

**ADOPTED**  
**Monterey County Workforce Development Board**  
**Executive Committee**  
MBEST, 3180 Imjin Road, Conference Room B, Marina, CA  
**Wednesday, January 17, 2017**

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

**Members Absent:** None

**Staff Present:** Chris Donnelly, Flor Galvan, and Reva Bear

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:32 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Public Comment/Testimonial:** None

**Announcements:** None

**Consent Calendar:**

1. Action: Approve the minutes from November 29, 2017 meeting.  
**A motion was made by Mary Ann Leffel to approve the minutes from November 29, 2017, seconded by Paula Calvetti. ALL AYES**

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

1. Action: Consider and approve the revised WDB Policy #2011-04 – Individual Training Accounts Policy.  
**A motion was made by Mary Ann Leffel to consider and approve the revised WDB Policy #2011-04 – Individual Training Accounts Policy, seconded by Willard Lewallen. ALL AYES**
2. Action: Authorize and approve up to \$25,000 for the Workforce Development Board's website development and redesign.  
**A motion was made by Willard Lewallen to authorize and approve up to \$25,000 for the Workforce Development Board's website development and redesign, seconded by Mary Ann Leffel. ALL AYES**
3. Action: Consider and approve a contract for on-line training programs with New York Wired for Education, LLC in the amount of \$5,800.  
**A motion was made by Mary Ann Leffel to consider and approve a contract for on-line training programs with New York Wired for Education, LLC in the amount of \$5,800, seconded by Cesar Lara. ALL AYES**
4. Action: Approve new Eligible Training Provider Master Agreements with:
  - Advanced Vocational Institute
  - New Horizons Career Development Solutions**A motion was made by Mary Ann Leffel to approve new Eligible Training Provider Master Agreements with Advanced Vocational Institute and New Horizons Career Development Solutions, seconded by Cesar Lara. ALL AYES**
5. Action: Approve meeting dates for the Workforce Development Board Executive Committee for the calendar year 2018.  
**A motion was made by Mary Ann Leffel to approve the meeting dates for the Workforce Development Board Executive Committee for the calendar year 2018, seconded by Paula Calvetti. ALL EYES**
6. Update on WIOA Adult, Dislocated Worker and Youth Program Performance, through December 2017.  
**The committee received an update on the WIOA Adult, Dislocated Worker and Youth Programs performance, through December 2017.**
7. Update on regional grant funding.  
**The committee received an update on the regional grant funding.**

8. Discussion on America's Job Center of California (AJCC) locations.  
**The committee discussed the America's Job Center of California (AJCC) locations.**
9. Review WDB membership composition and discuss recruitment of members.  
**The committee reviewed WDB membership composition and discussed recruitment of members.**
10. Review and discuss the DRAFT WDB Agenda in preparation for the February 7, 2017 meeting.  
**The committee reviewed and discussed the DRAFT WDB Agenda in preparation for the February 7, 2017 meeting.**
11. Director's Report: (*verbal*)
  - One Stop Operator
  - Discretionary grant funding
  - Authorization for Executive Director to sign contracts**The committee received the Director's Report regarding the update on the One Stop Operator, Discretionary grant funding, and the Authorization for Executive Director to sign contracts.**

**Adjournment:** Mr. Cushman adjourned the meeting at 10:37 a.m.