

ADOPTED
Monterey County Workforce Development Board
Marina Library, 190 Seaside Circle, Marina, CA
Wednesday, June 1, 2016

Members Present: Erik Cushman (Chair), Mary Ann Leffel, Andy Hartmann, Brian Turlington, Cesar Lara, Kimberly Schnader, Mimi Laurent, Paul Farmer, Paula Calvetti, Salvador Muñoz, Sandy Chamberlain, Steve MacArthur, Dr. Willard Lewallen and Yuko Duckworth

Members Absent: Aaron Oskolkoff, Al Davis, Cresencio Diaz, Dave Potter, Harbhajan Dadwal, Jay Donato, Larry Silva, Sherry Farson, Dr. Walter Tribley and Wendy Brickman

Staff Present: Joyce Aldrich, Flor Galvan and Ruben Trujillo

Others Present: Steven Gutierrez

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:09 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Consent Calendar:

1. **Action:** Approve the minutes from February 3, 2016.
2. **Action:** Concur with the May 18, 2016 Executive Committee recommendation to approve the WDB re-appointments of:
 - Dave Potter, representing WIA Title I Programs
 - Kimberly Schnader, representing Business
 - Larry Silva, representing Business
 - Paula Calvetti, representing Business
 - Wendy Brickman, representing Business
3. **Action:** Concur with the May 18, 2016 Executive Committee recommendation to approve the resignation of Hunter Harvath, representing Economic Development, from the Workforce Development Board.
4. **Action:** Concur with the May 18, 2016 Executive Committee recommendation to approve the resignation of Teresa Sullivan, representing a Community Based Organization, from the Workforce Development Board.
5. **Action:** Concur with the May 18, 2016 Executive Committee recommendation to approve the resignation of Diana Carrillo, representing a Community Based Organization, from the Workforce Development Board.
6. **Action:** Concur with the May 18, 2016 Executive Committee recommendation to accept Program Year 2015-16 program reports on Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds.
7. **Action:** Concur with the May 18, 2016 Executive Committee recommendation and approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Programs Monitoring Report for Program Year 2015-16 for the Office for Employment Training.
8. **Action:** Concur with the May 18, 2016 Executive Committee recommendation and approve the FINAL Workforce Innovation and Opportunity Act (WIOA) Title I Rapid Response and Layoff Aversion Programs Monitoring Report for Program Year 2015-16 for the Workforce Development Board.

Motion: Mrs. Leffel 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: Conduct election to select the Chair of the Workforce Development Board for a term to commence July 1, 2016. Mrs. Aldrich called for nominations for the WDB Chair position. Mr. Lara nominated Mr. Cushman to be the WDB Chair. There were no other nominations. Mr. Cushman accepted the nomination.

Motion: Mr. Lara motioned to appoint Mr. Cushman as WDB Chair.

Second: Mr. Muñoz

Abstention: Mr. Cushman

Approved by those in attendance

2. Action: Conduct election to select the 1st Vice-Chair of the Workforce Development Board for a term to commence July 1, 2016. Mr. Cushman called for nominations for the WDB 1st Vice Chair position. Mr. Lara nominated Mrs. Leffel to serve as WDB 1st Vice Chair. There were no other nominations. Mrs. Leffel accepted the nomination.

Motion: Mr. Lara motioned to appoint Mrs. Leffel as WDB 1st Vice Chair.

Second: Ms. Calvetti

Approved unanimously by those in attendance

3. Action: Conduct election to selection the 2nd Vice-Chair of the Workforce Development Board for a term to commence July 1, 2016. Mr. Cushman called for nominations for the WDB 2nd Vice Chair position. Mrs. Leffel nominated Ms. Calvetti to be the WDB 2nd Vice Chair. There were no other nominations. Ms. Calvetti accepted the nomination.

Motion: Mrs. Leffel motioned to appoint Ms. Calvetti as WDB 2nd Vice Chair.

Second: Mr. Turlington

Approved unanimously by those in attendance

4. Action: Approve the FINAL WIOA Title I Youth Program Monitoring Report for Program Year (PY) 2015-16 for the Office for Employment Training. Mrs. Aldrich reported that the information is a snap shot in time for review of the first six months of the Youth Program. She reported that OET has met all their requirements. One area of concern was the new WIOA requirement to serve 80% out of school youth and 20% work experience. OET has indicated they are doing well with complying with the new requirements.

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

Second: Mrs. Leffel

Approved unanimously by those in attendance

5. Action: Approve the FINAL WIOA Title I Youth Program Monitoring Report for PY 2015-16 for Turning Point of Central California. Mrs. Aldrich reported that they have been doing a good job with the transition of working with out-of-school youth and plan to meet their performance goals.

