



MONTEREY COUNTY ECONOMIC DEVELOPMENT DEPARTMENT WORKFORCE DEVELOPMENT BOARD (WDB)

ERIK CUSHMAN, WDB CHAIR

Monterey County Workforce Development Board (WDB)

Marina Library, 190 Seaside Circle, Marina, CA

Wednesday, October 5, 2016; 8:00 a.m.

WDB Members:

Erik Cushman,
WDB & Executive Chair

Mary Ann Leffel,
WDB 1st Vice Chair

Paula Calvetti,
WDB 2nd Vice Chair

- Al Davis
- Andy Hartmann
- Brian Turlington
- Cesar Lara
- Crescencio Diaz
- Dave Potter
- Harbhajan "Harvey" Dadwal
- Jay Donato
- Kimberly Schnader
- Larry Silva
- Mimi Laurent
- Salvador Muñoz
- Sandy Chamberlain
- Sherry Farson
- Steve MacArthur
- Dr. Walter Tribley
- Wendy Brickman
- Dr. Willard Clark Lewallen
- Yuko Duckworth

**Monterey County
Workforce Development
Board (WDB)**

Joyce Aldrich,
WDB Executive Director

(831) 759-6644
www.montereycountywdb.org

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT/TESTIMONIAL:	
ANNOUNCEMENTS:	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from August 3, 2016.	
2. ACTION: Concur with the September 21, 2016 Executive Committee's recommendation to approve supporting Hartnell College's Measure T, Facilities Bond Measures.	
3. ACTION: Concur with the September 21, 2016 Executive Committee's recommendation to approve an amendment to WDB and Program Services Budget for FY 2016-17 and forward to full board for approval prior to submitting to Board of Supervisors.	
4. ACTION: Concur with the September 21, 2016 Executive Committee's recommendation to approve the amendments to the Bylaws related to Workforce Innovation and Opportunity Act (WIOA) regulations, and forward to the Board of Supervisors for final approval.	
5. ACTION: Concur with the September 21, 2016 Executive Committee's recommendation to recommend staff to solicit for a consultant to offer Technical Assistance to develop Scope of Work for One Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. PRESENTATION: JW Research Asset Mapping	Josh Williams
2. ACTION: Recommend and approve the WDB re-appointments of: <ul style="list-style-type: none"> ▪ Mimi Laurent, representing Department of Rehabilitation ▪ Salvador Muñoz, representing Business ▪ Brian Turlington, representing Business 	Erik Cushman
3. ACTION: Recommend and approve the resignation of: <ul style="list-style-type: none"> ▪ Aaron Oskolkoff, representing Business ▪ Paul Farmer, representing Business 	Erik Cushman
4. ACTION: Approve proposed new Eligible Training Provider List Master Agreement with Salinas Beauty College.	Marleen Bush
5. ACTION: Approve proposed new Eligible Training Provider List Master Agreement with California State University, Monterey Bay – College of Extended Education & International Programs.	Marleen Bush
6. ACTION: Review and consider moving one Business representative to Economic Development representative slot.	Erik Cushman
7. Review and discuss the Strong Workforce Initiative for Community Colleges increasing Career Technical Education.	Dr. Willard Lewallen



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- Wendy Brickman
- Dr. Willard Clark Lewallen
- Yuko Duckworth

8. Receive and accept updates Strategic Planning Goals, Actions and Initiatives.	Joyce Aldrich
9. Director's Report: <ul style="list-style-type: none"> ▪ Update on MCWDB Region Lead Activities ▪ Update on Region-Wide SlingShot Compact Action Planning Activities 	Joyce Aldrich
SUBCOMMITTEE MEETINGS: Business Services: 10/11/2016, MBEST Oversight: 11/10/16, MBEST Executive: 11/16/2016, MBEST	WDB RETREAT: 12/7/16, TBD WDB MEETING: 12/7/2016
ADJOURNMENT:	
To request information, please contact the Monterey County Workforce Development Board (WDB) staff at (831) 796-6434 or visit our website at www.montereycountywdb.org .	
ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.	

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WDB Executive Director

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UNADOPTED

Monterey County Workforce Development Board

Marina Library, 190 Seaside Circle, Marina, CA

Wednesday, August 3, 2016

Members Present: Mary Ann Leffel (1st Vice-Chair), Paula Calvetti, Al Davis, Brian Turlington, Crescencio Diaz, Harvey Dadwal, Kimberly Schnader, Salvador Muñoz, Sandy Chamberlain, Dr. Walter Tribley, Wendy Brickman, Dr. Willard Lewallen and Yuko Duckworth

Members Absent: Erik Cushman, Aaron Oskolkoff, Andy Hartmann, Cesar Lara, Dave Potter, Jay Donato, Mimi Laurent, Larry Silva, Paul Farmer, Sherry Farson and Steve MacArthur

Staff Present: Joyce Aldrich, Marleen Bush, Flor Galvan and Ruben Trujillo

Others Present: Dick Bower

Call to Order/Introductions: Mrs. Leffel asked for introductions. The meeting was called to order at 8:40 a.m. and a quorum was established.

Changes to Agenda: Mrs. Aldrich reported that a revised Staff Report for Business Item #3 will be handed out.

Public Comment/Testimonial: None

Consent Calendar:

1. **Action: Approve minutes from June 1, 2016 meeting.**
2. **Action: Concur with the July 20, 2016 Executive 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 20, 2016 Executive Committee recommendation to accept a close out report on the number of local WIOA training placements and expenditures for PY 2015-16.**
4. **Action: Concur with the July 20, 2016 Executive Committee recommendation to approve the revised WDB Policy #2013-01 – Procurement Standards.**
5. **Action: Concur with the July 20, 2016 Executive Committee recommendation to approve an Agreement with the Monterey/Santa Cruz Counties Building & Construction Trades Council for the implementation of the Proposition 39 Pre-Apprenticeship Training and Placement Grant 2.0 and submit to County Board of Supervisors for approval.**
6. **Action: Concur with the July 20, 2016 Executive Committee recommendation that the standing Youth Committee function as an ad-hoc committee moving forward.**

Motion: Mr. Turlington motioned to accept the Consent Calendar as stated.

Second: Mr. Munoz

Abstention: Mr. Tribley and Mrs. Brickman

Approved by those in attendance

Discussion or Review of Business Calendar Action Items:

1. **Presentation: Resilient Monterey County Initiative.** Mr. Bower provided the board with information on the efforts of the Resilient Monterey County Partnership whose members include: PG&E, MST, MCBC, the Community Foundation for Monterey County, City of Seaside, City of Monterey, and County of Monterey. He reported that the efforts include reaching out to different sectors and finding out their needs so they can become successful at business continuity planning; providing threat & risk training to school districts; providing a half-day workshop on planning for organizations which will help Monterey County become more resilient in an economic or natural disaster.
2. **Action: Review and approve the FY 2016-17 Program Services budget for Adult, Dislocated Worker and Youth Programs.** Mr. Trujillo reported the programs services operations budget totals \$4,898,308; \$1,521,755 has been allocated to the Adult program which will serve 553 participants and \$1,968,446 to the Dislocated Worker program which will serve 370 participants. He reported the Youth program has been allocated \$1,408,107 to serve 225 participants. Ms. Leffel requested that board members encourage dislocated workers and veterans to reach out to the AJCC for services.

Motion: Mr. Tribley motioned to accept the action as stated.

Second: Mr. Davis

Approved unanimously by those in attendance

- 3. Action: Review and recommend Agreements with Rancho Cielo, Turning Point, and Office for Employment Training to provide case management of the AB 2060 Supervised Population grant implementation.** Mrs. Aldrich reported that the grant provides services to non-AB109 probationers (individuals on probation that did not spend time incarcerated). The Agreements state that each partner will serve 20 individuals that will be referred to them by Monterey County Probation Department depending on the partner's specialty.

Motion: Mr. Tribley motioned to accept the action as stated.

Second: Mr. Diaz

Approved unanimously by those in attendance

- 4. Action: Review and approve the Program Year 2015-16 close out program reports on Workforce Innovation and Opportunity Act (WIOA) Youth formula funds.** Mrs. Aldrich reported that the system expended the 82% requirement; and met 2 out of the 3 youth performance measures. The failure in literacy and/or numeracy gains is due in large part to out of school youth completing the pre-test and beginning the process but dropping off and not completing the post test which creates a negative in our numerators. She reported that Ms. Bush is working with both operators to obtain post test information which she can then post to the state system.

Motion: Mrs. Brickman motioned to accept the action as stated.

Second: Mr. Tribley

Approved unanimously by those in attendance

- 5. Action: Review and approve WDB Policy # 2016-01 on WIOA Youth Program Requirements.** Mrs. Aldrich reported that the policy provides the guidance and establishes the procedures regarding WIOA youth program that must be complied with as of July 1, 2016.

Motion: Mr. Munoz motioned to accept the action as stated.

