

ADOPTED
MONTEREY COUNTY WORKFORCE INVESTMENT BOARD
MEETING MINUTES
Shoreline Conference Center, 249 10th Street, Marina, CA
AUGUST 1, 2012; 7:30AM

MEMBERS PRESENT: Anthony Aniello, Wendy Brickman, Diana Carrillo, Robert Chamberlain, Erik Cushman, Rick Deraiche, Dr. Douglas Garrison, Hunter Harvath, Neal Heckman, Cesar Lara, Mary Ann Leffel, Steve MacArthur, Dave Potter, Elliott Robinson, Ralph Rubio, Ken Scherpinski, Kimberly Schnader, Larry Silva, Brian Turlington, Mark Verbonich, Andrea Zeller-Nield and Joanne Webster

MEMBERS ABSENT: Maria Castillo (Excused), Al Davis (Excused), David Dwyer (Excused), Scott Grover, Salvador Muñoz (Excused), Judith Profeta (Excused), Teresa Sullivan (Excused)

STAFF PRESENT: Joyce Aldrich, Flor Galvan and Stephanie Shonley

OTHERS PRESENT: Rosie Chavez, Yuko Duckworth, Loretta Hanson, Wil Moore, Rod Powell, Kay Reimann, Gene Rogers and Deane Toler

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 7:38 am and asked for introductions. A quorum was established.

CHANGES TO AGENDA: Mr. Cushman stated he would like to add Information Item #5, "Ad-Hoc Budget Committee" to the Agenda. Mr. Cushman also asked Mr. Rogers to introduce himself to the WIB. Mr. Rogers stated he was hired to oversee the Economic Development Department during its transition and will also be helping with the recruitment for the new Economic Development Director.

Mr. Cushman honored Ms. Webster with a plaque for her 8 years of commitment to the Workforce Investment Board. Ms. Webster stated she enjoyed her time on the WIB as it was a pleasure to help serve the community of Monterey County and work with all members on the WIB. She also mentioned that she has turned in an application to serve on the WIB's Youth Council.

PUBLIC COMMENT: None

CONSENT CALENDAR:

C-1 Action: Approve minutes from June 6, 2012.

C-2 Action: Concur with the July 18, 2012 Executive Committee action to approve the monitoring schedule for PY 2012-13.

C-3 Action: Concur with the July 18, 2012 Executive Committee action to approve the final monitoring reports of Shoreline and Turning Point's WIA Adult programs for PY 2011-12.

C-4 Action: Concur with the July 18, 2012 Executive Committee action to approve the revised WIB Policy #2011-05, On-the-Job Training.

C-5 Action: Concur with the July 18, 2012 Executive Committee action to reappoint Ken Scherpinski, representing labor organizations on the WIB to commence September 2012.

C-6 Action: Concur with the July 18, 2012 Executive Committee action to reappoint Tina Rosa, representing an individual with experience in youth activities on the Youth Council to commence September 2012.

Motion: Mr. Potter motioned to accept the Consent Calendar actions.

Second: Ms. Leffel

Motion Passed Unanimously

BUSINESS MEETING CALENDAR:

- 1. Presentation: Geographic Solutions to present on the "New CalJOBS" system.** Mr. Toler provided history about himself. He began working with the Monterey County Office for Employment Training in 1999 and brought the first Virtual One-Stop (VOS) into Monterey County as the first VOS system in the State of California and the country. As of today, the system is used by 29 local workforce investment boards in California and in 17 States. Geographic Solutions is currently in development to bring the current system statewide replacing what is known as the CalJOBS and JTA systems in California. The "Go Live" date was scheduled for July 2, 2012; however it has not been deployed at this time. The State decided to divide the "Go Live" date into two phases. Phase One would be a replacement of CalJOBS, the labor exchange

component to assist the job seekers and employers. He estimates the deployment of Phase One to take place in August or September 2012. The State wanted assurance that there are linkages between the State Unemployment Insurance System and the Job Labor Exchange System and is currently working on the system prior to deployment. Phase Two is the case management system for programs such as WIA, Trade Adjustment Assistance, Wagner Peyser, etc. This is the component of the system that does all the reporting to the State. At this time, the "Go Live" date is unknown. Part of the project is to take all of the data and convert it into the State's system. Mr. Toler stated any information in the local database that does not go through the feed will not automatically roll-up into the system. The system has a vision and language impairment interface and also has a process called job "spidering" where it goes to all websites with job openings and uploads all job listings each night and assigns an O-Net code which will be able to provide real time labor market information. Each local area is able to enhance their local system, i.e. tracking WorkKeys assessments for Monterey County and a custom home port. It will also allow tracking of individuals who come into the One-Stop by using the Scancard Tracking. Mr. Chamberlain asked how the system would help the small business owner. Mr. Toler responded that the system is free to small business owners to post jobs and create job specifications. Ms. Leffel stated the system is extremely robust and is vital because it allows us to see what skilled workforce we currently have and need.

