: Approve minutes from May 18, 2016**
2. **Action: Concur with the July 14, 2016 Oversight Committee recommendation to accept Program Year 2015-16 close out program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.**
3. **Action: Concur with the July 14, 2016 Oversight Committee recommendation to accept close out report on the number of local WIOA training placements and expenditures for PY 2015-16.**
4. **Action: Concur with the July 14, 2016 Oversight Committee recommendation to approve the revised WDB Policy #2013-01 – Procurement Standards.**

**Motion:** Mr. Potter motioned to approve the action item.

**Second:** Mrs. Leffel

**Approved unanimously by those in attendance**

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

1. **ACTION: Consider and approve an Agreement with the Monterey/Santa Cruz Counties Building & Construction Trades Council for Implementation of the Proposition 39 Pre-Apprenticeship Training and Placement Grant 2.0 and forward to full board for approval prior to submission to County Board of Supervisors.** Mrs. Aldrich reported that this item will be the first of three agreements with the partners for the pre-apprenticeship 14-week, 16-hour a week MC3 curriculum that will begin September 13, 2016. Three orientations will take place in August at PG Adult School, Trades Council in Castroville, and SEIU offices in Salinas. The information provided through the classes will include learning about the trades prior to being eligible to apply to the apprenticeship program. The Building & Construction Trades Council will be providing the instructor for the project as well as providing one of the locations to hold the classes if needed. The classes will regularly be held at PG Adult School, Watsonville Employment Center and Veterans Hall in San Benito.

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

**Second:** Mr. Potter

**Approved unanimously by those in attendance**

2. **ACTION: Consider and recommend the DRAFT Chief Elected Official Agreement with the Economic Development Department and Workforce Development Board and forward to County Counsel prior to the full WDB on August 3, 2016 for further consideration prior to submitting to the Board of Supervisors (CEO) for final approval.** Mrs. Aldrich reported that

under WIOA the WDB's responsibilities have changed and increased therefore County Counsel requested that the relationship between the WDB, Chief Elected Official and Monterey County be defined with the new legislative changes. County Counsel requested that any reference made concerning the Office for Employment Training is removed as new legislation requires that the WDB procure services for the One-Stop Career Center. County Counsel also requested that the following language be added "Economic Development Department provides county staff to support the Workforce Development Board" as in the past all matters flowed through EDD. County Counsel also requested that the following be added, "WDB is not a county entity but an elected board that CEO appointed to serve and be an advisory to them for the services that need to be provided under the Workforce Innovation and Opportunity Act" legislation. Mrs. Aldrich expects that additional changes will be made after review by County Counsel.

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

**Second:** Mrs. Leffel

**Approved unanimously by those in attendance**

- 3. ACTION: Review and approve the FY 2016-17 Program Services budget for Adult, Dislocated Worker and Youth Programs.** Mrs. Aldrich reported that the budget explains what funds are awarded to our primary one-stop operator for FY16-17 to be used in support of serving the Adult, Dislocated Worker and Youth populations. In addition it provides carry-in dollars and enrollments from the previous year and the date by which new enrollment must be completed.

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

**Second:** Mr. Potter

**Approved unanimously by those in attendance**

- 4. ACTION: Approve the WDB Policy # 2016-01 WIOA Youth Program Requirements.** Mrs. Aldrich reported that changes were made based on the technical guidance letter from the Department of Labor as to the requirements under new parameters of WIOA for the youth program services. She reported that under WIOA 75% out of school youth had to be served, the local operator was only able to serve 31%. A corrective action plan will be discussed with the operator for the upcoming fiscal year to ensure that the 75% is met.

**Motion:** Mr. Lara motioned to approve the policy with a corrective action plan presented by an OET supervisor at the August 17, 2016 Executive Committee meeting.

**Second:** Mrs. Leffel

**Approved unanimously by those in attendance**

- 5. ACTION: Review and consider the Customer Centered Design application for White House challenge.** 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. Mrs. Aldrich reported that the CCD team has been working on an infographic on the hospitality sector to offer "real time" information to prospective applicants interested in this particular industry. Mr. Potter provided input and changes to be made to the PowerPoint presentation. Mr. Cushman asked that a wage index slide be added to list the average wages of the different positions. He also recommended that the team highlight "upward mobility" and "vast amount of opportunities available".

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

**Second:** Mrs. Calvetti

**Opposed:** Mr. Lara

- 6. Action: Discuss and consider Workforce Development Board Retreat in October, 2016.** Mr. Cushman requested that this action be tabled until the full Workforce Development Board meeting on August 3, 2016.

- 7. Action: Discuss and consider Youth Committee initiatives; youth committee attendance, youth committee as ad-hoc committee moving forward.** Mrs. Aldrich reported that it has been a challenge to move forward with the goals and initiatives as it has been a struggle to reach a quorum. The last meeting that a quorum was reached was in January, 2016. She reported that under the WIOA the Youth Committee can be an ad-hoc committee which would assist the goals moving forward as the ad-hoc committee would not require a quorum. She also reported that the Oversight

Committee would be responsible for the Youth budget and the Executive Committee and Workforce Development Board would be responsible for making all decisions concerning youth initiatives.

**Motion:** Mrs. Leffel motioned to change the bylaws to eliminate the youth committee and in its place create an ad-hoc committee focused on serving the youth in Monterey County.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**8. DIRECTOR'S REPORT (VERBAL).**

- *Meeting of the Minds Conference.*
- *Prop 39 2.0 – Pre-Apprenticeship Support, Training and Placement.*
- *AB 2060 – Supervised Population Workforce Training Grant*
- *WIOA Final Regulations*
- *Regional Planning Unit update*
- *Asset mapping update*
- *Comprehensive One-Stop locations*

9. **Review and discuss the DRAFT WDB Agenda for the August 3, 2016 meeting.** The meeting was adjourned prior to the item being reviewed.

**Adjournment:** Mr. Cushman requested the meeting be adjourned at 9:44 a.m.

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

**Second:** Mr. Lara

**Approved unanimously by those in attendance**