Second: Mr. Tribley

Approved unanimously by those in attendance

- 6. Action: Recommend to participate in the Customer Centered Design challenge.** Mrs. Aldrich reported that the Customer Centered Design approach is an opportunity to look at things from a different perspective and putting employers in the center the hospitality career pathway. She stated that the team will continue to grow and develop the design. She stated that the team worked for 10 weeks working on the design and obtained interviews with persons in the tourism/hospitality industry sector to design a PowerPoint and Infographic providing information on the hospitality sector. The next project will focus on the agricultural industry.

Motion: Mr. Turlington motioned to accept the action as stated.

Second: Mr. Tribley

Approved unanimously by those in attendance

- 7. Receive an update on the Strategic Planning Retreat goals, actions and initiatives.** Mrs. Aldrich reported that OET staff has been testing participants in WorkKeys. She also reported that the WDB is required to submit a Business Plan, Annual Plan, and Regional Plan that aligns with our local and State Plans. She reported that she continues to present to Rotary's to present what the WDB system offers. She also reported that the WDB has been doing significant work with regional partners.

- 8. Discussion: Director's Report (Verbal)**

- **Meeting of the Minds Conference September 6-8th, 2016**
- **Regional Planning Unit Update**
- **Comprehensive One-Stop location update**

- 9. Action: Discuss and consider Workforce Development Board Retreat proposed for October 19, 2016.**

Motion: Mr. Tribley motioned to accept the action

Second: Mrs. Brickman

Approved unanimously by those in attendance

Adjournment: Mr. Cushman requested to adjourn the meeting at 9:51 a.m.

Motion: Mr. Tribley motioned to adjourn as requested.

Second: Mr. Munoz

Approved unanimously by those in attendance

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE SEPTEMBER 21, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE SUPPORTING HARTNELL COLLEGE'S MEASURE T, FACILITIES BOND MEASURE

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the September 21, 2016 Executive Committee's recommendation to approve supporting Hartnell College's Measure T, Facilities Bond Measure.

INFORMATION:

Hartnell College, founded in 1920, is one of the oldest educational institutions in California. Today, it provides excellent academic opportunities and job training right here in the Salinas Valley to nearly 17,000 local students of all ages each year. Hartnell College's accreditation was fully reaffirmed in June 2015 by the Accrediting Commission for Community and Junior Colleges (ACCJC).

Outdated and aging educational facilities need to be upgraded to meet the growing demand for STEM education (science, technology, engineering and math) and agriculture technology education. By providing new classrooms, science labs, and learning technology throughout the District, we ensure our students are prepared for 21st century success. In addition, we need to improve nursing facilities and programs to expand opportunities and better prepare skilled healthcare workers. To continue providing workforce training, we need to add and expand classrooms and labs on the Main Campus in Salinas, at the Alisal Campus in East Salinas, in South Monterey County and in North Monterey County to improve job skills, language literacy and digital literacy to prepare students for 21st century jobs.

To continue providing a quality higher education that prepares students for 21st century jobs, the Hartnell Community College District Board of Trustees is placing a \$167 million bond measure on the November 2016 ballot.

The projects that would be accomplished are as follows:

- Expand access to local higher education on the Main Campus in Salinas, at the Alisal Campus in East Salinas, in South Monterey County and in North Monterey County
- Add classrooms and labs for better paying job training, a skilled workforce and higher literacy rates
- Improve student access to computers and modern technology
- Improve nursing and skilled healthcare facilities and programs
- Expand access to agriculture, science, technology, engineering and math labs throughout the district
- Provide space for universities to offer four-year bachelor's degrees at Hartnell
- Expand facilities for serving military veterans

- Renovate and modernize outdated and aging classrooms, labs and student support facilities
- Make health, safety and handicapped accessibility improvements
- Make energy efficiency and sustainability improvements (e.g. solar energy, water conservation)

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE SEPTEMBER 21, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE AN AMENDMENT TO WDB AND PROGRAM SERVICES BUDGET FOR FY 2016-17 AND SUBMIT TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the September 21, 2016 Executive Committee's recommendation to approve an amendment to the WDB and Program Services staffing Budget for FY 2016-17 and submit to the Board of Supervisors for final approval.

DISCUSSION:

The FY 2016-17 WDB annual budgets was submitted on June 1, 2016 for review and approval by the Workforce Development Board. The budget allocates a total of \$2,295,642 as shown in the table below:

WDB Budget	2015-16 Approved Budget	2016-17 Approved Budget
1. Salaries & Benefits	\$792,039	\$1,048,412
2. Conference/Travel/Meals	\$19,900	\$37,802
3. Memberships (CWA/NAWB/Chambers)	\$15,000	\$17,000
4. Services and Supplies	\$52,825	\$797,749
5. Operating Costs (Facility)		\$394,679
Total	\$879,764	\$2,295,642

As defined in the original budget request the following changes required an increase in the WDB budget:

Salaries & Benefits:	\$256,373 salary reallocating funding WDB for Business Services Specialists (2) Accountant I augmented to WDB position list (underfilled with Accounting Technical Temporary Help due to budget constraints)
Services and Supplies:	Youth Ambassador's for Peace Project Moving telecom charges for AJCC's
Operating Costs:	WDB accepting full responsibility for the Lease/utilities costs of the Comprehensive and Satellite AJCC centers.

The FY 2016-2017 Program Services budget came before the WDB on August 3, 2016 for review and approval allocating a total of \$4,898,308 in new and carry-in WIOA Adult, Dislocated Worker, and Youth funding to the Monterey County Office for Employment Training (OET) for services. Budget and service details are provided below:

ADULT AND DISLOCATED WORKER PROGRAMS

FUNDS:	Adult	Dislocated Worker
FY 16-17 funds	\$1,373,547	\$1,622,623
FY 15-16 Carry-In funds	\$148,208,	\$345,823
Total Budget	\$1,521,755	\$1,968,446
ENROLLMENTS:	Adult	Dislocated Worker
Carry-In Enrollments	220	70
New Enrollments	333	300
<ul style="list-style-type: none"> 60% of total new enrollments will be completed by January 30, 2017. 100% of new enrollments will be completed by April 30, 2017. 	200	180
Total Enrollments	553	370
TRAINING:	Adult	Dislocated Worker
Total Training Enrollments	104	132
Total Training Contract Amount (includes supportive services)	\$586,252	\$640,342
SB-734 Expenditure Requirement	\$466,815	\$596,417

YOUTH PROGRAM

FUNDS:	Youth
FY 16-17 funds	\$1,221,599
FY 15-16 Carry-in funds	\$186,509
Total Youth Budget	\$1,408,107
ENROLLMENTS	
Carry-In Enrollments	95
New Enrollments:	130
<ul style="list-style-type: none"> 60% of total new enrollments will be completed by January 30, 2017. 100% of new enrollments will be completed by April 30, 2017. 	68
Total Enrollments	225
WORK EXPERIENCE:	
Total Work Experience Enrollments	65 Youth
Total Work Experience Allocation	305,911

CURRENT REQUEST FOR CHANGES TO ORIGINAL BUDGET FOR WDB AND PROGRAM SERVICES:

Due to the required responsibilities of the Management Information Systems and WIOA legislative requirements the Workforce Development Board must have the MIS classification within its staff support to the System. According to the EDD Information Notice of May 2, 2014, WSIN 13-63, MIS Administrators have Administrative level privileges to create and manage CalJOBS staff accounts. It is appropriate that the WDB staff as oversight to the system ensure the Administration is overseen by WDB staff.

Currently, the Program Services Budget has the allocation of the MIS Administrator. That position will be moved over the WDB and underfill the vacant MA III position (vacated earlier in the year without a new hire being found to date).

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: CONCUR WITH THE SEPTEMBER 21, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE AMENDMENTS TO THE BYLAWS AND FORWARD TO THE BOARD OF SUPERVISORS FOR FINAL APPROVAL

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the September 21, 2016 Executive Committee's recommendation to approve amendments to the Bylaws to incorporate Workforce Innovation and Opportunity Act (WIOA) Final Rule language and forward to the Board of Supervisors for final approval.

INFORMATION:

On April 16, 2015, the Department of Labor published the Workforce Innovation and Opportunity Act; Notice of Proposed Rulemaking (NPRM) that requires changes to the WDB Bylaws. Additionally, On August 19, 2016, the Final Rule of the Workforce Innovation and Opportunity Act came out with additional change to be considered by the local WDB.

The proposed Bylaw amendments are intended to help improve the operations of the local board to be more agile, increase board member participation, improve board functionality, provide additional responsibilities to help achieve its strategic workforce vision and goals at a local and regional level, and help ensure that the public is informed about the overall operation of the board.

Specifically, the proposed amendments to the Monterey County WDB Bylaws include:

- Updating citations as appropriate to WIOA and Final Rule;
- Changing the term of the Officers to coincide with the term of membership (3 years versus 2 years);
- Changing the requirement of a Standing Youth Committee to a Youth Ad-hoc Committee;
- Designating the existing Youth Committee as an Ad-hoc Committee so youth strategies and initiatives can move forward and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth;
- Designating Youth initiatives and oversight to Oversight Committee

ATTACHMENTS:

WDB Bylaws handout

BYLAWS of the MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD

Approved by the Monterey County Board of Supervisors on June 23, 2015, amended and restated on _____.

