

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting
February 17, 2010, 8:00am
Seaside One Stop, 1760 Fremont Boulevard, Building D-2, Seaside, CA 93955

MEMBERS PRESENT	REPRESENTING
David Bernahl, <i>Chair</i>	Business
Diana Carrillo	Migrant Seasonal Farm Worker
Erik Cushman	Business
Joanne Webster	Business
Robert Weakley	Business
Mary Ann Leffel	Economic Development
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Robert Brower	Business
OTHERS PRESENT	REPRESENTING
Chris Berthiaume	OET
Rosie Chavez	Turning Point
Lynda Dunn	OET
Harry Gamotan	OET
Elliot Robinson	DSES
Doug Orlando	State EDD
Ron Cheshire	WIB CTTR
Yuri Dew	WIB Staff
Marleen Esquerra	WIB Staff
Miguel Banda	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Mr. Bernahl called the meeting to order at 8:04. He welcomed those in attendance and called for introductions. A quorum was established.

CHANGES TO THE AGENDA: None

PUBLIC COMMENT: None

BUISNESS MEETING:

1. Action: Approve the minutes of the January 25, 2010 Executive Committee meeting.

Motion: Ms. Webster moved to accept the minutes, as stated.

Second: Mr. Weakley

Motion Passed Unanimously

2. Action: Consider and approve the reappointment of WIB member Mark Bastis, representing Business, for a three-year term to commence April 13, 2010 and end April 13, 2013.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Ms. Carrillo

Motion Passed Unanimously

3. Action: Consider and approve the reappointment of WIB member Wendy Brickman, representing Business, for a three-year term to commence April 13, 2010 and end April 13, 2013

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Ms. Carrillo

Motion Passed Unanimously

4. Action: Consider and approve the reappointment of WIB member Teresa Sullivan, representing Older Americans, for a three-year term to commence April 13, 2010 and end April 13 2013

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Mr. Cushman

Motion Passed Unanimously

5. Action: Concur with the February 11, 2010 Oversight Committee action to approve the Final OET Monitoring Report for the Adult and Dislocated Worker program for PY 2008-09

Ms. Leffel reported that the Oversight Committee members moved to approve the action as stated. She added that there was some discussion of the lack of communication between OET and WIB staff. Mr. Cushman asked what the difference is between a finding and an observation. Mr. Bush replied that an observation is violation of procedure and a finding is a violation of regulations. Mr. Cushman noted that there were 2 findings in the report, Ms. Leffel stated that the one finding was a missing case file, which has led to discussion with the HR department making the issue personnel related and prohibited from comment. She continued to say that the other finding was based on an outdated policy. Mr. Bush stated that the policy is OET 2003-13. Ms. Esquerra stated that Ms. Dunn plans to present an update of the policy at the next Planning Committee meeting. Mr. Cushman asked Ms. Chavez if OET communicated well with Turning Point, she replied yes. Mr. Cushman commented that there needs to be better communication between OET and WIB staff. Ms. Leffel recommended the approval of this item.

Motion: Ms. Leffel moved to accept the action, as stated.

Second: Ms. Webster

Motion Passed Unanimously

6. Action: Concur with the February 5, 2010 Ad & PR Committee action to approve a name change to PR & Community Outreach Committee

Based on input received from the WIB retreat, Ms. Esquerra stated the Ad&PR Committee approved the recommendation to change the name of their committee to PR & Community Outreach Committee that emphasizes the need to enhance outreach to the community. Mr. Orlando recommended that the name not include Public Relations; based on the OMB Circular guidelines. Ms. Webster recommended that the committee name be changed to Community Outreach Committee.

Motion: Ms. Leffel amended the motion to approve the name change to Community Outreach Committee.

Second: Mr. Cushman

Motion Passed Unanimously

7. Action: Concur with the January 26 and February 11, 2010 Construction Trade Training Roundtable (CTTR) actions to approve reimbursements to Pre-Apprenticeship Program Coordinator

Mr. Bernahl asked Mr. Banda if the Executive Committee had the power to approve of the expenditures. Mr. Banda replied that the Executive Committee is the fiduciary body for the monies; therefore all expenditures have to be approved by them.

