



# MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD

## Monterey County Workforce Development Board

Marina Library  
190 Seaside Circle, Marina CA 93933

**Wednesday, April 5, 2017; 8:00 a.m.**

### AGENDA

**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
- Harbhajan "Harvey" Dadwal
- Jay Donato
- Kimberly Schnader
- Larry Silva
- Mary Adams
- Mimi Laurent
- Salvador Muñoz
- Sandy Chamberlain
- Sherry Farson
- Steve MacArthur
- Dr. Walter Tribbley
- Wendy Brickman
- Dr. Willard Clark Lewallen
- Yuko Duckworth

<b>CALL TO ORDER/INTRODUCTIONS:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT/TESTIMONIAL:</b> <i>(Limited to 3 minutes)</i>	
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Approve minutes from February 1, 2017.	
2. <b>ACTION:</b> Concur with the March 13, 2017 Executive Committee's approval on the utilization of funds for the High Performing Local Board Award from the State of California Workforce Development Board in the amount of \$54,838.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Recommend and approve the reappointment of Sandy Chamberlain, representing Business, to the Workforce Development Board.	Erik Cushman
2. Receive an update on WDB Business Services Team report on Business engagement and Rapid Response and Layoff Aversion activities for PY 2016-17.	Business Services Team
3. Receive an update on SlingShot Allied Healthcare Project.	Susan Marscellas
4. Receive an update on the Request for Proposals for the One-Stop Operator and WIOA Youth Program for Program Year 2017-18.	Bob Lanter
5. Receive an update on the Local Workforce Development Area budget for Fiscal Year 2016-17, through February 28, 2017.	Ruben Trujillo Chris Donnelly
6. Discuss National Workforce Association Board (NAWB) Forum 2017 Conference held in March 2017, and potential suggestions on how information can be applied in our local area and region. <i>(verbal)</i>	Mary Ann Leffel Paula Calvetti
7. Directors Report. <ul style="list-style-type: none"> <li>• Update on application to State for Career Services</li> <li>• Regional Workforce Development Board Coordination</li> <li>• Budget for 2017-18</li> <li>• MOU Phase II</li> </ul>	Chris Donnelly
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Business Services: 4/11/2017, MBEST Executive: 4/19/2017, MBEST Oversight: 5/11/17, MBEST	<b>WDB MEETING:</b> 6/07/2017, Marina Library
<b>ADJOURNMENT:</b>	Erik Cushman
Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 168 W. Alisal Street, 3rd Floor, Salinas, CA or visit our website at <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a> . Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. <b>ALTERNATE AGENDA FORMATS:</b> 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.	

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

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**UNADOPTED**

**Monterey County Workforce Development Board**

Goodwill Central Coast 249 10<sup>th</sup> Street, Building C, Marina, CA 93933

**Wednesday, February 1, 2017**

**Members Present:** Erik Cushman (Chair), Mary Ann Leffel, Paula Calvetti, Brian Turlington, Cresencio Diaz, Harbhajan Dadwal, Jay Donato, Kimberly Schnader, Mimi Laurent, Salvador Munoz, Sandy Chamberlain, Sherry Farson, Steve MacArthur, Dr. Walter Tribley, Wendy Brickman, and Yuko Duckworth

**Members Absent:** Al Davis, Andy Hartmann, Cesar Lara, Larry Silva, and Dr. Willard Lewallen

**Staff Present:** Chris Donnelly, Carla Wootenball, Marleen Bush, Reva Bear, Susan Marscellas

**Others Present:** Sangeeta Durrall, Yuri Anderson, Mary Adams (BOS), Nick Chiulos, David Scotton, Harry Gamotan, Christian Mendelsohn

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:13 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** Per the Chair's request, Consent Calendar Action Item #2 was pulled to welcome District 5 Supervisor Mary Adams. Mr. Cushman introduced and welcomed WDB Interim Director Chris Donnelly.

