

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting
 Wednesday, September 29, 2010 – 8:30am
 Monterey Peninsula College Library – Sam Karas Room

MEMBERS PRESENT	REPRESENTING
Erik Cushman, <i>Chair</i>	Business
Joanne Webster	Business
Tony Aniello	Business
David Bernahl	Business
Robert Weakley	Business
Dave Potter	One-Stop Partners
Loyanne Flinn	Acting WIB Executive Director, Ex-Officio Member
MEMBERS ABSENT	REPRESENTING
Diana Carrillo	Migrant Seasonal Farm Worker
Mary Ann Leffel	Business
Cesar Lara	Labor Organizations
OTHERS PRESENT	REPRESENTING
Wil Moore	Shoreline
Rosie Chavez	Turning Point
Doug Orlando	EDD
Harry Gamotan	OET
Dave Dwyer	Dept of Rehabilitation
Miguel Banda	WIB Staff
Stephanie Shonley	WIB Staff
Yuri Anderson	WIB Staff
Marleen Esquerra	WIB Staff
Manley Bush	WIB Staff
Gloria Torrez	WIB Staff

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:43am. He welcomed those in attendance and called for introductions from those present. A quorum was established.

CHANGES TO THE AGENDA: Ms. Anderson noted three changes to the agenda: Ms. Shonley would be presenting on Action 14, Ms. Anderson would be presenting on Action 19, and Action 22 should be changed to Information 22 per County Counsel direction.

PUBLIC COMMENT: None.

1. Action: Approve the minutes of the August 18, 2010, WIB Executive Committee meeting.

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

Second: Mr. Weakley

Abstentions: Mr. Potter

Motion Passed Unanimously

2. Information: Discussion regarding compliance with the Monterey County Form 700 Statement of Economic Interests and Public Service Ethics Education policies.

Mr. Cushman explained that all WIB members are required to complete a Statement of Economic Interests annually and that the Public Service Ethics Education training needed to be completed every two years; the ethics training takes a minimum of two hours. Mr. Potter added that ethics training is a State requirement. Mr. Cushman directed the committee to the roster included in the packet. The committee agreed that the December full WIB meeting should be the deadline for all members to have completed the requirement. He asked WIB staff review the roster and make edits prior to the next WIB meeting.

3. Information: Review of the WIB composition, proposed bylaw amendments, and PY2009-10 member attendance record.

Ms. Webster provided the committee with an update on the WIB composition and attendance. She noted that Ms. Malone-Echiburu had been reclassified as a business representative, but that the WIB still needed to recruit two business members. Ms. Webster also explained that the WIB needed to recruit representatives from the Employment Development Department, the Department of Rehabilitation and Adult/Vocational Education. Mr. Cushman suggested that WIB staff

recruit required partners and WIB members recruit business representatives. Ms. Webster concluded by explaining that WIB bylaws are still being reviewed by County Counsel.

ACTION 4-9

Motion: Mr. Potter moved to accept Actions 4-9 as stated.

Second: Ms. Webster

Motion Passed Unanimously

4. **Action:** Accept the resignation of Ruben Garcia, representing Business, from the WIB effective September 16, 2010.
5. **Action:** Accept the resignation of Cheryl Ward-Kaiser, representing Individuals with Experience in Youth Activities, from the Youth Council effective September 13, 2010.
6. **Action:** Approve the retirement of Mike Hutchinson, representing Business, from the WIB effective immediately.
7. **Action:** Approve the retirement of Judy Morales, representing In-School Youth, from the Youth Council effective immediately.
8. **Action:** Approve the reappointment of Erik Cushman, representing Business, to the WIB for a three year term ending in 2013
9. **Action:** Approve the reappointment of Scott Grover, representing Business, to the WIB for a three year term ending in 2013

10. Action: Approve the reappointment of Dr. Douglas Garrison, representing Education, to the WIB for a three year term ending in 2013

The committee discussed the reappointment of Dr. Garrison. Mr. Cushman requested WIB staff draft a letter from him to Dr. Garrison regarding attendance expectations.

Motion: Mr. Potter

Second: Mr. Bernahl

Motion Passed Unanimously

ACTION 11-12

Motion: Ms. Webster moved to accept Actions 11-12 as stated.