The State of California, pursuant to section 107 of the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA), has designated the Monterey County Workforce Development Board as the entity responsible for setting policy and for the direction and oversight of employment and training programs at the local level, and provides funding thereto.

Federal and State rules and regulations provide for WIOA program activities and require the Monterey County Board of Supervisors, as Chief Elected Official for the Monterey County Workforce Development Area, to appoint a local Workforce Development Board.

ARTICLE I. NAME

The name of the local Board shall be the Monterey County Workforce Development Board, hereinafter referred to as "MCWDB".

ARTICLE II. LEGAL AUTHORITY OF THE BOARD

The MCWDB is organized in accordance with the Federal Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as "WIOA".

ARTICLE III. AREA SERVED

The geographical region to be served by the MCWDB shall be the County of Monterey and the labor market areas contained therein.

ARTICLE IV. DUTIES & METHODS OF THE BOARD

Section 1. Duties

- A. The MCWDB shall be established to assist the Chief Elected Official, Monterey County Board of Supervisors, hereinafter referred to as "BOS", in strategic planning, oversight, and evaluation of the local workforce development area, and shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance measures.
- B. Duties of the MCWDB shall be in accordance with the WIOA including, but not limited to:
 - 1. In partnership with the BOS, develop a local workforce development area plan;
 - 2. As part of the Central Coast planning region that includes other local workforce development areas, collaborate with other local boards and chief elected officials in preparation and submission of a regional plan as described in WIOA section 106(c)(2);
 - 3. Negotiate local performance measures with the BOS and the Governor;
 - 4. Subject to the approval of the BOS, develop a budget for the activities of the MCWDB, consistent with the local workforce development plan and the duties of the MCWDB under WIOA section 107;
 - 5. Conduct oversight, in partnership with the BOS, of the use and management of funds, including ensuring the appropriate management and investment of funds to maximize performance outcomes under WIOA section 116;
 - 6. Negotiate with the BOS and required partners on the methods for funding the infrastructure costs of One-Stop Career Center(s) in the local workforce development area in accordance with Title 20 of the Code of Federal Regulations, section 679.370(k);
 - 7. Using a competitive procurement process, select the One-Stop Operator(s) of the local America's Job Center of California delivery system, in accordance with WIOA section 121(d)(2)(A);

8. With agreement of the BOS and the Governor, the MCWDB may act as a provider of career services, in accordance with WIOA sections 107(g)(2) and 134(c)(2);
9. Using a competitive procurement process, choose to award grants or contracts to youth service providers; in accordance with WIOA section 123(a);
10. Conduct oversight of local WIOA programs;
11. Review and accept applications from training providers to be listed on the Eligible Training Providers List (ETPL);
12. Conduct research and regional labor market analysis;
13. Carry out analyses of the economic conditions in the Central Coast planning region;
14. Assist the Governor in developing the statewide workforce and labor market information system; specifically in the collection, analysis, and utilization of workforce and labor market information for the Central Coast planning region;
15. Conduct other research, data collection, and analysis related to the workforce needs of the regional economy, after receiving input from a wide array of stakeholders who are determined to be necessary to carry out MCWDB functions;
16. In collaboration with secondary and postsecondary education programs, lead efforts in the local workforce development area to develop and implement career pathways within the local workforce development area;
17. Promote the participation of private-sector employers in WIOA programs in the local workforce development area and the Central Coast planning region;
18. Lead efforts to engage with a diverse range of employers and economic development entities, including coordination with BOS economic development strategies;
19. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job seekers; and,
20. Conduct other duties and obligations as may be required by the State of California, the U.S. Department of Labor, and WIOA and associated rules and regulations, for the implementation of WIOA and to achieve the goals stated in these by laws.

Section 2. Methods

The MCWDB shall perform all duties in accordance with these methods:

- A. *Convener* – Bring together business, labor, education, and economic development entities to focus on community workforce issues.
- B. *Workforce Analyst* – Develop, disseminate and understand current local and regional labor market and economic information and trends.
- C. *Broker* – Bring together systems to solve common problems, or broker new relationships with businesses and workers.
- D. *Community Voice* – Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.
- E. *Capacity Builder* – Enhance the local workforce development areas and Central Coast planning region's ability to meet the workforce needs of local employers.

ARTICLE V. STAFFING AND SUPPORT

- A. Staffing and support of the MCWDB shall be provided by the Monterey County BOS through a designated County Department.
- B. MCWDB staff shall include an Executive Director and such staff as is necessary to support the activities of the MCWDB. The MCWDB Executive Director shall serve as a non-voting member of the MCWDB Executive Committee and will regularly attend meetings of the MCWDB and its committees.

- C. Under the direction of the MCWDB Executive Director, the MCWDB staff will work on implementation of the policies, goals and activities of the MCWDB. Under the direction of the MCWDB Executive Director, MCWDB staff shall make regular reports to the MCWDB on implementation of WIOA and other MCWDB programs. Under the Direction of the MCWDB Director, MCWDB staff shall be responsible for preparing and distributing agendas for all public meetings.
- D. Under the direction of the MCWDB Executive Director, the MCWDB staff shall maintain an official MCWDB membership list, attendance records, a record of all actions of the MCWDB, and minutes of all MCWDB public meetings and other documents pertaining to the MCWDB and its committees.
- E. MCWDB staff shall ensure the MCWDB and its committees operate in a transparent manner, in accordance with WIOA section 107(e).

ARTICLE VI. MEMBERSHIP

Section 1. Composition

The BOS shall ensure the membership of the MCWDB conforms to all requirements of the WIOA section 107(b), including, but not limited to:

- A. *Business Representatives* – The majority (at least 51%) of MCWDB membership must be representatives of business in the local area. The business representatives shall include owners of businesses, chief executives or operating officers of business or other business executives, including small businesses, business organizations, or human resources executives with optimum policy-making or hiring authority that provide employment opportunities in in-demand sectors or occupations as defined in WIOA section 3(23). At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration. Efforts will be made to include broad representation of businesses throughout the County, consisting of both large and small employers.
- B. *Local Educational Entity* – At least one (1) eligible training provider administering adult education and literacy activities under WIOA title II; and at least one (1) representative from an institution of higher education providing workforce investment activities, including community colleges.
- C. *Labor Organizations* – At least twenty percent (20%) of MCWDB members must be representatives of labor organizations nominated by local labor federations, including joint-labor management registered apprenticeship programs, or where they do not exist in the local area, employee representatives. At least two (2) members or more must represent labor organizations; and one (1) member or more must represent a joint-labor management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
- D. *Community-Based Organization* – At least one (1) member must represent a community-based organization that has demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- E. *Economic and Community Development Entities* – At least one (1) member must represent an economic development agency, including private sector economic development entities and/or Small Business Development Centers.
- F. *Wagner-Peyser* – At least one (1) member must represent the State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the Monterey County local workforce development area.
- G. *Rehabilitation* – At least one (1) member must represent programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.

- H. The membership of the local MCWDB may include individuals or representatives of other appropriate entities in the local area that have optimum policy-making authority within the entities they represent, including:
 - a. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
 - b. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
 - c. Philanthropic organizations serving the local area; and
 - d. Other appropriate individuals as determined by the chief elected official.

Section 2. Appointments

- A. Members of the MCWDB shall be appointed by the BOS.
- B. The BOS shall ensure that the membership and appointment of MCWDB members are in accordance with WIOA and applicable State criteria.
- C. The composition of the MCWDB shall be subject to certification by the Governor.
- D. Members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the BOS.
- E. MCWDB representatives, except institutional members (i.e., Job Center or One-Stop Partners) shall serve as individuals and may designate alternates/proxies when a member is unable to attend a meeting, consistent with the alternate or proxy process established by the Governor for the state Workforce Development Board pursuant to WIOA requirements at Code of Federal Regulations § 679.110(d)(4). The use of technology such as phone and web-based meetings may be used to ensure members actively participate in meetings, consistent with the requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963.

Section 3. Term

- A. The term of each MCWDB representative shall be three (3) years, upon which time consideration for reappointment shall occur. The terms of all representatives may be staggered at the discretion of the BOS.
- B. There shall be no term limits.
- C. Members who are no longer actively involved in the work of his/her membership category within the County of Monterey shall be required to resign from his/her MCWDB seat.
- D. Members shall immediately inform the MCWDB of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the MCWDB.

Section 4. Recruitments and Nominations

- A. In the event of a vacancy, the MCWDB Executive Committee is responsible for maintaining the required composition of the MCWDB, as stated in these bylaws. A vacancy may not necessarily be filled if the required composition of the MCWDB can be maintained without filling the vacancy.
- B. The MCWDB shall solicit and accept nominations for MCWDB membership in accordance with representation as needed and shall also comply with the Maddy Act, California Government Code 54970—54974, regarding the announcement of opportunities to serve.
- C. All nominees shall be required to submit a membership application.
- D. Any qualified community member may nominate him/herself for appointment to the MCWDB by submitting a membership application to the MCWDB Executive Director.