2. **Action: Accept \$999,847 from the State of California Employment Development Department for 25 Percent Governor's Additional Assistance Dislocated Worker funding for Manufacturing and Banking displaced workers and approve the interagency memorandum of understanding with the WIB and Office for Employment Training and the WIB subcontract amendment with Shoreline Workforce Development Services.** Mr. Robinson recused himself from this action. Ms. Aldrich stated the grant application was originally submitted in July 2011. Since that time, there have been many changes including the new Interim Director of the Workforce Investment Board, our EDD State Representative as well as recent lay-off issues. Due to the changes, the application was updated to meet the current needs and resubmitted. The grant was approved in late June 2012. With the new grant, we will primarily serve Capital One Associates and Fresh Express employees. The Office for Employment Training as well as Shoreline were listed as providers of services for participants. Staff are currently working with County Counsel on the amendment for Shoreline's current contract to incorporate this grant and an inter-agency agreement for OET. The grant will go before the Board of Supervisors on August 28, 2012 for final approval. **Motion:** Ms. Leffel motioned to approve the acceptance of the \$999,847 grant allocation. **Second:** Mr. Turlington
Nays: Dr. Garrison
Abstained: Mr. Robinson
Motion Passed

Mr. Silva observed that the grant total is \$999,847; however only \$776,388 is showed as being allocated and asked staff where the remaining \$223,459 is being allocated. Ms. Aldrich responded that the grant states that the WIB is responsible for oversight of the grant and therefore \$101,000 is allocated for administration and WIB's staff salaries. Ms. Aldrich also stated that she did not have the exact allocation on hand, but provided information on training and OJT's for \$400,000, Supportive Services for \$30,000, Shoreline Staff Salaries for \$149,643, OET Staff Salaries for \$196,745 and WIB Staff Salaries and Administration for \$101,000.

Mr. Silva stated the memorandum does not account for budgeting the allocated dollars. Ms. Aldrich stated that she will make sure the WIB receives the correct budget. Mr. Hunter asked if the subcontractors must submit RFQ's for each grant opportunity. Ms. Aldrich stated that often times grants have a short turn-around timeframe therefore it requires that we use subcontractors that are under current contract. With this particular grant, although OET was initially named the sole recipient to provide case management services, due to Shoreline being named as one of the OJT providers the State requested Shoreline receive a portion of the case management allocation. Dr. Garrison asked what training the participants will receive. Ms. Aldrich responded that it depends on the individual. She also advised that most of the Capital One employees that will be served are from the processing plant area of the company. Ms. Zeller-Nield asked if there were some employees that can fill the need for bookkeepers and accountants. Mr. Powell responded that we are limited to training providers that are listed on the State ETPL list. Ms. Leffel stated that the employees should be tested using WorkKeys to assess their capabilities prior to spending thousands of dollars on training and staff time. She also stated that it is our responsibility to provide them with something viable and recognizable that ensures they have the skill for a specific job. Mr. Moore agreed with Ms. Leffel and stated that Lee Hecht Harrison & Associates will provide assessment of all Capital One employees. Shoreline has been working closely to ensure that the employees receive the proper training and are

provided with office space to utilize while searching for job opportunities. Mr. Rubio asked if there is a time limitation on approval of the grant allocation. Ms. Aldrich stated that prior to meeting with Capital One Associates and providing services, the grant must be approved by the Board of Supervisors. Sr. County Counsel Reimann stated that the Executive Committee can hold a special meeting and the WIB can delegate authority to the Executive Committee for approval of the grant to the Board of Supervisors. Ms. Leffel withdrew her motion and Mr. Turlington withdrew his second of the motion.

Motion: Mr. Rubio subsequently made a motion that the WIB authorize the Executive Committee to approve the acceptance of the grant pending a full detailed budget to be disseminated by the WIB prior to the Board of Supervisors Agenda on August 28, 2012.

Second: Mr. Lara

Abstained: Mr. Robinson

Motion Passed

3. **Action: Approve the Organizational Restructuring of the Economic Development Department and Office for Employment Training.** Ms. Aldrich distributed the Board of Supervisors board report and Mr. Elliott Robinson's comments to the BOS. This is a follow-up to the June 6, 2012 WIB minutes regarding the discussion of the organizational restructuring. Due to the \$1.3 million dollar deficit, along with diminished funding, expired grants and previously allowed roll-over dollars being discontinued, a determination was needed to right size the organization financially. After comments made by SEIU representatives and the public, the Board of Supervisors voted to approve authorizing the CAO to reduce twelve positions in OET; issue layoff notices to the impacted employees by August 10, 2012, with an effective date of September 1, 2012; direct the Human Resources department to provide in-placement and out-placement services; authorize budgetary adjustments in Fund 007, budget unit 8261 and authorize the CAO, Auditor Controller and Human Resources department to implement actions described in the board report. The BOS also requested that DSES provide an update on August 28, 2012. Additional meetings were scheduled with SEIU to determine a plan of action where each employee had other employment opportunities. As DSES is under a personnel system known as Merit, Mr. Robinson needed the layoff process to commence immediately so there would be enough time to hire the impacted employees. Interviews took place and job offers were extended. Mr. Robinson stated the County has two different personnel systems. The County personnel system operates under the County HR Oversight; DSES, under the Social Security Act, requires a different kind of personnel system known as Merit which operates under State HR. Mr. Cushman requested that Mr. Robinson explain the reasons for the restructuring and the movement of employees. Ms. Aldrich stated that the purpose of bringing this before the WIB is to concur with the Executive Committee's decision and initiate a discussion. Mr. Robinson stated that in April it was noticed that there was a challenge in revenues and a gap in the budget was incurred due to anticipated revenues that were placed into the budget. Between the Economic Development Department, OET and DSES, an expenditure reduction was designed which is reflected in the board report.