Second: Mr. Bernahl

Discussion: Ms. Esquerra provided an overview of Mr. Deraiche's qualifications for WIB service. Ms. Esquerra stated that Mr. Deraiche regretted not being able to make the meeting but that he is very happy to be part of the board. She concluded by stating that Mr. Deraiche would be present at the October full WIB meeting.

Motion Passed Unanimously

11. **Action:** Approve the reappointment of Ralph Rubio, representing Labor Organizations, to the WIB for a three year term ending in 2013
12. **Action:** Approve the appointment of Rick Deraiche, Deputy Division Chief, Region 1 – EDD, representing One Stop Partners, to the WIB for a three year term ending in 2013.

13. Action: Approve the appointment of David Dwyer, Rehabilitation Supervision – Dept. of Rehabilitation, representing One-Stop Partners, to the WIB for a three year term ending in 2013.

Mr. Dwyer introduced himself and expressed his interest in joining the board. Mr. Cushman thanked him for his application.

Motion: Mr. Potter moved to accept the motion as stated.

Second: Ms. Webster

Motion Passed Unanimously

14. Action: Approve the ARRA, On-the-Job Training subcontract with Shoreline Workforce Development Services in the amount of \$149,435 for the period of September 1, 2010 to October 31, 2011.

Ms. Shonley stated that Monterey County was award funds from the National Emergency Grant. She continued to say that it is collaborative grant with Shoreline and OET. She clarified that the grant is for a two year period that will allow Shoreline to provide 30 clients with On-the-Job Training; OET will provide an additional 13. She concluded by stating that a job developer had been hired to work in both Santa Cruz and Monterey counties. Ms. Flinn added that the award includes funding for administrative costs.

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

Second: Mr. Aniello

Motion Passed Unanimously

ACTION #15-16

15. Action: Approve a reimbursement of \$2,500 to the Monterey-Santa Cruz Building and Construction Trades Council for services provided.

16. Action: Approve a reimbursement of \$1,920.69 to Program Coordinator Tony Cardoso for services provided to the Green Building Pre-Apprenticeship Program.

Mr. Banda discussed the reports as provided in the packet. He stated that a new cohort of students had begun the program. The cohort includes three women. Mr. Orlando stated that that WIB staff should emphasize that the obligated funds are non-WIA.

Motion: Mr. Bernahl motioned to accept Actions 15 and 16 as stated.

Second: Ms. Webster

Motion Passed Unanimously

17. Action: Concur with the August 9, 2010 Youth Council action to approve an allocation of \$15,000 WIA Title I youth funding to support a regional Extreme Entrepreneurship Tour youth event.

Ms. Esquerro stated that the event is a collaborative project with the Santa Cruz County WIB. In response to Mr. Bernahl's question, Ms. Esquerro commented that the goal of the project is to get youth thinking about being entrepreneurs. Mr. Bernahl then asked who the panel would be for this event. Ms. Esquerro replied that a local panel had not been set. Ms. Esquerro added that recruiting has been done through email blasts by the local colleges as well as flyers posted in key locations. In response to Mr. Cushman's question, Ms. Esquerro replied that the panel would be made up of young successful entrepreneurs. Ms. Esquerro continued to say that staff is still looking for panel members. Ms. Flinn stated that the cost of the event is being shared between the Santa Cruz and Monterey WIB's. She added that she will provide the committee with the final cost.

Motion: Ms. Webster motioned to approve the action, as stated.

Second: Mr. Bernahl

Motion Passed Unanimously

18. Action: Concur with the September 2, 2010 Planning Committee action to approve an allocation of \$5,000 in WIA funds to support a regional Green Careers Partnership program.

Mr. Banda reviewed the report as provided in the packet. Mr. Bernahl asked for clarification on how the partnership will create pathways to prosperity. Mr. Banda elaborated on activities of the partnerships, including the coordination of curriculums that meet employer needs, hosting forums and creating a website. Mr. Cushman asked if the funds would include staff salaries, Ms. Flinn stated that they would not. Mr. Orlando commented that WIA funding cannot be spent on curriculum development and the WIB needs to emphasize what allowable uses of its funding would be. In response to Mr. Bernahl's question, Ms. Flinn explained that the partnership had requested a \$5,000 donation and it was her recommendation to make it as Monterey County has been benefiting from the partnership without any financial contributions to date. Mr. Potter noted that the total project funding had not been generated and asked how the project would be affected if all monies were not procured. Mr. Banda replied that he would find out what part of the program would be cut if the budget wasn't met. Ms. Flinn suggested that the partnership present to the full WIB at its December meeting.