- E. Nominations shall be reviewed by the MCWDB Executive Committee to ensure that nominees meet the membership criteria as stated in these bylaws and WIOA, as amended from time to time. If a nomination is approved by the Executive Committee, the Executive Committee shall bring the nomination to the full MCWDB for consideration.
- F. The recommendation for appointment of a new member shall require a two-thirds affirmative vote of MCWDB members present at a regularly scheduled meeting at which a quorum has been established.
- G. The recommendation of the full MCWDB shall be forwarded to the BOS for action on the recommendation for appointment. If, for any reason, no recommendation for appointment is made within three (3) months of the date of a vacancy, the MCWDB shall inform the BOS of that fact.

Section 5. Vacancies

- A. A vacancy on the MCWDB shall exist on the occurrence of noncompliance with applicable Federal and State regulations, or change in employment status from active employment in the classification that served as the basis for the appointment or other change in membership category.
- B. Vacancies will not necessarily be filled by individuals from a like organization; industry, employer, or association so long as the required membership composition is maintained.

Section 6. Resignations

- A. Any member may resign by providing written or oral notice to the MCWDB Chair and/or MCWDB Executive Director.
- B. The MCWDB Executive Director shall provide written notice of all resignations to the MCWDB and BOS.
- C. MCWDB staff shall record attendance and absence at MCWDB meetings. Members should notify MCWDB staff if circumstances prevent their attendance at any meeting. A member may be deemed to have resigned from his/her position on the MCWDB if the member has had three (3) consecutive absences from regularly scheduled meetings of the MCWDB and assigned committee meetings, or if the member misses sixty (60%) of MCWDB meetings in any program year (July-June).
- D. In the event a member exceeds the number of absences described above, the MCWDB Executive Director shall act on behalf of the MCWDB to determine cause of such absences, and shall provide the MCWDB with a report regarding the member's absences to the MCWDB. The MCWDB shall consider whether the member should be deemed to have resigned from his/her position on the MCWDB. The member in question shall be afforded the opportunity to address the MCWDB concerning his or her absences.

Section 7. Removal

- A. A MCWDB member may be removed from the MCWDB if the member's conduct or action, in his/her capacity as a member or personal/professional dealings, is having or will have a severe detrimental effect on the ability of the MCWDB to conduct its business.
- B. Procedures for Removal by MCWDB:
 - 1. A removal shall be proposed and discussed at an Executive Committee meeting called for that purpose;
 - 2. The recommendation for removal from the Executive Committee shall be brought before the full MCWDB for discussion and vote;
 - 3. The member whose removal is being considered shall be invited to present reason(s) why his/her removal should be reconsidered at both the Executive Committee and full MCWDB meeting;
 - 4. Removal from the MCWDB shall require a two-thirds majority and affirmative vote of the MCWDB at a regularly scheduled meeting, at which a quorum has been established; and
 - 5. The MCWDB shall forward the recommendation for removal to the BOS for approval.
- C. Procedures for Removal by BOS:

1. A removal is proposed and discussed at a BOS public meeting;
2. The recommendation for removal shall be brought before the full BOS for discussion and vote;
3. The member whose removal is being considered shall be invited to present reason(s) why he/she should not be removed; and
4. Removal from the MCWDB shall require a two-thirds majority and affirmative vote of the BOS at a regularly scheduled public meeting, at which a quorum has been established.

Section 8. Size

- A. The membership size of the MCWDB shall be that which is required by the WIOA, and to fulfill the duties of the MCWDB.
- B. An individual may serve as a representative of more than one membership category so long as adequate justification for his/her expertise in each area is established and so long as he/she meets all the criteria for representation in accordance with WIOA. No matter how many membership categories an individual represents, he/she is only entitled to one vote and may only be counted as a single member of the MCWDB.

ARTICLE VII. OFFICERS AND THEIR ELECTIONS

Section 1. Officers

- A. The officers of the MCWDB shall be Chair, Vice Chair, and Second Vice Chair.
- B. There shall be elected one (1) individual to serve in each designated office.
- C. The Chair of the MCWDB shall be elected by the MCWDB from among the Business representatives. The remainder of the MCWDB officers may be elected from any of the representative groups.

Section 2. Election of Officers

The MCWDB shall elect officers in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term of elected officers shall commence on the first subsequent meeting thereafter.

Section 3. Term of Officers

- A. The term of each officer shall be three (3) years.
- B. There shall be no term limits for officers.
- C. An officer shall serve his or her term until a successor is elected or until death, resignation or removal from office for cause.
- D. An officer vacancy shall be filled by vote at a subsequent full MCWDB meeting.
- E. An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy s/he is selected to fill.

Section 4. Duties of Officers

- A. *Chair.* The MCWDB Chair shall:
 1. Represent the MCWDB to the BOS and the general public;
 2. Preside over all regular and special meetings of the MCWDB;
 3. Serve as Chair of the Executive Committee of the MCWDB;
 4. Prepare the agenda for MCWDB meetings in consultation with the MCWDB Executive Director;

5. Appoint all committee Chairs and committee members, in consultation with the MCWDB Executive Director; and
 6. Assign and delegate such responsibilities from time to time.
- B. *Vice Chair*. The MCWDB Vice Chair shall:
1. In the absence of the MCWDB Chair, perform all the duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities from time to time.
- C. *Second Vice Chair*. The MCWDB Second Vice Chair shall:
1. In the absence of the MCWDB Chair and MCWDB Vice Chair, perform all duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities from time to time.

Section 5. Removal of Officers

The removal of an officer shall require a two-thirds majority vote of the MCWDB and shall conform to the procedures for member removal as outlined in these bylaws.

ARTICLE VIII. MEETINGS

Section 1. Public Meetings

- A. All meetings of the MCWDB and its committees shall be called and conducted in conformity with the provisions of the Brown Act.
- B. Robert's Rules of Order, Newly Revised, shall govern MCWDB meetings in all cases in which they are applicable and to the extent in which they are not in conflict with these bylaws and other applicable law.
- C. Regular meetings of the MCWDB and its standing and/or ad hoc committees shall be published annually in June for the period of July 1st to June 30th of the coming program year.
- D. Special meetings of the MCWDB may be called at any time by any officer of the MCWDB for any purpose in accordance with the Brown Act.
- E. Notice of the time and place of special meetings shall be provided to each member and the public in accordance with the Brown Act.
- F. The presiding officer of a meeting, at his/her discretion, may adjourn any meeting, whether a quorum has been established or not, to another time and place. The same meeting may not be adjourned more than once.

Section 2. Quorum

- A. A simple majority of appointed members shall constitute a quorum for the transaction of business at all MCWDB and designated standing committee meetings.
- B. A meeting at which a quorum is initially established may not continue to transact business or to discuss business if the quorum is not maintained due to the withdrawal or departure of members.

Section 3. Voting

- A. Each member of the MCWDB shall be entitled to one vote on an action.
- B. Local MCWDB members must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member's immediate family, in accordance with 2 CFR 200.318.
- C. Action brought before the MCWDB shall be resolved by a vote of a simple majority of the members present, provided a quorum is present.

- D. At the request of any member, or upon the discretion of the Chair, a roll-call or ballot vote may be requested for any action of the MCWDB. The recording of votes shall be in accordance with the Brown Act.

ARTICLE IX. COMMITTEES

Section 1. General

- A. All standing committees established under the MCWDB shall conform to the bylaws of the full MCWDB.
- B. All actions of MCWDB standing committees and workgroups are advisory to the MCWDB.
- C. Chairs of the MCWDB standing committees, in consultation with the MCWDB Executive Director, shall prepare the agenda for standing committee meetings.
- D. Members who are designated as a America's Job Center of California or One-Stop Career Center Operator shall not serve on any standing committee that deals with the oversight of the Job Center or One-Stop system or allocation of resources that would potentially be allocated to that member's program or might otherwise be the basis of a conflict of interest, as outlined in these bylaws in Article X.

Section 2. Standing Committees

- A. There shall be established **three** standing committees of the MCWDB to include the Executive Committee, the Oversight Committee, and the Business Services Committee.
- B. To the extent possible, standing committees shall be comprised of the required MCWDB representative categories as specified in WIOA and must be chaired by a member of the MCWDB.
- C. The term of the Chair of any standing committee shall be for three (3) years, concurrent with the term of the Chair of the MCWDB.

Section 3. Executive Committee

- A. The Executive Committee shall be comprised of the following MCWDB members: Chair, Vice Chair, Second Vice Chair, Immediate Past Chair, the Chair of any other standing committee, and at least one non-MCWDB member appointed at the discretion of the MCWDB Chair.
- B. The MCWDB Chair shall serve as Chair of the Executive Committee.
- C. Responsibilities of the Executive Committee shall include:
 - 1. Report upon all action taken by the Executive Committee to the full MCWDB at regularly scheduled MCWDB meetings;
 - (a) Emergency actions and all other actions taken by the Executive Committee without the prior approval of the full MCWDB are conditional and subject to either ratification or rescission by the full MCWDB at the first meeting following the emergency or action.
 - 2. Make recommendations for membership to the MCWDB in compliance with membership requirements as specified in WIOA;
 - 3. Determine responsibilities of all standing committees and workgroups and review work plans of such bodies;
 - 4. Review the attendance of MCWDB and standing committee members and make recommendations for removal of a member as outlined in Article VI. Membership, Section 7 of these bylaws; and
 - 5. Perform other duties as the MCWDB may deem necessary.