**Public Comment/Testimonial:** None

**Consent Calendar:**

1. ACTION: Approve minutes from December 7, 2016.
2. ACTION: Concur with the January 18, 2017 Executive Committee's recommendation to approve the appointment of Supervisor Mary Adams, representing Workforce Innovation and Opportunity Act (WIOA) Title I Programs, to the WDB for a three-year term to be forwarded to the Board of Supervisors for final approval. **Item was pulled by request of Chair.**
3. ACTION: Concur with the January 18, 2017 Executive Committee's recommendation to receive and accept Program Year 2016-17 report update on (WIOA) programs and special grants and projects for the 2<sup>nd</sup> quarter period ending December 31, 2016.  
**A motion was made by Mary Ann to approve the consent item, seconded by Brian Turlington. ALL AYES**

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

1. ACTION: Approve the re-appointments of Harbhajan Dadwal and Sherry Farson, both representing Business, to the WDB for a three-year term to be forwarded to the Board of Supervisors for final approval.  
**A motion was made by Mary Ann Leffel to approve the re-appointments of Harbhajan Dadwal and Sherry Farson both representing Business, to the WDB for a three-year term to be forwarded to the Board of Supervisors for final approval, seconded by Salvador Munoz. ALL AYES**
2. ACTION: Approve the application for the Monterey County WDB/Administrative Entity to be the provider for the WIOA Title I Adult and Dislocated Worker Career Services and forward to the Board of Supervisors for final approval.  
**A motion was made by Mary Ann Leffel to approve the application for the Monterey County WDB/Administrative Entity to be the provider for the WIOA Title I Adult and Dislocated Worker Career Services and forward to the Board of Supervisors for final approval, seconded by Salvador Munoz. 15-0-1 (Jay Donato recused himself)**
3. PRESENTATION: Regional and Local Plans 2017-2020.  
**The Board received a report on the Regional and Local Plans for 2017-2020.**
4. PRESENTATION: SlingShot Regional Healthcare Project.  
**The Board received a report on the SlingShot Regional Healthcare Project.**
5. Review the Final Program Year 2015-16 Workforce Investment Act (WIA) Title I Performance Results.  
**The Board received a report on the Final Program Year 2015-2016 Workforce Investment Act (WIA) Title I Performance Results.**

6. Present outcomes from WDB Retreat for next steps discussion by the full WDB.  
**The Board received a report on the outcomes from WDB Retreat and next steps.**
  
7. Director's Report  
**The Board received a report regarding the following items:**
  - a. **Reduction of Monterey County's formula funds for PY 2017-18.**
  - b. **CWA will be hosting a meeting to discuss the future of the WIOA program.**
  - c. **High Performing Local Board award to Monterey County WDB.**

**Announcements:** Breast Cancer Awareness Basketball night will be held at 5pm and 7pm. City of Salinas is celebrating their 149<sup>th</sup> year on April the 8<sup>th</sup> at the train station.

**Adjournment:** Mr. Cushman requested to adjourn the meeting at 9:57 a.m.

# MEMORANDUM

**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON EXPENDITURES FOR HIGH PERFORMING LOCAL BOARD AWARD  
**DATE:** APRIL 5, 2017

**RECOMMENDATION:**

Below is a list of Executive Committee's approval from March 13, 2017 meeting on the utilization of funds for the High Performing Local Board award in the amount of \$54,838.

Item	Description	Estimated Cost
CASA Conversion from TABE	Purchase CASA on-line Assessment Tool (Adult/DW/Youth Program)	\$4,485
Computer Lab	Provide clients with access to workshops and training programs (Equipment and furniture)	\$25,000
Outreach materials	Development of outreach materials for Youth, Adult and Dislocated Worker Program, update web page	\$7,000
Purchase of IT equipment	Update outdated lap tops, projectors and printers for Workforce Development Board	\$3,500
CalJobs - Scan Card tracking tool and swipe cards/VOS Greeter	Tracking of Clients in AJCCs	\$3,353
On-line Training programs	Purchase on-line training seats for (Adult/Dislocated Worker/Youth Programs) Metrix and SkillCheck	\$8,000
LMI Data – Burning Glass, Wanted Technologies	Purchase seat(s) for additional LMI data and analysis	\$3,500
<b>Total:</b>		<b>\$54,838</b>

