

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting
Monday, September 15, 2008, 3:30 pm.
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
David Bernahl, <i>Chair</i>	Business
Robert Brower	Business
Diana Carrillo	Center for Employment Training
Mary Ann Leffel	Business
Robert Weakley	Business
Erik Cushman	Business
Joanne Webster	Business
Joseph Werner	WIB Executive Director, Ex-Officio Member
OTHERS PRESENT	REPRESENTING
Marleen Esquerro	WIB Staff
Delfia Knighton	WIB Staff
Rosie Chavez	Turning Point
Wil Moore	Shoreline Workforce Development Services

CALL TO ORDER/INTRODUCTIONS:

Mr. Bernahl called the meeting to order at 3:37pm. He welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: In accordance with the WIB protocol and procedures policy, Mr. Bernahl accepted a revised statement of work for the Certified Nursing Assistant pipeline grant.

PUBLIC COMMENT: None.

BUSINESS MEETING:

1. Action: Approve the minutes of the August 18, 2008 Executive Committee meeting.

Motion: Ms. Carrillo motioned to accept the minutes as stated.

Second: Ms. Webster

Motion approved unanimously

2. Action: Approve the reappointment of Youth Council member, Ms. Vivian Brennand, representing the Monterey County Housing Authority for a two-year term to commence October 21, 2008 and end October 21, 2010.

Mr. Cushman stated that he was impressed with the Youth Council members who attended the WIB Retreat.

Motion: Ms. Carrillo motioned to accept the action as stated.

Second: Mr. Weakley

Motion approved unanimously

3. Action: Approve the Final Monitoring Report for the Office for Employment Training's (OET) Workforce Investment Act (WIA) Title I Youth Program for Program Year (PY) 2007-08.

Mr. Werner stated the final report of OET's youth program is an analysis of their program and fiscal operations. The observations in the report were brought to OET's attention to take the necessary corrective action steps. WIB staff reviewed and accepted OET's responses to consider all observations closed.

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

Second: Ms. Webster

Under discussion, Mr. Cushman stated that the monitoring reports would be a perfect opportunity to include testimonials from clients and employers who use our services. This was a priority mentioned by the WIB members at the retreat during his workgroup's discussion. Mr. Cushman stated this information would address the human and economic impact of the One Stop services. Mr. Werner stated the reports are mandated by law to include compliance and performance measure outcomes. Upon review, Mr. Bernahl agreed with Mr. Cushman and stated that the human impact information would be good information for the community to know about the importance of our services. Ms. Webster stated if the monitoring reports are going to the state, she thought the document would be a useful tool to promote the success stories of the individuals served to address the human impact as Mr. Cushman indicated.

Motion approved unanimously

4. Action: Approve the Monterey County WIB's Employer and Employee Recognition Event scheduled on October 23, 2008 in partnership with the Monterey County Committee for the Employment of People with Disabilities (MCCEPD).

Mr. Werner reported the WIB's Disability Advisory Committee (DAC) agreed to host the WIB's Employer and Employee Recognition event in partnership with the Monterey County Committee for the Employment of People with Disabilities (MCCEPD) as a collaborative effort between the two entities. The event is scheduled on October 23, from noon to 2:00 pm, at the Embassy Suites Hotel in Seaside. The costs would be shared by both agencies. The WIB will be financially responsible for advertising the event through various media methods, purchasing the plaques for the awards recipients and providing the payment for audio and visual equipment. A \$500 scholarship award will also be given to one local youth; nominated by our local youth providers. Mr. Bernahl inquired about the guest speakers and partners involved. Mr. Werner stated the same partners who attended last year's event would be involved. Mr. Werner asked if Mr. Bernahl would be interested in giving a presentation on behalf of the WIB and Mr. Bernahl agreed. Mr. Werner stated that we are asking the DAC members to also nominate an eligible veteran.

Motion: Ms. Webster motioned to accept the action as stated.

Second: Ms. Leffel

Motion approved unanimously

5. Action: Consider approval of the revised modification of the Certified Nursing Assistant Pipeline Grant.

Mr. Werner referred to the attached CNA grant modification and the revised statement of work handout. He explained the modified grant work statement specifies a total of 96 participants will be served for all regions of the county. The grant incorporates the expansion of the Soledad and Watsonville Adult Schools and an increase in work experience and On-the-Job Training (OJT) contracts for participants. The budget is reduced from \$528,705 to \$517,535. The cost per participant is also reduced based on the new program model. A 10% administrative rate for the Office for Employment Training remains in tacked and \$11,000 in WIB staff costs has been included for program services. A 3-month extension is being requested with a proposed end date of June 30, 2009.