Section 4. Oversight Committee

- A. An Oversight Committee shall be established and composed of MCWDB members as recommended by the MCWDB Chair.
- B. Responsibilities of the Oversight Committee shall include:

1. Conduct monitoring and evaluation of services, activities and grants or contracts, including the America's Job Center of California or One-Stop Career Center(s), funded by the WIOA or otherwise and awarded by the MCWDB, as related to all Adult, Dislocated Worker, Youth, and Rapid Response Programs;
2. Inform, assist, and make recommendations to the Executive Committee and the full MCWDB on developing and overseeing the delivery of career services through comprehensive Adult, Dislocated Worker, and Youth Programs and other WIOA programs, to review and make recommendations regarding youth initiatives, and to assist with the selection of eligible providers for these programs; and
3. Report back to the full MCWDB on issues, as directed by the full MCWDB.

Section 5. Business Services Committee

- A. A Business Services Committee shall be established and composed of MCWDB members as recommended by the MCWDB Chair.
- B. Responsibilities of the Business Services Committee shall include:
 1. Develop and make recommendations for the Business Service Plan to the BOS in an effort to increase employer engagement in the activities of the MCWDB;
 2. Submit the Business Services Plan along with the local workforce development and regional Strategic Plan to the State of California Workforce Development Board (CWDB);
 3. Conduct Labor Market Intelligence (LMI) Analysis;
 4. Provide oversight of Rapid Response Program services;
 5. Champion the Certified Work Ready Communities (CWRC) Initiative – WorkKeys; and
 6. Report back to the full MCWDB on issues, as directed by the full MCWDB on a bi-annual basis.

Section 6. Other Committees

- A. The MCWDB Chair may from time to time establish other standing or ad hoc committees or workgroups to assist the MCWDB in carrying out its duties or current work, by appointing a MCWDB member as Chair of that ad hoc committee or workgroup.
- B. Workgroups may include individuals who are not appointed to the MCWDB so long as the individual has expertise in the topic/task of the workgroup.
- C. The MCWDB Chair and chair of the standing committee shall be responsible for appointing members of the respective committee, including MCWDB members and other interested stakeholders, as appropriate.

ARTICLE X. CONFLICT OF INTEREST, ETHICS & ECONOMIC INTERESTS

Section 1. Conflict of Interest

- A. Members of the MCWDB shall comply with applicable Conflict of Interest laws, including but not limited to, the Political Reform Act (Government Code, Section 81000, et seq.), the regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Section 181000, et seq.), California Government Code Section 1090, et seq., as well as the applicable Conflict of Interest Code approved by the BOS and any amendments thereto.
- B. A conflict of interest exists if it is reasonably foreseeable that the outcome of participating in a governmental decision will have a material impact on a MCWDB member's economic interest which is distinguishable from the public generally.
- C. Participation in a governmental decision includes voting on a matter (including recommendations), appointing a person, obligating or committing the MCWDB to a course of action, negotiating agreements, influencing a decision and otherwise exercising judgment in making a decision.

- D. Each member is responsible for determining whether any potential or actual conflict of interest exists or arises for him/herself during his/her tenure on the MCWDB and/or standing committee.
- E. Any member with a potential or actual conflict of interest shall comply with applicable law, including requirements for public disclosure and recusal.

Section 2. Ethics Training

Each member shall receive training in ethics in accordance with MCWDB written policies and guidelines and applicable Federal or State law and regulations.

Section 3. Economic Interest

The Political Reform Act (Gov. Code sections 81000 et seq.) requires MCWDB members and others associated with the MCWDB to file a Statement of Economic Interest (Form 700) annually, for the purpose of publicly disclosing personal assets and income within certain limits. MCWDB members and others associated with the MCWDB shall file Form 700 in accordance with the Political Reform Act and the applicable Conflict of Interest Code. MCWDB members and staff must disqualify themselves from participating in decisions which may affect their personal economic interest.

ARTICLE XI. AMENDMENTS

- A. Amendments to these bylaws may be made at any regularly scheduled meeting of the MCWDB, provided the amendment has been submitted in writing at the previous regular meeting or at least seven (7) days in advance of the meeting at which the amendments will be presented for action.
- B. Amendments require an affirmative vote of the majority of the membership present at a meeting where a quorum is present.
- C. Amendments to these bylaws shall be reviewed and approved by the Monterey County Counsel prior to the approval of the MCWDB.
- D. Amendments to these bylaws require approval of the BOS.

ARTICLE XII. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

ARTICLE XIII. ENACTMENT

These bylaws shall become effective upon adoption by a majority vote of the MCWDB and approval of the BOS, and shall remain in effect until dissolution of the MCWDB.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: NICK CHIULOS, ASSISTANT CHIEF ADMINISTRATIVE OFFICER

SUBJECT: CONCUR WITH THE SEPTEMBER 21, 2016 EXECUTIVE COMMITTEE'S RECOMMENDATION TO APPROVE STAFF GOING OUT TO RFQ FOR TECHNICAL ASSISTANCE TO DEVELOP SCOPE OF WORK FOR ONE-STOP OPERATOR RFP AND YOUTH PROGRAM SERVICES RFP AND SUBMIT TO THE COUNTY ADMINISTRATIVE OFFICE TO CONTRACT WITH ENTITY FOR SUCH TECHNICAL ASSISTANCE.

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the September 21, 2016 Executive Committee's recommendation to approve staff going out to RFQ for Technical Assistance to develop Scope of Work for One-Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance.

BACKGROUND:

The Monterey County Workforce Development Board is required to go out to RFP for One-Stop Operator and Youth Program Services based on DOL Final Regulations and legal interpretation from County Counsel.

In order to ensure there is no perceived conflict of interest, the WDB staff will not participate in the development of the scope of work, rating and ranking criteria, or review panel selection. The County Administrative Office will work directly with a Consultant to provide Technical Assistance to provide the scope of work based on the Consultant meeting with the WDB Executive Committee, Assistant County Administrative Officer, and Monterey County Contracts/Purchasing.

In advance of hiring an individual, the WDB staff will send out a Request for Qualifications to Consultants across the State to obtain bids as required under procurement laws of WIOA, OMB Circular, and county procurement policies/procedures.

Upon receipt of the RFQ responses, the CAO's office will contract with the most qualified entity for services. The amount may not exceed \$30,000 for both the One-Stop Operator and Youth Program Services Scope of Work, rating and ranking criteria, and review panel selection.

Please see attachment 5a for Draft Request for Qualifications and Work Plan.

**Monterey County Workforce Development Board (WDB)
Workforce Innovation and Opportunity Act (WIOA) Procurement
Request for Qualification**

DATE: September 15, 2016

SUBJECT: Technical Assistance for Development of Request for Proposals (RFP) Scope of Work for WIOA Title I Youth Program Services and the One-Stop Operator

SUMMARY:

1. Work plan outlining your approach and costs to provide technical assistance to develop the RFP scope of work for WIOA Title I Youth Program Services and the One-Stop Operator. The work plan should include the following key elements:
 - a. Development of scope of work for WIOA Title I Youth Program Services, with a focus on serving out of school youth, and encompassing the 14 youth program elements with emphasis on placing youth in work experience in the local area priority industry sectors. (All 14 youth program elements must be made available to all eligible youth participants in the local area, although individual youth participants need not participate in all elements if certain services are already accessible for all eligible youth in the local area.);
 - b. Provide technical assistance on the One-Stop Operator procurement under WIOA; and
 - c. Development of scope of work for the One-Stop Operator to include who may be an operator, conflict of interest considerations, role and responsibilities, additional functions that may be considered by the operator during and after the procurement process; and functions the operator may not perform.
2. Unique qualifications;
3. Total funding available is \$30,000. Describe in detail the cost structure to include, but not limited to, hourly rate, costs of services and the resulting all inclusive maximum fee for which the proposed work will be done. Services will start on [redacted] and end on [redacted].

Business Name: _____

Mailing Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____

Email: _____

Please respond via email by [redacted] pm on [redacted], 2016.
Attention: Nick Chiulos, Assistant CAO, chiulosn@co.monterey.ca.us

Monterey County Administrative Office
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
(831) 755-5145

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: RECEIVE A PRESENTATION ON JW RESEARCH ASSET MAPPING
DATE: OCTOBER 5, 2016

INFORMATION:

At the Workforce Development Board meeting, Josh Williams of BW Research, Inc., plans to give a presentation on the Community Asset Mapping inventory on the workforce development and supportive services assets operating in Monterey County; how he geographically mapped those assets in relationship to one another; the map of growth/replacement employment opportunities in identified priority clusters; and the map of transit options which service growth/replacement employment opportunities in our area.