Motion: Ms. Leffel motioned to approve the action as stated

Second: Ms. Webster

Motion Passed Unanimously

Director's Report: Ms. Aldrich advised the WIB of our partnership with the South Bay WIB where we applied for a Department of Labor Multi-Sector National Emergency Grant to serve individuals not addressed under the Capital One closure. Twenty-one different regions came together to apply for the \$44 million dollar grant. The process is on-going. Also, the Employment Training Panel opened up their application process to include businesses to train incumbent workers for this funding round. Light manufacturing is one of the professions. Ms. Aldrich has contacted Taylor Farms to discuss participating with us on a state-wide application. The California Workforce Association is looking into doing a state-wide application with local workforce investment areas who are interested in participating in an Employee Training Panel funding opportunity. Ms. Aldrich inquired if there are any labor members interested in participating with the WIB on this application. This year ETP has allowed for new hire training. Ms. Aldrich stated if the WIB knows of any businesses that have new hires, please advise her prior to mid August. Ms. Zeller-Nield announced that SBDC has employers with new hires that can benefit from the training. Ms. Leffel stated MPC has a training program for the hospitality industry that Ms. Aldrich may be interested in. Additionally, Ms. Aldrich stated that Hostess Brands was successful in their endeavors to retain employees in California. The Rapid Response Team has completed orientations with Sky West Airlines, MST and MCOE employees. OET & Shoreline are scheduled for a presentation on August 3, 2012 with Capital One employees. Also, union representatives have sent out all our information to River Ranch employees. Ms. Aldrich also stated that CWA's Meeting of the Minds Conference is scheduled for September 4-6, 2012 and she would love to see participation from WIB members as we are the host of the conference. She will send out the conference agenda as soon as it becomes available.

Subcommittee Chair Reports:

- **Oversight Committee:** Ms. Leffel stated that most of the subjects covered were in the Consent Calendar of the WIB Agenda and/or in the Director's Report. Oversight did receive an update from the subcontractors for PY2012-13. Shoreline has a contract of \$294,840 with a minimum requirement of 69 enrollments. Their entered employment rate was 93%; Turning Point's contract is \$272,160 with a minimum requirement of 63 enrollments and their entered employment rate was 86%.
 - **Youth Council:** Ms. Carrillo stated Youth Council has moved from monthly to bi-monthly meetings. At the May meeting, the subcontractor's contracts were extended. Santa Cruz County of Education's contract is \$148,442 with a minimum requirement of 63 enrollments; Turning Point's contract is \$160,812 with a minimum requirement of 55 enrollments. Our Youth Council meeting is scheduled for September 11, 2012 at 4:00pm here at Shoreline. We will be discussing commencing a Speakers Bureau concept which will allow for trades people to get into the high schools.
4. **Information: Update and discussion on the Ethics Training requirement and Form 700.** Mr. Cushman updated the WIB as to the progress of the completion of Form 700 and Ethics Training. He informed the WIB that the Ethics Training is required every two years and the Form 700 is a yearly requirement. He thanked all members who have completed the requirements and advised that he will remind the WIB of the requirements at the December WIB meeting.
5. **Information: Discuss the Ad-Hoc Budget Committee.** Mr. Cushman stated he has received a list of volunteers and has nominated Ms. Zeller-Nield as Chair of the Ad-Hoc Budget Committee and named, Mr. Silva, Ms. Leffel, Ms. Sullivan and Mr. Hunter as members. Ms. Aldrich will work with Ms. Zeller-Nield to schedule the first meeting date.

Announcement of Events: Ms. Leffel stated the annual Regional Economic Development Forum is scheduled for November 16, 2012 at the Embassy Suites from 8:00am-3:30pm. Mr. Robinson informed the WIB that as employers with employees who have children, funds for child care have been reduced as part of the State budget and will impact many employees. Mr. Cushman announced the next WIB, Executive, Oversight and Youth Council meetings. Mr. Cushman also pointed out the monitoring calendar and encouraged members to volunteer to take part in the monitoring process. Mr. Cushman suggested that members find time to participate on or with the Youth Council as this is our future work population. He expressed that he will be working hard with the Youth Council to ensure we provide opportunities for youth. Ms. Webster asked for business representatives to apply to Youth Council as she feels we need to hear from the business community.

Adjournment: Mr. Cushman adjourned the meeting at 9:22 am

Motion: Ms. Leffel

Second: Mr. Turlington

Motion Passed Unanimously