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

**SUBJECT:** RECOMMEND AND APPROVE THE REAPPOINTMENT OF SANDY CHAMBERLAIN, REPRESENTING BUSINESS, TO THE WORKFORCE DEVELOPMENT BOARD

**DATE:** APRIL 5, 2017

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**RECOMMENDATION:**

It is recommended that the Workforce Development Board recommend and approve the reappointment of Sandy Chamberlain, representing Business, to the WDB. Ms. Chamberlain has expressed her desire to continue her membership on the WDB.

The reappointment will be forwarded to the Monterey County Board of Supervisors for final appointment.

**SUMMARY:**

The WDB bylaws state the term of membership for all WDB members shall be three years. The three-year term limit was enacted with the approval of the WDB bylaws by the Monterey County Board of Supervisors on June 23, 2015, and amended and restated on November 8, 2016.

# MEMORANDUM

**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

**SUBJECT:** RECEIVE AN UPDATE ON WDB BUSINESS SERVICES TEAM REPORT ON BUSINESS ENGAGEMENT AND RAPID RESPONSE AND LAYOFF AVERSION ACTIVITIES FOR PY2016-17

**DATE:** APRIL 5, 2017

## **INFORMATION:**

At the Workforce Development Board meeting, an update will be provided on the delivery of business outreach, engagement, and services provided to the business community throughout Monterey County. Below is a summary of the number of businesses supported and the services provided during the period of July 1, 2016 – March 24, 2017:

- **705** employers were served.
- **288** applicants were pre-screened prior to referral to local employers for placement.
- Of the total employers served, **152** job openings were posted online in the CalJOBS system.
- **301** participants were referred to employers with job openings
- **24** job seekers were placed into employment
- **40** job fairs and custom recruiting events were held, with **81** businesses and **539** job seekers in attendance. Thus, **42** candidates were hired.
- **12** Rapid Response on-site orientations were held.

	Jul-Sep	Oct-Dec	Jan	Feb	Mar	Total
<b>Number of Business Supported</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2017</b>	
# of Business Supported (by Month)	216	274	72	74	69	705
<b>Human Resources Support</b>						
Applicants Pre-screened	92	109	50	31	6	288
Job Openings Posted to CalJOBS	69	38	10	26	9	152
Job Referrals to Employers	92	123	50	31	5	301
Job Placements	13	8	2	0	1	24
<b>Job Fairs &amp; Custom Recruiting Events</b>						
Job Fairs & Custom Recruiting Events	11	16	6	6	1	40
Businesses Attended	59	11	5	5	1	81
Job Seekers Attended	355	109	48	27	0	539
Job Seekers Reported Hired	14	13	8	7	0	42
<b>Other Services</b>						
Rapid Response & Layoff Aversion Orientations	0	3	4	4	1	12
Training Assistance (OJT, Classroom, etc)	0	0	0	0	0	0

Data Source: Business Services Team

During the next quarter the Business Services Team will be undertaking the following activities and events:

- April, 6, 2017: DK Bullard dba Right at Home Care recruitment, 9:30am-11:30am, MBEST Center
- April, 11, 2017: WIS International recruitment, 9:30am-11:30am, AJCC, Salinas
- May 17, 2017: Community Job Fair, 9:00-12:00 Noon, General Stillwell Community Center
- TBD: Collaborating with MST to hold a recruitment at AJCC in Salinas in cooperation with Department of Social Services.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR  
**SUBJECT:** PROVIDE AN UPDATE ON SLINGSHOT ALLIED HEALTHCARE PROJECT  
**DATE:** APRIL 5, 2017

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**BACKGROUND:**

What is the Central Coast HealthCare Slingshot Initiative about?