BACKGROUND:

In July 2013, on behalf of the Monterey County Board of Supervisors, the Monterey County EDD/WDB submitted its local five-year strategic plan to the California Workforce Investment Board (CWIB). Within that plan was an identified strategy to develop a survey to assess the workforce needs of business and industry. Since then, the Monterey County EDD/WDB has expressed interest for a needs assessment and opportunity scan of community assets, resources, and programs in the county. As a result, on June 1, 2015 the Monterey County EDD/WDB released a Request for Quote to elicit outside expertise to shape understanding of local and regional opportunities. That understanding will be used to create new service delivery structures throughout the County that adhere to workforce development strategies; to eliminate duplicative services; and to identify resources that better leverage existing services through a braided funding approach.

DISCUSSION:

The Request for Quotes released on June 1, 2015 read as follows:

“The Monterey County EDD/WDB currently has a comprehensive America’s Job Center of California (Job Center) located in Salinas, California and two satellite Job Centers in Seaside and King City, California. In order to achieve a more sustainable and effective workforce development delivery system, it is imperative to understand where both public and private investments are located within the county and how that investment is responsive to the most pressing labor market needs. The Monterey County EDD/WDB seeks a contractor to:

- Inventory the total scope of workforce development and supportive services assets (exclusive of training providers) operating in Monterey County; and
- Geographically map those assets in relationship to one another; map growth/replacement employment opportunities in identified priority clusters; and map transit options which service growth/replacement employment opportunities.

The ultimate goals of the effort were to enable the Monterey County EDD/WDB (1) to more effectively link, align, and leverage services to businesses and job seeker customers and (2) to help key stakeholders, including business, economic development, education, community-based organizations, and labor, unite around common strategies.”

APPROVED PROPOSAL:

For Community Asset Mapping and Environmental Scan services, the selection committee recommended funding BW Research Partnership to provide an inventory of the total scope of workforce development and supportive services assets operating in Monterey County; and to geographically map those assets in relationship to one another; map growth/replacement employment opportunities in identified priority clusters; and map transit options which service growth/replacement employment opportunities. Of the four proposals received, BW Research is a full service consulting and research firm specializing in workforce and economic research for public entities, including workforce investment boards, economic development agencies, cities, counties and educational institutions. BW Research has provided asset mapping and other services to two of our four county collaborative partners in the past.

BW Research weaved together information from multiple data sources to create an in-depth picture of workforce opportunities that will be presented at the October 5, 2016 Board meeting.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: RECOMMEND AND APPROVE THE REAPPOINTMENTS OF SEVERAL BOARD MEMBERS TO THE WORKFORCE DEVELOPMENT BOARD

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board recommend and approve the reappointment of the following WDB board members that have expressed their desire to continue on the Board:

- Mimi Laurent, representing Department of Rehabilitation
- Salvador Muñoz, representing Business
- Brian Turlington, representing Business

The reappointments will be forwarded to the Monterey County Board of Supervisors (BOS) for final appointment.

SUMMARY:

The WDB bylaws state that the term of membership for all Workforce Development Board members shall be three years. The three year term limit was enacted with the approval of the original WIB bylaws by the Board of Supervisors on May 29, 2001.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: RECOMMEND AND APPROVE THE RESIGNATION OF AARON OSKOLKOFF, REPRESENTING BUSINESS AND PAUL FARMER, REPRESENTING BUSINESS FROM THE WORKFORCE DEVELOPMENT BOARD

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board recommend and approve the resignation of

- Aaron Oskolkoff, representing Business
- Paul Farmer, representing Business

INFORMATION:

Mr. Oskolkoff, recently left his employment with CVS Pharmacy, and stated his regret to removed from the Board but expressed his enjoyment of serving on the Youth Committee and Board.

In August, 2016, WDB staff received notification from Mr. Farmer that because of an abundance of work commitments he would be unable to continue on the Board but is appreciative of his participation and service on the Board.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND APPROVE PROPOSED NEW ELIGIBLE TRAINING PROVIDER LIST MASTER AGREEMENT WITH SALINAS BEAUTY COLLEGE

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board review and approve proposed new Eligible Training Provider List Master Agreement with Salinas Beauty College.

INFORMATION:

In accordance with the Eligible Training Provider List (ETPL) policy and procedures, local boards are responsible for accepting applications from training providers to be listed on the ETPL.

Local boards must also have agreements with approved training providers that include provisions requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the local board or the State.

Salinas Beauty College has received approval to operate by the Bureau for Private Postsecondary Education (BPPE) and meets all the minimum requirements in order to business with the Monterey County WDB.

This recommendation requests approval to enter into a Master Agreement between the WDB and Salinas Beauty College.

ATTACHMENT:

Salinas Beauty College BPPE approved program



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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School Detail

System Last Updated:9/26/2016

School Name: SALINAS BEAUTY COLLEGE, INC.	Telephone: 831 422-7761
School Code: 2700221	County: Monterey
Mailing Address: 916 S. Main Street Salinas, CA 93901	Physical Address: 916 S. Main Street Salinas, Ca 93901

CURRENTLY APPROVED PROGRAMS:

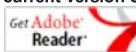
(If no programs are listed below, please contact the school for a current catalog of BPPE-approved programs.)

COSMETOLOGY



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MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND APPROVE PROPOSED NEW ELIGIBLE TRAINING PROVIDER LIST MASTER AGREEMENT WITH CALIFORNIA STATE UNIVERSITY MONTEREY BAY (CSUMB)

DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board review and approve proposed new Eligible Training Provider List Master Agreement with California State University Monterey Bay (CSUMB).

INFORMATION:

In accordance with the Eligible Training Provider List (ETPL) policy and procedures, local boards are responsible for accepting applications from training providers to be listed on the ETPL.

Local boards must also have agreements with approved training providers that include provisions requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the local board or the State.

CSUMB has received accreditation by the Western Association of Schools and Colleges and meets all the minimum requirements in order to do business with the Monterey County WDB.

This recommendation requests approval to enter into a Master Agreement between the WDB and CSUMB.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND CONSIDER MOVING ONE BUSINESS REPRESENTATIVE TO ECONOMIC DEVELOPMENT REPRESENTATIVE SLOT

DATE: OCTOBER 5, 2016

RECOMMENDATION:

The Workforce Development Board review and consider moving one Business representative to Economic Development representative slot. The WDB recommend CBO's for impending CBO vacancy. WDB to ask Chair to meet with Chairman of Board of Supervisors to invite appointment from BOS districts where membership has minimal representation.

DISCUSSION:

Below is a breakdown of the current local WDB membership composition as of September 30, 2016:

WDB Member Representation	Current #'s	Required #'s Based on WIOA	Vacancies
Business member 51% majority	13	10	**
Local Educational Entity	2	1	
Labor Organization 20% = 4.8	5	4	
Community Based Organization	1	1	***
Economic Development Agency	0	1	1*
Wagner-Peyser Agency	1	1	
Rehabilitation Agency	1	1	
Other membership determined by the Board of Supervisors to be appropriate (BOS Dist 5)	1	0	
Total # of WDB Members	24	19	

INFORMATION:

*Currently, with the Executive Director of MCBC leaving the organization, there is a WDB Economic Development position vacant. The 1st Vice Chair has offered to move from Business to Economic Development since she will be filling the ED for MCBC upon the current ED's departure.

**That would leave the WDB with one vacancy in Business membership should this transfer take place.

***Additionally, the CBO WDB member representation has asked that we consider filling that member with another CBO from the community. Staff is requesting recommendations from the WDB Board members to fill this impending vacancy.

Based on current membership, North and South County have minimal representation.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: REVIEW AND DISCUSS THE STRONG WORKFORCE INITIATIVE FOR COMMUNITY COLLEGES INCREASING CAREER TECHNICAL EDUCATION

DATE: OCTOBER 5, 2016

INFORMATION:

California Community Colleges Strong Workforce Program

The 2016-17 Budget provides \$200 million for the Strong Workforce Program to improve the quality and increase the quantity of career technical education (CTE) provided by the Community College System.

For the Bay Area Region, of which Hartnell and MPC are included, this translates to the following:

- \$41.7 million for the Bay Area Region
- Local / regional allocation (60/40 split)
- \$16.7 million for Bay Area Region
- \$25 million directly to Districts in the Bay Area Region
- \$850,000 for Hartnell CCD
- \$444,000 for Monterey Peninsula CCD

There is considerable flexibility in spending these funds, but there is accountability in producing outcomes.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD
FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR
SUBJECT: RECEIVE AND ACCEPT UPDATE ON STRATEGIC INITIATIVES AND GOALS ACCOMPLISHED TO DATE
DATE: OCTOBER 5, 2016

RECOMMENDATION:

It is recommended that the Workforce Development Board receive and accept the updated Strategic Initiatives and Goals for PY 2015-16.

SUMMARY:

The Workforce Development Board updates the Strategic Initiatives and Goals annually from the WDB Retreat outcomes. All but one of the goals has been achieved this past year, that being to hire a Task Master and Outcome Manager to assist in the operations of the WDB staffing and initiatives.

It is unknown whether this position will be filled in support of the Workforce Development Board initiatives or for the program services operations for FY 2016-17.