Motion: Mr. Weakley moved to accept the action, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

8. Action: Consider and approve the submission of the 10th year Local Plan Modification of the Monterey County WIB's five-year plan to the State of California for Program Year 2009-10

Ms. Esquerra presented a handout of the annual local plan modification. She stated that all changes to the plan were noted in the table of contents and changes were minimal aside from a new section dedicated to ARRA. She stated that the plan needs to be submitted for public comment for a period of thirty days. The plan is due to the State by March 31, 2010 and would be forwarded as a draft. Mr. Orlando shared that the plan is a tool used by state auditors to assess how Monterey County is adhering to WIA regulations and its local policies. The modification provides an opportunity to formally update local practices. Mr. Cushman commented that the State should ask for this at the beginning of the year. Mr. Orlando suggested that the MCWIB draft a letter outlining their concern with the late State directive to Dennis Petrie. Ms. Flinn noted that the MCWIB can prepare the draft local plan in anticipation of State directives. Ms. Leffel stated that MCWIB strategic planning should happen in the spring.

Motion: Mr. Weakley motioned to approve the draft local plan for public comment.

Second: Ms. Leffel

Motion Passed Unanimously

9. Information: Update on the status of the WIB Executive Director

Mr. Robinson stated that he does not have an update to give but he is working on a resolution. He continued to say that we must respect the confidentiality of the individuals involved. Ms. Webster asked when he plans to have a resolution. Mr. Robinson replied he that he did not want to mislead the Board therefore, he cannot give them a date. Mr. Cushman commented the lack of a resolution hinders the opportunity for leadership to be fully embraced. Ms. Leffel stated that there is concern over the amount of money being spent on staff salaries. Mr. Cushman thanked Mr. Robinson for presenting.

10. Information: Discussion regarding review of Work Experience and On-the-Job Training activities

Mr. Orlando stated that when he attends MCWIB meetings it is not to perform a review; he is trying to understand what is going on locally. He added that his goal is to advise the management team, and to provide technical assistance as needed or requested. There was a discussion regarding the goal of the work experience program and the local implementation of the program. Mr. Orlando stated that he is reviewing how the work experience program

is being implemented by OET. Mr. Cushman asked if there is a problem with how the program is being implemented. Mr. Orlando stated that he is reviewing the program to make sure that there are no disallowed costs. Mr. Bernahl asked what the consequences would be if there were disallowed costs. Mr. Orlando replied that the funds would have to be returned to the State. Mr. Bernahl expressed his concern if this happens to our program.

Mr. Orlando stated he is providing his observations to Ms. Dunn and Ms. Flinn. Ms. Flinn said that she could share this information with the Board and thought it would be beneficial to speak with consultant John Chamberlain about our work experience program. Ms. Webster and Mr. Cushman commented that they were pleased with the work experience program since they have used the services.

11. Information: Discussion regarding the recruitment efforts and reappointment of members serving on the Monterey County Workforce Investment Board

Motion: Mr. Cushman moved to table item #11 to next Executive Committee Meeting

Second: Ms. Leffel

Motion Passed Unanimously

12. Information: Discussion regarding the Ad & PR Committee's efforts to support the 2009 WIB Retreat

Ms. Esquerra reported that the AD&PR Committee, now Community Outreach Committee, will focus its outreach efforts on the target demographics. She continued to say the committee continued its retreat discussions on hosting a recognition event and promoting Rapid Response at chamber events. She continued to say that "Faces of the WIB" is a work in progress. Mr. Cushman commented that he would like to see some success stories at the full board meeting.

13. Information: Discuss data regarding training ROI as requested by Board members at January 6, 2010 Full WIB meeting.

Ms. Dew presented committee members with a draft template, outlining the type and expected source of each data point. The committee approved the report template, noting that detail was good, but they were most interested in high level data.

ANNOUNCEMENTS OF EVENTS OR SERVICES: Ms. Dew invited committee members to join WIB staff for upcoming monitoring. Mr. Bush agreed to email the committee members the dates and times. Mr. Cushman requested that an email be sent out to committee members to remind them to read the 10th year local plan modification before the next meeting.

ADJOURNMENT:

Motion: Mr. Cushman motioned to adjourn the meeting.

Second: Ms. Webster

Motion Passed Unanimously

Mr. Bernahl adjourned the meeting at 9:54am