Motion: Ms. Webster motioned to accept the action as stated.

Second: Ms. Leffel

Motion approved unanimously

6. Action: Review and approve the development of an action work plan based on the ideas and suggestions proposed by the WIB members at the annual WIB Retreat held on August 6, 2008.

Mr. Werner referenced the WIB Retreat work plans and stated the information was prioritized by each of the workgroup leaders with potential action steps for the Executive Committee to review and consider. Both Mr. Cushman and Mr. Weakley stated the work plans look clear. Mr. Bernahl stated the work plan outlines provided are excellent.

Motion: Mr. Cushman motioned to approve the work plans as stated.

Second: Ms. Leffel

Under discussion, Mr. Werner stated that two of the work plans involve the formalization of two documents to include the One Stop Operator agreement as well as the Chief Local Elected Official (CLEO) and WIB agreement. Mr. Bernahl stated that both agreements are important and that we definitely need to start the process. Ms. Leffel stated that the actions taken from the retreat need to have community relevance. Mr. Bernahl stated the retreat was great and the positive ideas developed from the retreat are important for the Executive Committee to move forward with action steps. Mr. Cushman suggested that timelines be created. Mr. Bernahl stated that staff could put together a timeline for the Executive Committee to review at the next meeting. Mr. Brower inquired about the agreement with the Board of Supervisors (BOS) and asked if Mr. Werner plans to seek outside help to prepare the agreement. Mr. Werner stated that he would identify other agreements models for the members to review. If the Executive Committee members are comfortable with the agreement then he will take the appropriate action to proceed. If the members prefer that we use a consultant, he will research those available and review his findings with the Executive Committee prior to any commitments. Mr. Bernahl inquired if Mr. Brower was suggesting that we get an attorney. Mr. Brower requested that we notify the County Administrators Office (CAO) with the understanding that we are moving in the direction of creating an agreement with the BOS. Mr. Bernahl agreed. Mr. Werner requested that Mr. Bernahl reach out to Mr. Robinson regarding this agreement and Mr. Bernahl agreed. Mr. Robinson was at the WIB Retreat and should be familiar with the discussion regarding the CLEO & WIB agreement. Mr. Bernahl stated that it is a win-win situation for everyone involved to clarify how we can work together and reach agreement. He recommended that the timing occur after January 1, 2009. Mr. Cushman inquired if it could be done by September. Mr. Werner stated that work could be done sooner than later to clarify areas with the WIB and BOS. Mr. Cushman suggested creating a timeline and to ask each leaders to set timelines for each work group. Mr. Bernahl inquired if the leaders could lend support to move forward with the actions. Mr. Brower suggested that we bring the idea of the agreement to the CAO Mr. Lou Bauman. Ms. Leffel agreed and recommended that we notify the county of what we're doing with a couple sample agreements to use as examples. Mr. Werner stated that he will check with his colleagues on example agreements for the members to review. Mr. Bernahl asked for a draft letter to go along with the agreements. Mr. Brower stated that if the WIB recommends to move forward; then Mr. Werner will do it. Mr. Cushman requested that WIB staff email example CLEO and WIB agreements to the Executive Committee members by October 1st. The members agreed. Mr. Cushman stated once that is in place, we could develop the correspondence to Mr. Lou Bauman.

Motion approved unanimously

ANNOUNCEMENTS OF EVENTS OR SERVICES:

Ms. Leffel stated that on September 19, the Monterey County Business Council is hosting an Eggs and Issues meeting at 7:30 am to discuss the Workforce Readiness Certificates and partnerships. Mr. Weakley stated that this item is on his workgroup timeline. Ms. Leffel announced that she went to Fresno last Friday and is getting ready to do a proposal to be funded by the Economic Development Association (EDA). She is planning to take their best practices to implement it locally. On September 24, Mr. Werner announced that

the State Workforce Investment Board announced that there's a good chance that discretionary grant funds will be made available for prisoner re-entry programs in our local area. Mr. Bernahl announced on October 8, he is sitting on a panel forum for the future, organized by the Salinas Jaycees, the Youth Professionals Group and other young professionals to learn how to get involved with community services. He stated there will be lots of literature. Mr. Cushman announced the Retail Job Fair at the Salinas One Stop on September 16, 2008.

ADJOURNMENT:

Motion: Mr. Brower motioned to adjourn the meeting.

Second: Mr. Weakley

Motion Passed Unanimously

Mr. Bernahl adjourned the meeting at 4:12 pm