Monterey County Workforce Investment Board
Key Strategic Plan Goals, Strategies and Actions – Program Years 2013-17
(Through the 1st Quarter Period of Program Year 2014-15)

Monterey County Workforce Development Board Strategic Plan Goals & Strategies <i>(Includes new WIB Retreat 2015 strategies)</i>		PY 2015-16 4th Quarter Results
		FY 2016-17 Updates
GOAL #1 – BUSINESS AND INDUSTRY: Meet workforce needs of high demand sectors.		
Strategy #1: Develop LMI to identify workforce needs, shortages & skills gaps		
1	Develop LMI on priority industry sectors & needs	Ongoing as industry changes. Latest LMI is posted to WIB website, data used in Local Plan and WIB policies. In process of working with State EDD to provide information needed in order to meet requirements of Regional Plan. State EDD has increased functions and offerings to local areas.
2	Work with local chambers to survey members	Initial survey- 9/2013. Data presented to Youth Council. Info graphic of data compiled, released by Chamber in Monterey Herald.
3	Synchronist survey on business growth, development, trends	Collaboration between Econ. Dev. & Business Services. Primarily South Salinas Valley and Castroville. Results included the following: 94 retention/expansion interviews held for both small business and industrial firms. Over course of year, nature of survey responses changed significantly from negative to positive as the health of the economy improved. Interviews completed as follows: Castroville (18), Soledad (21), Gonzals (19), Greenfield (15), and King City (21). Just learned that Economic Development Specialist will fly to Chicago to attend meeting at request of author of Synchronist on Monterey County outcomes from Synchronist.
4	Survey needs of employers participating in OJT	Primary focus for 2015-16 with in-house OJT program
5	Use SBDC Nat'l Info Clearinghouse to identify resources	Met with SBDC Director to re-engage once she was settled in. Have periodic phone calls to ensure we stay connected.
6	Attend SBDC roundtables of industries	TO BE SCHEDULED - Attend SBDC roundtables of industries - meeting of August 17th will help to ensure we are invited
7	Use WIN® training for WorkKeys® assessments	State EDD approved purchase of subscription to Career Ready 101, which ACT supports. In process of subscription agreement to take to BOS for final approval. Appears that WDB will be able to take subscription for Career Ready 101 that supports Work Keys in October 2016.
8	Use WorkKeys® tests to certify worker proficiencies	MCBC and primary operator staff trained, proctoring is available to implement WorkKeys® tests to certify worker proficiencies. MCB D has hired Work Keys Proctor, BS Lead staff to test new hire on Work Keys. Work Keys testing being conducted by OET Case Manager's.
Strategy #2: Develop Business Services Plan		
1	Develop Business Services Plan	
2	Business Services - business retention & layoff aversion	Initially Completed - 6/2013. New plan in place for 2013-17. However, with new legislation CWDB will release their Draft Plan in Fall 2015. Draft plan released by CWDB, currently being reviewed by DOL.
3	Business Services - custom job fairs and recruitments	Ongoing. Business Services continue to host custom job fairs & recruitments. Results reported to Bus. Svcs Committee. First Annual Salinas Job Fair held August 11, 2016 with great success. More than 50 employers and more than 300 job seekers.
4	Obtain list & public meeting calendars of civic groups/business councils	To date: List of Rotary's. Wendy Brickman reaches out to organizations
5	Presentations at civic groups/business councils/CCHR (if possible)	FY 2015-16 Presentations to Fisherman's Wharf Association; Kiwani's; Successful Thinkers, Corral de Tierra Rotary.
6	Develop new talking points for Board Members (WIOA information - new strategies/goals)	Started with Business Committee - needs review/approval/forward to WDB members. Completed
Strategy #3: Develop/operate regional workforce & economic development network		
1	Align WIB with Econ Dev Committee	Ongoing alignment through Econ Dev & WIB meetings and Comprehensive Economic Dev. Strategy (CEDS) plan. new member of MPCC Economic Vitality Committee promoting system and services
2	Evaluate LMI tools w/industry sectors & partnerships	Under WIOA State EDD requires special request to obtain LMI subscriptions. Dunn & Bradstreet provided by State and Econvue to be provided by State.
3	Convene roundtables for training & career pathways	Initiated in 11/2013, convened Allied Healthcare roundtables with Hartnell; member of Hartnell Ag Steering Committee; invited to participate in MPC Consortium with MPC, PG, Monterey, Carmel Adult Education. Ongoing partnership with PG Adult School to implement Prop 39 Pre-Apprenticeship Grant. Four county regional collaborative ongoing work to develop Region plan for four counties. Convening of Allied Healthcare partners for Slingshot initiative. Responsible for ensuring work is done regionally.
4	Regional development with state required regional partners including Santa Cruz, San Luis Obispo, and Santa Barbara County WDB's.	Regional Planning Unit work with 4 county collaborative received funding totaling \$1,393,355 (Monterey County as Lead) to be split among the counties for specific purposes of developing a Compact with Healthcare to prepare the pipeline of workers due to increased geriatric need and retirements/ regional plan development/ Implementation of State Boards unified stae plan goals to work regionally and build demand-driven, high road sector strategies/region wide analysis of sector strategies.
Strategy #4: Implement Business Services Plan NEW! (WIB Retreat 2014)		
1	Develop talking points for WIB members to use	Ongoing, initial talking points developed 8/2014. Reported to Bus Services Committee 8/26/2014 & emailed to members.
2	Develop brief elevator pitch for WIB members to use	Ongoing, initial pitch developed 8/2014. Reported to Bus Services Committee 8/26/2014 & emailed to members.
3	Recognize/include in outreach that business is key customer	Initiated discussions related to Work Ready Communities initiative. WIOA emphasizes business is primary customer.
4	Identify info on business incentives, tax credits, OJT, ETP, etc.	Ongoing. Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WIB website. As new opportunities arise, will update and distribute
5	Develop e-brochure explaining services; link to WDB website	Ongoing. Initial Fact sheets presented to Bus Services Committee 6/10/2014 and posted on WDB website. From Human Centered Design Concept developed Tourish/Hospitality Infographic that is on Economic Development Website.

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Strategy #5: Close Gaps Between Education & Business		
1	Inventory Business workforce needs countywide	Ongoing - working with Education and industry partners to identify needs on ongoing basis. Currently career pathways trust gaining emphasis. Participate in MBEP workforce committee great opportunity for inventorying business needs region wide. Sling Shot Allied Healthcare initiative gaining ground throughout region. Working with industry leaders to learn workforce training needs region wide. Initial launch meetings held, next steps to get examples of Staff-to-Speciality RN models in state and region to work with in developing strategies to support industry.
2	Partner to apply for the appropriate workforce related grants	Ongoing. Workforce Innovations Fund grant awarded Oct 2014. DOL High Tech grant opportunity due March 11th, 2016, working in partnership with MBEP, FOR A, Santa Cruz WDB, Hartnell, Jobs for the Future, City of Salinas with MC WDB as lead fiscal agent to submit to WDB for approval to apply. Update: Tech Hire grant not applied for, we didn't have the 'need' in tri-county to be competitive. Have applied for Prop 39 2.0 Pre Apprenticeship with Tri-County, applied for Supervised Population with OET/Rancho Cielo/Turning Point/Probation with success of receiving \$400,000 for non-AB109 participants.
3	Gain understanding of LMI and promote to business/education	Ongoing. LMI compiled from EDD & Chmura, share with staff, public, WIB/Youth Council & Business Services Committee, regularly. New opportunities through State EDD LMID offered to Lead Region in support of whole region. Dunn & Bradstreet currently. Econovue expected within 2 weeks from 10/5/16 meeting.
GOAL #2 – SYSTEM ALIGNMENT/ACCOUNTABILITY: Service integration & continuous improvement.		
Strategy #1: Ensure active engagement of WIB and workforce stakeholders		
1	Recruit WIB members in priority industry sectors. Two new WDB members on April 8, 2016 agenda representing Agriculture and Healthcare.	Continue to recruit WDB members in priority industries. In 2014, new business members were added from Hospitality/Tourism and Banking. Secured new WDB member from Healthcare Industry. Two WDB members resigned, need new members in areas where there is underrepresentation such as South County and North County.
2	Convene WIA provider meetings	Participate in convening of Ag Steering Committee with Hartnell. Through Sling Shot Initiative seeking Co-Chairs to convene compact in Allied Healthcare. Two Co-Chairs are identified.
3	Initiate branding of America's Job Center of California (AJCC)	Ongoing branding of AJCC will occur as funding permits. WIOA Regulations address AJC Re-branding in Section 678.900. MC WDB is on track for compliance
Strategy #2: Ensure services delivered are accessible and meet diverse groups		
1	Ensure AJCC partners integrate services	WIOA requirements that new MOU's developed with mandated partners. CWDB holding training for WDB's and mandated partners late January 2016 on how to meet those required components with our mandated partners. Held first Partner MOU meeting on March 17, 2016 with second meeting scheduled for April 8, 2016
2	Ensure services are available to diverse populations	Ongoing efforts continue to ensure services are provided to diverse populations. Collaborating with Greenfield Civic Center to open Satellite Center is in final stages; approved by Board of Supervisors July 26, 2016. Collaboration with MCBC to offer services out of Marina site. Working with Facilities to secure Suite at MBEST for more space to house Satellite.
Strategy #3: Demonstrate value and impact of workforce system		
1	Report services & outcomes to Oversight Committee	Continue to report services and outcomes to Business Services, Oversight and Youth Council regularly.
2	Promote accomplishments, outcomes, testimonials	Testimonials scheduled at WIB and Youth Council meetings on regular basis from Employers and participants. Steve McShane offered his perspective of our programs at 4-6-16 WDB meeting. Testimonials should be at 10/5/16 meeting of WDB.
3	Inform staff on mission & vision of WIB & Local Plan	Ongoing. All Program Services employees signed acknowledgement forms after a 30-day review and Q&A period to understand the Local Plan. As WIOA transition takes place, ensure staff are kept abreast of changes to system. Held first Staff initiated committee meeting to engage from front line staff level program model options under new legislation
1	Implementer/Change Agent	Hire full time task master; outcome manager; HR. MA III list finalized to interview from; interviewed and hired, employee didn't stay -second round interviews held, offer made, potential employee turned us down.
2	Outreach WDB values	Take results public (communicator). Held presentation to Wharf Association. CCHRM to allow flyers in their materials packet for annual conference. Went out to RFP for Asset mapping consultant hired, services near completion. Anticipate going to full WDB in October with Asset Mapping Report/Interactive Map. Ongoing presentations being set up by Business Services Committee members. Attended Business U Bootcamp where strategies discussed and offered for Business Outreach. Four staff attended that work with Business to ensure message is heard by all.

