

ADOPTED
Monterey County Workforce Development Board
Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, August 5, 2015

Members Present: Erik Cushman (Chair), Al Davis, Andy Hartmann, Brian Turlington, Cesar Lara, Diana Carrillo, Elliott Robinson, Hunter Harvath, Jay Donato, Larry Silva, Mimi Laurent, Neal Heckman, Paula Calvetti, Salvador Munoz, Sherry Farson, Wendy Brickman, Dr. Willard Lewallen and Yuko Duckworth

Members Absent: Anthony Aniello, Mary Ann Leffel, Aaron Oskolkoff, Dave Potter, Harvey Dadwal, Karen Wong, Ken Peacock, Kimberly Schnader, Steve MacArthur, Teresa Sullivan and Dr. Walter Tribley

Staff Present: Joyce Aldrich, Marleen Bush and Flor Galvan

Others Present: Jerry Hernandez, Ruben Trujillo and Dave Spaur

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:14 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment: None

Consent Calendar:

1. **Action: Approve minutes from June 3, 2015.**
2. **Action: Concur with the July 15, 2015 Executive Committee action to approve an Internal Memorandum of Understanding between Economic Development Department and Workforce Development Board for Business Services/On-the-Job Training implementation for Fiscal Year 2015-16.**
3. **Action: Concur with the July 15, 2015 Executive Committee action to approve the recommendations regarding the State Employment Development Department Draft Directives open for comment including: Workforce Services Draft Directive (WSDD)-117 – Workforce Innovation and Opportunity Act (WIOA) Youth Program Requirements; WSDD-118 Local Board Recertification; and WSDD-119 WIOA Adult Program Priority of Service.**
4. **Action: Concur with the July 27, 2015 Youth Committee action to accept Program Year 2014-15 close out program reports on Workforce Investment Act (WIA) Youth formula funds, Youth Employment Leadership, Silver Star, and Workforce Accelerator Fund 1.0.**
5. **Action: Approve proposed new Eligible Training Provider List Master Agreement with Hartnell College.**

Motion: Mr. Harvath motioned to approve the Consent Calendar.

Second: Mr. Turlington

Approved unanimously by those in attendance

Discussion or Review of Business Calendar Action Items:

1. **Action: Review and approve the Local Workforce Investment Area (LWIA) closeout budget for PY 2014-15.** Mr. Trujillo reported that Monterey County has the entire month of August before closing out the budget for Program Year 14-15. Mr. Trujillo explained that the formula allocations for the Local Workforce Investment Area funds require a minimum of 80% expenditure for the first year. As of July 31, 2015 the following expenditures were reported: Adult formula funds 82%; Dislocated Worker formula funds 78%; Rapid Response 100%; Rapid Response Layoff Aversion 78.9%; Youth formula funds 87%; State Workforce Accelerator special grant 100%; Workforce Innovation Fund 17% with enrollments to begin in September 2015; Dislocated Worker Additional Assistance 39%; AB109 99%; Youth Employment Leadership Development special grant with the Department of Social Services expended 90%; SilverStar 95%; Long Term Unemployed special grant that goes through December 2015 expended 25.2%; and Prop 39 a special grant for Pre-apprenticeship design expended 93%.

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

Second: Mr. Lara

Approved unanimously by those in attendance

2. **Action: Review and consider approval of recommended contract for Community Asset Mapping & Environmental Scan services selected through Request for Quotes #2015-01.** Mrs. Aldrich reported on the Request for Quotes released on June 1, 2015 to elicit outside expertise to shape the understanding of

the local and regional opportunities. The purpose of the asset mapping will be used to create new service delivery structures throughout the County that adhere to workforce development strategies; eliminate duplicative services; and identify resources that better leverage existing services through a braided funding approach. The Workforce Development Board staff received four responses to the Request for Quotes. An internal selection committee reviewed quotes and submitted their recommendation. After review of the reference checks and proposals, it was recommended by the Selection Committee that funding go to BW Research Partnership to provide the Community Asset Mapping and Environmental Scan with a contract term of August 1, 2015 through June 30, 2016.

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

Second: Mr. Lara

Approved unanimously by those in attendance

3. **Update: Review and discuss change in county policy for Board Member travel reimbursements.** Mrs. Aldrich reported that the County has updated their travel reimbursement policy and are requiring anyone requesting reimbursement for travel expenses be placed in the county payroll system. She reported that County Counsel is in discussions with the Auditor's office concerning the change in process and further updates will be offered once received.
4. **Action: Review and approve Workforce Development Board's 2013-17 strategic initiatives and Local Plan Goals for PY 2015-16 in specified format.** Mrs. Aldrich reported Jerry Hernandez did an excellent job of surveying business growth, development and trends and continues to assist us today on building the wine corridor tracking in South County. She reported that Monterey County continues to work on streamlining the On-the-Job (OJT) program and process for employers. She also reported that she will be meeting with the Small Business Development Center (SBDC) Director to re-engage conversations about participating in their industry roundtables. Ms. Aldrich reported that plans for WorkKeys testing are underway to be offered twice a month through the Monterey County Business Council at the Monterey Peninsula College Marina campus location on Imjin Road. She reported that she has a list of Rotary's that she is hoping to work with along with the Fisherman's Wharf Association. Mr. Cushman asked that the update to the strategic initiatives and local plan goals for PY 2015-16 be presented at the next WDB meeting for approval.
5. **Directors Report: Update on grant applications: Department of Labor Pre-release and Workforce Accelerator Fund 2.0. Verbal report out on California Workforce Association (CWA) Executive Committee Retreat.** Mrs. Aldrich reported that Monterey County was previously awarded the Workforce Accelerator Fund (WAF) 1.0 grant and received the second round of funding under the WAF 2.0 grant which allows for paid work experience for youth that will be enrolled this fall in the Youth Ambassador's for Peace Program. She reported that Monterey County has been working with the Sheriff's Department by offering KickStart Workshops once a month for inmates. She reported that Monterey County is currently working with International Brotherhood of Electrical Workers (IBEW) in San Benito and Santa Cruz County relative to the Prop 39 for Pre-Apprenticeship Programs. She reported that some of the goals at the California Workforce Association (CWA) Executive Committee Retreat were to develop a vision that inspires, guides and communicates our work as a statewide association and to develop and implement a coherent communications plan that positions CWA as the leader of the workforce system.
6. **Chair Update: Meeting of the Minds Conference, Monterey September 8 through 10th at the Marriott in Monterey.** Mr. Cushman reported that the WDB has four placeholder registrations for the CWA Meeting of the Minds conference for anyone who would like to attend. Mrs. Aldrich stated that the conference is a great opportunity to network with other WDB members and Executive Directors along with learning the latest information on the Workforce Innovation and Opportunity Act guidance.

Announcements: Mr. Donato announced that the Parks Foundation in collaboration with the Santa Lucia Rotary will be having a golf tournament fundraiser at Pasadera Country Club on October 26, 2015. If anyone is interested in providing items for the silent auction please contact Mr. Donato. Mr. Spaur announced that the Economic Opportunity Committee meeting is scheduled for Monday, August 24, 2015 at 9:00 a.m. in the Monterey Room at the Government Center. Mr. Cushman asked that board members refer anyone who may qualify as a dislocated worker to the Job Center.

Adjournment: Mr. Cushman adjourned the meeting at 9:56 a.m.

Motion: Mr. Hunter motioned to adjourn the meeting as requested.

Second: Mr. Turlington

Approved unanimously by those in attendance