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

Second: Mr. Munoz

Approved unanimously by those in attendance

6. Action: Recommend and approve the WDB Policy #2005-10 "Grievance Complaint Attachment". Mrs. Aldrich reported that the proposed revisions were made at the direction of County Counsel.

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

Second: Mr. Munoz

Approved unanimously by those in attendance

7. Action: Approve extension of the WIOA Title I Youth subcontract with Turning Point of Central CA in the amount of \$110,000 for the period of July 1, 2016 to June 30, 2017. Mrs. Aldrich reported that Turning Point is contracted to provide services to at-risk youth through Rancho Cielo. They will be serving 40 eligible youth with 28 receiving paid and unpaid work experience opportunities. Twenty percent (20%) of the contract must be expended on work experience opportunities and 80% must qualify as out-of-school youth. Mrs. Aldrich reported that this contract will be the last extension of the subcontract and it will be going out for request for proposals for program year 2017-2018.

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

Second: Mr. Lara

Approved unanimously by those in attendance

8. Receive an update on the Local Workforce Development Area budget for Fiscal Year (FY) 2015-16. Mr. Trujillo reported on expenses through May 27, 2016. He reported that Monterey County did receive approval to move the \$550,000 allocation from Dislocated Worker to Adult therefore the numbers reflect the change. He also reported that the State has allowed any unspent monies to be carried in to next year's fiscal year. He reported that Monterey County is at 76% spent in the Adult allocation; 65% in Dislocated Worker; 66% in the Youth allocation; 87% in Rapid Response; 49% in Rapid Response Layoff Aversion; 100% in AA DW; 10.5% in the Workforce Accelerator Fund; 56% in the Workforce Innovation Fund which will end June 30, 2016; 61% in AB109, 39% in the Youth Employment Plan that will end June 30, 2016 and will not be funded next fiscal year; 91% in SilverStar; 99% in Long Term Unemployment; and 80% in the Youth Empowerment Solutions.

9. Action: Recommend and approve the proposed Workforce Development Board Budget for Fiscal Year 2016-17. Mr. Trujillo reported new WIOA regulations are mandating that the WDB and OET split, the increase in the budget will include moving a Workforce Development Board Representative III and Workforce Development Board Representative II who make up the Business Services Team that have been working with the WDB for the past three (3) years and an Accountant I position. The Monterey County Auditor's office does not have the personnel to be responsible for all the work that is required of the WDB by the State and Federal regulations therefore we have to maintain our own separate software system which will then get uploaded into the County system. The WDB will also be handling all the leases and operating expense/responsibilities for the Comprehensive and Satellite AJCC One-stop.

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

Second: Mr. Munoz

Approved unanimously by those in attendance

10. Action: Approve the WIOA Partner Memorandum of Understanding Phase I, effective 7-1-2016 through 6-30-2019; and forward to the county Board of Supervisors for final approval prior to submitting to State of California Workforce Development Board on June 30, 2016. Mrs. Aldrich reported that under WIOA it is mandated that Local Boards are responsible for entering into an MOU with each of the America's Job Center of California required partners that outlines the operations of the One-Stop delivery system. There will be two phases, the first phase will establish a working relationship among the parties, define roles and responsibilities and outline a framework for shared customers and services through an MOU. Phase two is not due until December, 2017 and will address the financial and cost sharing arrangements among the required partners. The MOU has been vetted through County Counsel and all partners.

Motion: Mrs. Leffel motioned to accept what is presented with the option that if there are any substantive changes or corrections made after this date, the Executive Committee be given the ability to make the final approval.

Second: Mr. Lara

Approved unanimously by those in attendance

11. Director's Report (Verbal):

- **Regional Planning Unit Lead WDB Updates:** Monterey County was designated as a lead WDB on behalf of our region which includes Santa Cruz, San Luis Obispo and Santa Barbara. Monterey recently applied for a non-competitive Regional Planning Implementation and Training Coordinator grant and a competitive grant. The regional partners are continuing with the Slingshot Project and currently working on an action plan for the healthcare industry.
- **Customer Centered Design Updates:** Mr. Farmer reported that the group has been meeting regularly to speak about redesigning the services to meet the needs of businesses and make businesses our number one client. He reported that the group has interviewed several local employers to get a better idea about employment ladder opportunities for employees in the hospitality industry.
- **Grant updates:** Awarded the Prop 39 2.0 and Supervised Population grants that are \$400,000 each.

Adjournment: Mr. Cushman requested to adjourn the meeting at 9:40 a.m.

Motion: Mrs. Leffel motioned to adjourn as requested.

Second: Mr. Munoz

Approved unanimously by those in attendance