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PY 2015-16
4th Quarter Results

Monterey County Workforce Development Board Strategic Plan Goals & Strategies (Includes new WIB Retreat 2015 strategies)

GOAL #3 – ADULTS: Increase number of people who obtain industry-recognized credentials or degree.

Strategy #1: Increase the number of career pathway programs in demand industries

1	Increase availability of training to WIA/WIOA enrollments	Ongoing. Results reported to Oversight Committee and monitored by staff. CSUMB request to be on ETPL; Hartnell desire to work more closely on Slingshot Healthcare initiative.
2	Promote & implement Career Readiness Certification	ON HOLD - Training staff on how to best promote & implement Career Readiness Certification
3	Inventory and update ETPL to align with industry sectors	Ongoing efforts are underway to update ETPL to align with industry sectors on weekly basis. Two new vendors added to ETPL on WDB Agenda 4-6-16
4	Create Ad-Hoc Committee from WDB/YC to discuss WorkKeys Certifications	Developed and met 2x to date - Work Ready Communities Certification approved by ACT on July 28, 2015. Participate in MBEP Workforce Advisory meetings where Work Keys is a focus. Work Keys being used in Comprehensive AJCC, with 280 incoming participants being assessed/tested in Work Keys in FY 2016-17.

Strategy #2: Strategies to avert lay-offs, help retain workers jobs or provide rapid transition to new

1	Secure ETP funding opportunities	Continue to secure ETP funding opportunities - Green Mountain Coffee Roasters application approved. MCBC invited Stewart Knox, Director of ETP to Issues and Eggs meeting April 1, 2016 to explain program to businesses in region. Regional Planning Unit in discussion of applying for a Region wide application in support of business in Santa Barbara, San Luis Obispo, Monterey and Santa Cruz.
2	Business Services to promote tax credits, incentives, OJTs	Ongoing efforts continue to promote tax credits, incentives, OJTs, ETP, etc.
3	Use UI and WARN data to strategize layoff aversion efforts	Ongoing. Continue to use UI and WARN data for layoff strategies. Outreach to employers through partnership with Economic Development. Data is found in new CalJOBS system and via EDD partners. Received email on September 27th of Dunn and Bradstreet access for Region as well as Econovue to arrive in 2 weeks.

Strategy #3: Increase career pathway programs (i.e. apprenticeships, OJT, customized training, etc.)

1	Align WIB policies with priority industry sectors	Completed - 6/2014. As WIOA regulations are implemented, policies will be revised to incorporate new changes.
2	Streamline OJT processes for employers	Streamline OJT processes for employers- Business Services Staff Lead Worker developed program to work with Primary operator on OJT's. Final OJT MOU completed, submitted for signatures
3	Ensure training funds target apprentice occupations	Ongoing efforts underway to target apprentice occupations, based on ETPL offerings and informed customer choice. Applied for and received Prop 39 2.0 grant to implement Pre-Apprenticeship MC3 Curriculum with more than 55 individuals in Monterey, Santa Cruz and San Benito counties. Meeting every 2 weeks with region wide team to ensure location is secured in all 3 counties; (in Monterey County location will be Pacific Grove Adult School), with Monterey classes to begin September 14, 2016. Classes began with 21 enrollments.

GOAL #4 – YOUTH: Increase youth to graduate prepared for postsecondary education

Strategy #1: Collaborate and better serve youth to connect them to education, training and employment.

1	Add Youth related item on WIB meeting agendas	Ongoing basis
2	Promote youth related resources, Choices, LMI, etc	Initiated in 9/2013. Ongoing efforts continue to promote youth related resources. Since Youth Ambassador's for Peace Project implementation, more than 40 organizations have been visited in county explaining youth program(s) to non-profits, COB's, Probation (Salinas/King City/Monterey) presenting youth opportunities
3	Continue Speakers' Bureau effort	Continue Speakers' Bureau "classroom to careers" effort
4	Youth Council to bring in job leads & promote services	Youth Council to bring in job leads & promote services

Strategy #2: Increase educational, training and career attainment of youth.

1	Promote Career Technical Ed programs & pathways	Continue to promote CTE programs & pathways
2	Promote and ensure transition into post second ed	Continue to promote & ensure postsecondary ed. Work with Hartnell on ongoing basis to offer services to their young adults and those that may qualify for Employment Service

Strategy #3: Youth Entrepreneurship Program

1	Research best practices of other counties/WIBs	Initiated conversations with CSUMB on entrepreneurship program.
2	Develop Entrepreneurship Program / Plan	Initiated conversations with CSUMB on entrepreneurship program. Presented idea to Business Services Committee in 10/2014.
3	Research/identify resources for youth programs regionally, statewide and federal opportunities	Ongoing efforts to update data and share with others.

Strategy #4: Youth Strategies (New)

1	Hold Summit on Youth Employment	YC meeting of July 27th began work on this initiative. Ad-hoc Committee initiated to work on Youth Summit. First annual Youth Summit held in March 2016. Collaborated with CET to hold as part of their Job Fair. Presenters from CHOMP and MC Weeklv. More than 300 attendees
2	Develop a Resource Clearinghouse (211, website)	2 ad-hoc committee meetings held to develop Youth Summit - Chair to report out on progress to date as well as opportunities under new WIOA learned at MMM Conference Board may
3	Gather Information on Best Practices	Executive Director invited to sit on statewide Youth Policies Committee with CA Workforce Development Board; WDB staff have attended Conferences with Youth program models; staff have attended Webinars offered through DOL on new youth models.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JOYCE ALDRICH, EXECUTIVE DIRECTOR

SUBJECT: DIRECTOR'S REPORT:

- UPDATE ON MCWDB REGION LEAD ACTIVITIES
- UPDATE ON REGION-WIDE SLINGSHOT COMPACT ACTION PLANNING ACTIVITIES

DATE: OCTOBER 5, 2016

INFORMATION/DISCUSSION:

1. Regional Work:

Local Planning Guidance Timeline and requirements

State WDB Competitive Proposal for Regional Implementation and Planning Grant award

State WDB Regional Training Coordinator increase in allocation of \$200,000, total allocation will be \$243,385 – need to hire Coordinator for region- critical need for Santa Barbara due to their new provider beginning in October 2016

2. As Lead agency to the Region wide activities for the Sling Shot Compact Action Plan:

Initial Sling Shot Initiative application to State WDB:	09/12/2015
Approval as regional sling shot initiative:	11/09/2015
Initial meeting of partners across region (SC/SLO/SB) held in Paso Robles w/Facilitator	04/25/2016
Statewide SlingShot & WAF funding agencies	06/29/2016
Meeting with Regional partners in Santa Maria	07/05/2016
Sling Shot Compact Action Plan developed and submitted to State	07/01/2016
Approval of Action Plan	07/22/2016
Local Jurisdictions selected Co-Chairs to work on Healthcare Initiative	07/08/2016
Co-Chair meeting held with Monterey Co-Chairs	08/18/2016
SC first launch meeting with allied healthcare industry partners	08/11/2016
Monterey first launch meeting with allied healthcare industry partners	09/16/2016
SLO first launch meeting with allied healthcare industry partners scheduled	10/24/2016

Next steps:

Hire Management Specialist to oversee Regional Sling Shot Initiative

Identify Staff-to-Specialty RN models for Monterey County Champions

Schedule next meeting with Co-Chairs and Champions identified at initial launch meeting

Attend next county launch meeting in San Luis Obispo

Continue work with Santa Barbara to hold first launch meeting in their area

HANDOUTS:

WSD 16-07 Regional & Local Planning Guidance

Regional Planning Timeline

Regional Plan Requirements

SFP Award for Regional Implementation & Planning

Monterey Launch Meeting Summary