- Finding new and creative ways to address healthcare needs
  - Broadening our connections and networking across the region
  - Look for long term solutions by looking at the current and future healthcare gaps and needs
  - Working with education to develop career pathways in healthcare service
  - Identify communication opportunities and publicize these career pathways to our youth and the community/region
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- Monterey WDB did not have an existing industry organization to partner. They identified two major employer co-conveners with extensive networks of colleges to invite in the healthcare industry.
  - Santa Cruz WDB teamed up with an existing healthcare group, The Health Improvement Partnership, made up of over 40 healthcare companies/professionals to hold their SlingShot sessions.
  - San Luis Obispo WDB was working with the countywide Economic Vitality Corporation, which had a healthcare cluster group already in place. Working with the chair of EVC they hosted meeting with more than 40 healthcare industry leaders across the three counties. They had local sessions and actively setting priorities for action, the Chief Nursing Officers of the hospitals in the county now hold monthly meetings sharing ideas to help move forward long term solutions for the healthcare industry.

**INFORMATION/DISCUSSION:**

On March 15, 2017, the Workforce Development Boards, from all four counties came together to discuss priorities and focus of each county. Three priorities chosen:

- Healthcare Career Awareness Campaign,
- Specialty Nursing Education and
- Community Health Worker Training program.

The goal was to finalize the regional healthcare priorities to create a SlingShot Compact moving forward to the next phase of the project.

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# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON REQUEST FOR PROPOSAL FOR THE ONE-STOP OPERATOR AND WIOA YOUTH PROGRAMS FOR PY 2017-18

**DATE:** APRIL 5, 2017

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**INFORMATION:**

Reference the timeline/calendar of events below on the Request for Proposals (RFP) for the One-Stop Operator and Workforce Innovation and Opportunity Act (WIOA) Youth workforce related services.

**WIOA Youth and One-Stop Operator RFPs Timeline/Calendar of Events:**

The following schedule is subject to change, up to and including the proposal submission deadline. Changes will only be made by written amendment to the RFPs, with amendments issued to all known parties, unless otherwise noted.

Calendar of Events	Date
Request for Proposals for One-Stop Operator (OSO) is released	March 16, 2017
Pre-Bidders Conference	March 22, 2017
Question Deadline	March 28, 2017
Proposal Submittal Deadline	April 21, 2017 (3pm PST)
Panel Review and Rating Completed	May 1, 2017
Agreement Notifications	May 1-16, 2017
Monterey County Workforce Development Board – Executive Committee meets to consider and approve recommended contractor(s)	May 17, 2017
Monterey County Board of Supervisors vote to ratify contract	June 6, 2017
Contract begins	July 1, 2017

Prospective bidders should periodically check the following website for modifications to the bid documents or Q&As relating to this RFP.

<http://www.co.monterey.ca.us/government/departments-a-h/administrative-office/contracts-purchasing/solicitation-center>

