



MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)

Special Meeting EXECUTIVE COMMITTEE

MBEST, 3180 Imjin Road, Conference Room B, Marina, CA
Monday, March 13, 2017, 10:30 am

AGENDA

Executive Committee Members:

Erik Cushman, Chair

Paula Calvetti

Cesar Lara

Mary Ann Leffel

Dr. Willard Lewallen

CALL TO ORDER/INTRODUCTIONS:		Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:		
PUBLIC COMMENT / ANNOUNCEMENTS:		
CONSENT CALENDAR:		Erik Cushman
1. ACTION: Approve minutes from February 22, 2017 meeting.		Erik Cushman
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:		Erik Cushman
1. Report from Office for Employment Training on the Adult, Dislocated Worker and Youth Programs outcomes as of January 31, 2017.		Dave Spaur Sangeeta Durrall
2. Appoint an Ad Hoc Subcommittee to develop job qualification requirements for the WDB Executive Director recruitment		Nick Chiulos
3. Update on expenditures for High Performing Local Board award.		Chris Donnelly
4. Review the WDB membership composition and attendance and discuss recruitment of members.		Erik Cushman
5. Review and discuss the DRAFT WDB agenda in preparation for the April 5, 2017 meeting.		Erik Cushman
SUBCOMMITTEE MEETINGS: Business: 4/11/2017, MBEST Executive: 4/19/2017, MBEST Oversight: 5/11/2017, MBEST	WDB MEETING: 4/5/17, Marina Library	Erik Cushman
ADJOURNMENT:		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 www.montereycountywdb.org . 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. 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.		

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

168 W. Alisal Street, 3rd Fl
Salinas, CA 93901
(831) 796-6434
www.montereycountywdb.org



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UNADOPTED
Monterey County Workforce Development Board
Executive Committee
MBEST, 3180 Imjin Road, Conference Room B, Marina, CA
Wednesday, February 22, 2017

Members Present: Erik Cushman (Chair), Mary Ann Leffel, Paula Calvetti, Cesar Lara, and Dr. Willard Lewallen

Members Absent: None

Staff Present: Chris Donnelly, Flor Galvan, Marleen Bush and Susan Marscellas

Others Present: Dave Spaur, Alex Soltero and Carmen Favila

Call to Order/Introductions: Mr. Cushman called the meeting to order at 9:33 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Announcements: None

Consent Calendar:

1. Action: Approve the minutes from January 18, 2017.

A motion was made by Mary Ann Leffel to approve the minutes from January 18, 2017, seconded by Cesar Lara. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. **ACTION:** Accept the High Performing Local Board Award from the State of California Workforce Development Board in the amount of \$54,838 and consider the utilization of funding recommendations.
A motion was made by Mary Ann Leffel to accept the High Performing Local Board Award from the State of California Workforce Development Board in the amount of \$54,838 and consider the utilization of funding recommendations, seconded by Paula Calvetti. ALL AYES
2. Action: Approve final Regional and Local Plans for PY 2017-20 and submit to the Board of Supervisors for approval, then forward to the State of California Workforce Development Board by March 15, 2017.
A motion was made by Mary Ann Leffel to approve final Regional and Local Plans for PY 2017-20 and submit to the Board of Supervisors for approval, then forward to the State of California Workforce Development Board by March 15, 2017., seconded by Cesar Lara. ALL AYES
3. Provide an update on WDB Retreat and prioritize items of focus and next steps.
The Executive Committee was provided an update on the WDB retreat and prioritized items of focus and the next steps to be taken.
4. Receive Program Year update (PY) 2016-17 on Workforce Innovation and Opportunity Act (WIOA) programs, special grants and projects through January 31, 2017.
The Executive committee received program year updates for PY 2016-17 on Workforce Innovation and Opportunity Act (WIOA) programs, special grants and projects through January 31, 2017.
5. Provide an update on Workforce Development Board's budget for Fiscal Year 2016-17, through December 31, 2016.
The Executive Committee was provided an update on the Workforce Development Board's Budget for Fiscal Year 2016-17, through December 31, 2016.
6. Provide an update on the timeline for the Request for Proposal for the One-Stop Operator and WIOA Youth programs for PY 2017-18.
The Executive Committee was provided an update on the timeline for the Request for Proposal for the One-Stop Operator and WIOA Youth programs for PY 2017-18.

7. Review the WDB membership composition and discuss recruitment of members.
The Executive Committee reviewed the WDB membership composition and discussed recruitment of members.
8. Director's Report.
The Director reported on formula allocation for 2017-18.