Motion: Mr. Bernahl motioned to approve the action, as stated.

Second: Ms. Webster

Motion Passed Unanimously

19. Action: Concur with the September 13, 2010 Youth Council action to approve the PY2009-10 Office for Employment Training (OET) WIA Title I Youth Program final monitoring report.

Ms. Anderson presented the monitoring report as provided in the packet. She added that some of the highlights of the program are a culturally competent staff and the use of new media to communicate with participants. She added that participants and employers provided positive feedback of the OET program. She continued by stating that one finding of the monitoring was that North County was underserved. She added that this systemic problem which WIB staff is working to address. Ms. Anderson then discussed observations made in the report including staff comments that the One-Stop is not a culturally competent space to work with youth and that staff appear to have been working beyond capacity to operate the summer program. In response to Mr. Cushman's question, she clarified that her comments on staff commitment and new media were in praise of the program.

Motion: Ms. Webster motioned to approve the action, as stated.

Second: Mr. Potter

Motion Passed Unanimously

20. Action: Concur with the September 15, 2010 Oversight Committee action to approve the final monitoring report for the OET Fiscal and Procurement review conducted by EDD Compliance Review Division for PY2008-09.

Mr. Bush presented the monitoring report as provided in the packet. Mr. Bush stated that a corrective plan was not submitted to one of the findings. Ms. Flinn commented that the State will be coming back to see if their recommendations are being followed. In response to Mr. Bernahl question, Ms. Flinn replied that all missing items had been recovered.

21. Action: Concur with the September 15, 2010 Oversight Committee action to approve the final monitoring report of the OET Disability Program Navigator (DPN) program for PY2009-10.

The monitoring report was presented as provided in the packet. Ms. Flinn stated that the Oversight committee had requested further information. She added that a subsequent report is being drafted.

Motion: Mr. Bernahl motioned to table action item #21 until Oversight reviews the report WIB staff is working on.

Second: Ms. Webster

Motion Passed Unanimously

22. Information: Review the draft Memorandum of Understanding between the WIB and DSES-Office for Employment Training.

Ms. Flinn stated that the Office of the Inspector General had recommended that the WIB establish a contractual agreement with DSES-OET. She clarified that the Board of Supervisors (BOS) is ultimately be responsible for WIA funds and they are allowed to designate a fiscal agent. The BOS has designated DSES-OET. She continued to say that DSES-OET will distribute the funds at the direction of the local board. Mr. Cushman requested that the MOU include the provision that the Board receive accurate reports in a timely manner from the fiscal agent. Bernahl commented that he would like the County to review where the WIB is located within its structure. Ms. Flinn commented that moving the WIB out of DSES is the ultimately the decision of the BOS.

23. Action: Approve the convening of a workgroup to review and update WIB policies.

Ms. Esquerra commented that WIB policies need to be updated. She added that it was suggested that WIB staff work with service providers and WIB members to do this. In response to Mr. Cushman's question, Ms. Esquerra explained that the workgroup would not be subject to the Brown Act. She added that the meeting would be open to the public to allow individuals who are affected by the policies an opportunity to voice their opinions or concerns.

Motion: Ms. Webster motioned to approve the action, as stated.

Second: Mr. Bernahl

Motion Passed Unanimously

24. Information: Update regarding the recertification of the Monterey County WIB by the State of CA EDD.

Ms. Esquerra reviewed the recertification process. In response to Mr. Cushman's question, she explained that the report has traditional been presented to the WIB as an information item and is due to EDD by the end of October.

25. Information: Review and discuss the draft October 6, 2010 full WIB meeting agenda

The Committee reviewed the agenda. Mr. Cushman requested that a presentation by the Green Pre-Apprenticeship be added to the agenda.

ANNOUNCEMENTS:

Ms. Webster reviewed highlights of the Meeting of the Minds conference. She added that she attended all three days of the session and expressed her disappointed at the lack of attendance by WIB members. Ms. Esquerra and Mr. Bush also presented highlights of the sessions they attended.

ADJOURNMENT:

Motion: Mr. Bernahl moved to adjourn the meeting.

Second: Mr. Cushman

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 10:15am