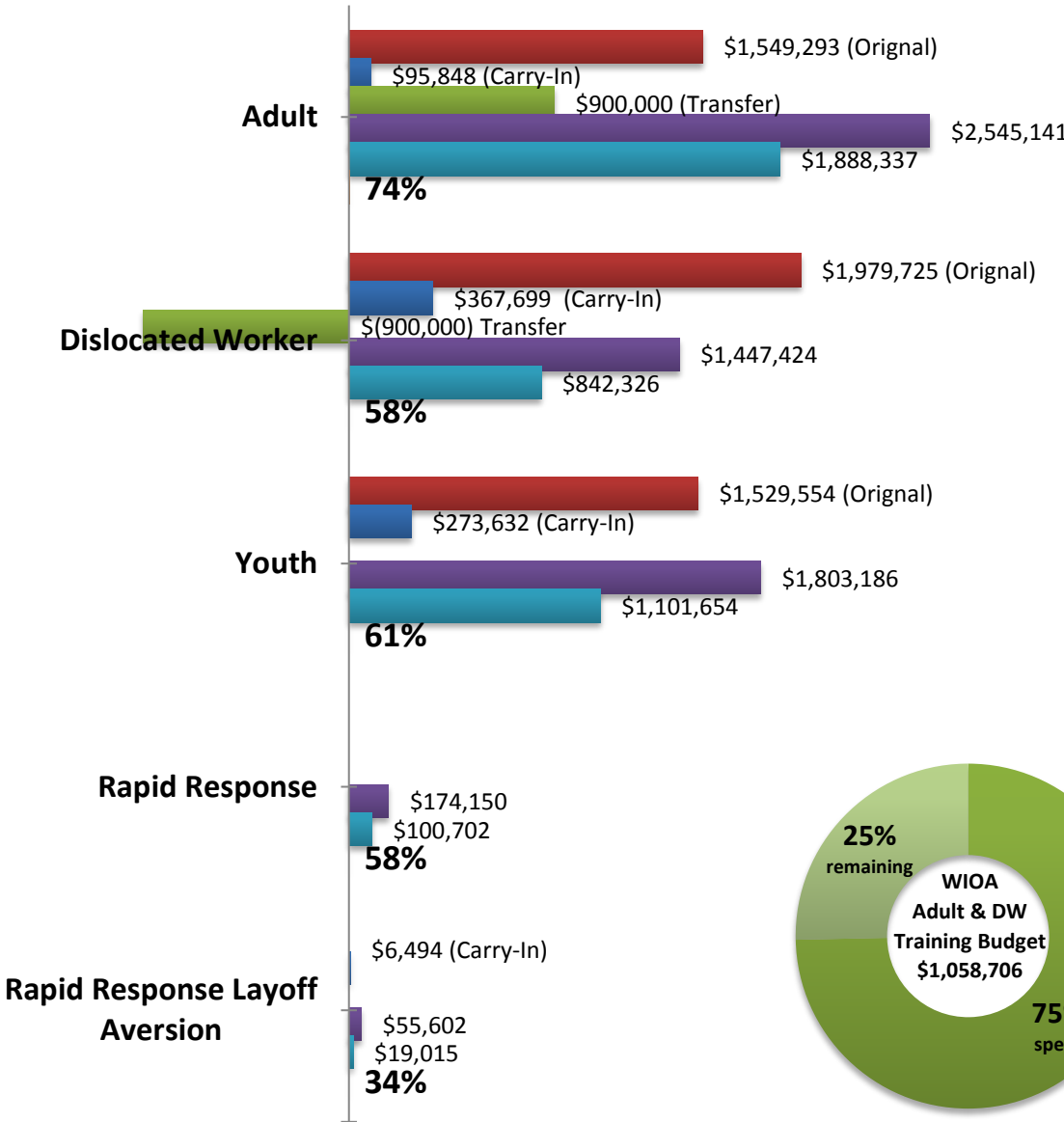


# MEMORANDUM

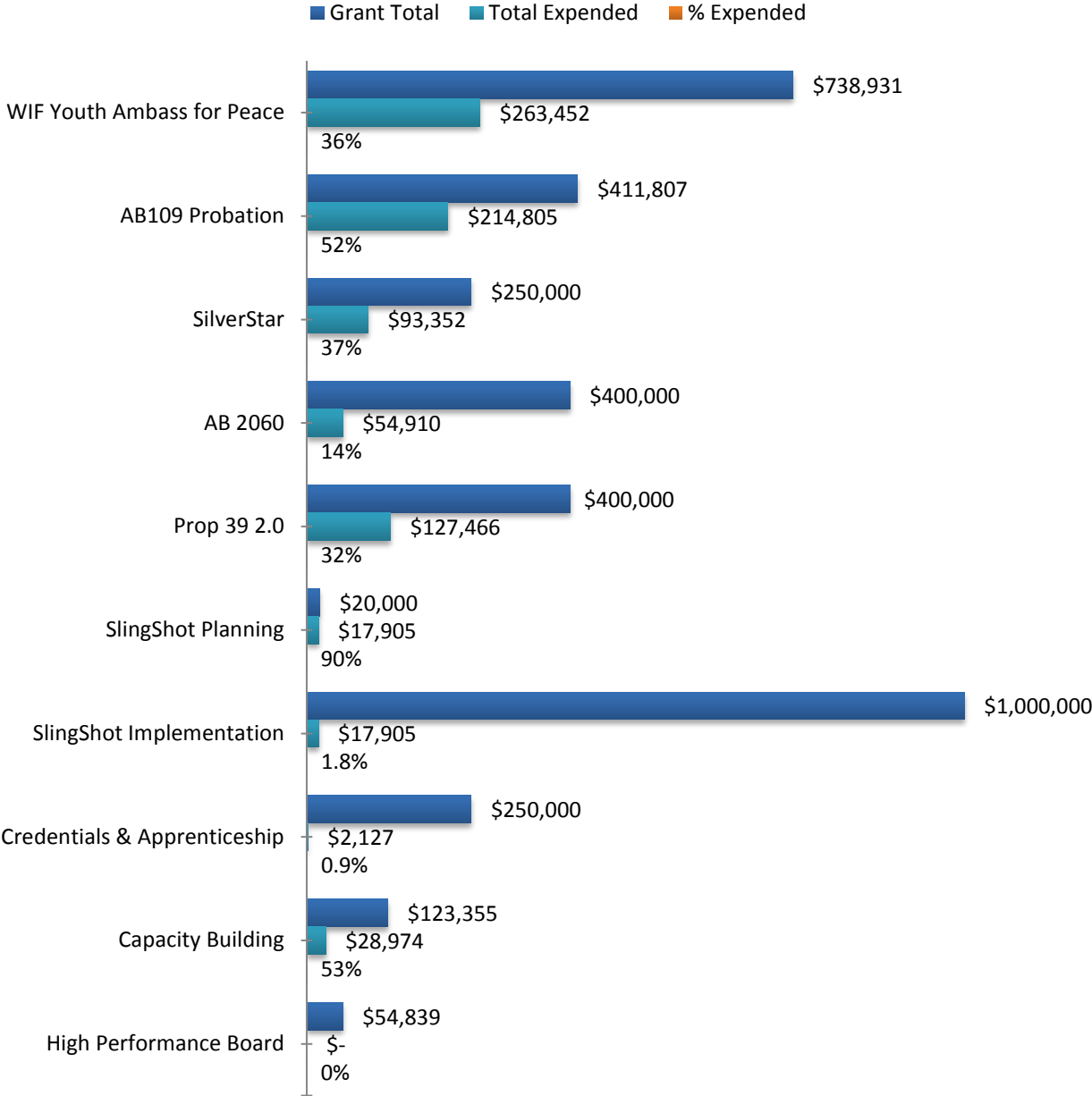
**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR  
**SUBJECT:** RECEIVE AN UPDATE ON THE LOCAL WDB BUDGET FOR FISCAL YEAR 2016-17 THROUGH FEBRUARY 28, 2017  
**DATE:** APRIL 5, 2017

## July 1, 2016 - February 28, 2017 WIOA Formula Funding - FY 2016-17

■ Original Funding ■ Carry-in ■ Transfer ■ Grant Total ■ Total Expended ■ % Expended



### Special Project Grant Funding - FY 2016-17 (through February 28, 2017)



# Monterey County Workforce Development Board

## PROGRAM FACT SHEET

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### **Adult and Dislocated Worker**

The WIOA Adult and Dislocated Worker programs, also referred to as career services under the Workforce Innovation and Opportunity Act (WIOA), has been serving individuals through the comprehensive America's Job Center of California (AJCC) located in Salinas and two satellite AJCC's located in Marina and Greenfield. Since July 1, 2016 through January 2017, the AJCC delivery system has assisted more than 3,299 individuals seeking career services assistance.

### **Youth**

WIOA Youth program services are offered by two providers: OET and Turning Point of Central California. Under the WIOA legislation, youth programs must serve a minimum of 75% out-of-school youth aged 16-24.

Youth providers must also ensure that at least 20% of their youth budget is expended on work experience activities such as summer jobs, pre-apprenticeship, on-the-job training, and internships so that youth can be prepared for employment.