Adjournment: Mr. Cushman adjourned the meeting at 11:13 a.m.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRIS DONNELLY, INTERIM DIRECTOR

SUBJECT: REPORT FROM OFFICE FOR EMPLOYMENT TRAINING ON THE ADULT, DISLOCATED WORKER AND YOUTH PROGRAMS OUTCOMES AS OF FEBRUARY 22, 2017

DATE: MARCH 13, 2017

INFORMATION:

OET staff will provide the Executive Committee their action plan on meeting their enrollment and expenditure goal for program year 2016-17 for the Adult, Dislocated Worker and Youth Programs. Please see attached planned versus actual for each of the three funding streams as of January 31, 2017.

ATTACHMENT:

OET Programs update as of January 31, 2017

Workforce Innovation and Opportunity Programs and Special Grants & Projects Program Year 2016-17

As of January 31, 2017

Grant Program	Enrollment Plan					Work Experience / Training Plan		
	Plan	Actual	% of Plan	Total Plan (includes carry-in)		Plan	Actual	% of Plan
WIOA Adult	533	175	33%	734 (201 Carry-in)		198	142	72%
WIOA Dislocated Worker	100	34	34%	151 (51 Carry-in)		38	32	84%
WIOA Youth	170	101	59%	286 (116 Carry-in)		93	28	30%

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: NICK CHIULOS, ASSISTANT COUNTY ADMINISTRATIVE OFFICER

SUBJECT: APPOINT AN AD HOC SUBCOMMITTEE TO DEVELOP JOB QUALIFICATION REQUIREMENTS FOR THE WDB EXECUTIVE DIRECTOR RECRUITMENT

DATE: MARCH 13, 2017

INFORMATION:

Discussion will be held on the appointment of an Ad Hoc subcommittee to assist in the development of the job qualifications for the recruitment of the Executive Director for the Monterey County Workforce Development Board.

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRIS DONNELLY, INTERIM DIRECTOR

SUBJECT: UPDATE ON EXPENDITURES FOR HIGH PERFORMING LOCAL BOARD AWARD

DATE: MARCH 13, 2017

RECOMMENDATION:

Below is a list of Executive Committee's recommendation on the utilization of these 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
Total:		\$54,838

MEMORANDUM

TO: WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

FROM: CHRIS DONNELLY, INTERIM DIRECTOR

SUBJECT: REVIEW THE WDB MEMBERSHIP COMPOSITION AND DISCUSS RECRUITMENT OF MEMBERS

DATE: MARCH 13, 2017

RECOMMENDATION:

It is recommended that the Executive Committee review the WDB membership composition and discuss recruitment of members.

DISCUSSION:

Below is a breakdown of the current local WDB membership composition as of March 10, 2017:

WDB Member Representation	Minimum Required #'s Based on WIOA	Current #'s	Vacancies
Business member 51% majority	10	11	2
Local Educational Entity	1	2	
Labor Organization 20% = 4.8	4	5	
Community Based Organization	1	1	
Economic Development Agency	1	1	
Wagner-Peyser Agency	1	1	
Rehabilitation Agency	1	1	
Other membership determined by the Board of Supervisors to be appropriate	0	1	
Total # of WDB Members	19	23	

At present, there are two business membership vacancies on the WDB. Based on current membership, North and South County areas have minimal representation.

MONTEREY COUNTY
WORKFORCE DEVELOPMENT BOARD (WDB)



Monterey County Workforce Development Board (WDB)

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

CALL TO ORDER/INTRODUCTIONS:	Erik Cushman, Chair
CHANGES TO AGENDA:	
PUBLIC COMMENT/TESTIMONIAL: (Limited to 3 minutes)	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Approve minutes from February 1, 2017.	
2. ACTION: Concur with the March 13, 2017 Executive Committee's recommendation to accept the High Performing Local Board Award from the State of California Workforce Development Board in the amount of \$54,838 and consider the utilization of funding recommendations.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. Presentation on Hartnell College Ag initiatives.	Presenter TBD
2. Update on Request for Proposals for the One-Stop Operator and WIOA Youth Program for Program Year 2017-18.	Racy Ming
3. Provide an update on the Local Workforce Development Area budget for Fiscal Year 2016-17, through January 31, 2017.	Ruben Trujillo Chris Donnelly
4. Receive an update on the strategic planning WDB Retreat goals, actions and initiatives.	Chris Donnelly
5. Presentation on National Workforce Association Board (NAWB) Conference held in March 2017, and potential suggestions on how information can be applied in our local area and region.	Conference Attendees
6. Update on SlingShot Allied Healthcare Project.	Susan Marscellas
7. Directors Report.	Chris Donnelly
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Business Services: 4/11/2017, MBEST Executive: 4/19/2017, MBEST Oversight: 5/11/17, MBEST	WDB MEETING: 6/06/2017, Marina Library
ADJOURNMENT:	Erik Cushman
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