### **WIOA Rapid Response / Layoff Aversion:**

The Rapid Response Business Services Team performs business outreach and recruitment, assesses market trends, job development, and provides labor market information to businesses throughout Monterey County. Since July 1, 2016, the Business Services Team has served over 600 businesses in total. Staff offered 39 job fairs with over 80 employers present and 539 job seekers in attendance.

In addition, the BSR Team has provided Rapid Response assistance to 11 employers at risk of closing, downsizing and or laying off employees with re-employment and career options for 450 affected employees. In the past month, the BSR Team has provided Rapid Response assistance to Nepenthe Phoenix Restaurant and Post Ranch Inn and their 200 employees affected by the recent Lucifer Storm and Pfeiffer Canyon Bridge closure in Big Sur.

### **Workforce Innovation Fund (WIF) "Youth Ambassador's for Peace":**

The Workforce Innovation Fund (WIF) "Youth Ambassadors for Peace" is a program that encourages youth ages 16-24 in Monterey County to finish High School or obtain a GED. Staff assist with college applications and/or engage youth in vocational training in pursuit of a better future. As mentors, we assist them with career exploration and the path that is needed to obtain their desired career. This is accomplished through various hands on workshops that are designed to prepare them for work, school and life in general. Once a career is chosen, an internship is arranged in the area of interest to the youth making them a valued member of their community. This empowers the youth to make better decisions. As of February, 2017 a total of 56 youth is enrolled with a target goal of 240 over the next four years.

### **AB-109 "KickStart" Public Safety Realignment Program and SilverStar:**

Silver Star and AB 109 special grant projects are programs that work very closely with the Monterey County Probation Department. Silver Star focuses on providing prevention services for youth ages 14-21. The mission of Silver Star is to utilize a multi-agency collaborative of prevention and early intervention services. To date staff has assisted 16 youth within the Silver Star Program with a targeted goal of 20 for PY 2016-2017.

The AB 109 Program focuses on providing services to adult ex-offenders by providing motivational tools, self-esteem building guidance as well as job search and other employment/training related assistance. To date staff has assisted 139 participants with a targeted goal of 65 for PY 2016-17.

### **Prop 39 2.0 Pre-Apprenticeship Training & Placement:**

Monterey, Santa Cruz and San Benito County Workforce Development Boards in collaboration with the International Brotherhood of Electrical Workers (IBEW), under the Prop 39-Pre-Apprenticeship Training and Placement grant, will serve 55 participants from targeted populations including Veterans, women, and at-risk youth ages 18-25. Utilizing the Multi-Craft Core Curriculum (MC3), the Joint Apprenticeship Training Center (JATC) will provide the instructor for the training.

**AB 2060 Supervised Populations Workforce Training:**

The AB 2060 Supervised Population funding award is through the California Workforce Development Board. The program's focus is on Adults that are not AB 109 eligible, but on probation.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR

**SUBJECT:** DISCUSS NATIONAL WORKFORCE ASSOCIATION BOARD (NAWB) FORUM 2017 CONFERENCE HELD IN MARCH 2017 AND POTENTIAL SUGGESTIONS ON HOW INFORMATION CAN BE APPLIED IN OUR LOCAL AREA AND REGION

**DATE:** APRIL 5, 2017

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**INFORMATION:**

WDB members Mary Ann Leffel and Paula Calvetti attended the NAWB Forum 2017 Conference held in Washington, D.C. on March 25-28<sup>th</sup> and will share some of the conference presentations and provide the Board with an update on ideas that can be applied our local area and region.

An update will also be provided on their meeting with Congressman Panetta.

# MEMORANDUM

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**TO:** WORKFORCE DEVELOPMENT BOARD  
**FROM:** CHRIS DONNELLY, INTERIM EXECUTIVE DIRECTOR  
**SUBJECT:** DIRECTORS REPORT  
**DATE:** APRIL 5, 2017

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**INFORMATION:**

Update from Executive Director on the following:

- Update on application to State for Career Services
- Regional Workforce Development Board Coordination
- Budget for 2017-18
- MOU Phase II