

ADOPTED
Minutes of the Monterey County Workforce Investment Board
Executive Committee Meeting

Wednesday, March 16, 2011 – 8am

Monterey County Business Council, 1732 Fremont Boulevard, Suite 200, Seaside, CA 93955

| MEMBERS PRESENT | REPRESENTING |
|-----------------------------------|--|
| Joanne Webster, <i>Vice Chair</i> | Business |
| Tony Aniello | Business |
| Diana Carrillo | Migrant Seasonal Farm Worker |
| Mary Ann Leffel | Business |
| Cesar Lara | Labor Organizations |
| Loyanne Flinn | Acting WIB Executive Director, Ex-Officio Member |
| MEMBERS ABSENT | REPRESENTING |
| Erik Cushman, <i>Chair</i> | Business |
| Robert Weakley | Business |
| Dave Potter | WIA Programs |
| David Bernahl | Business |
| OTHERS PRESENT | REPRESENTING |
| Rosie Chavez | Turning Point |
| Wil Moore | Shoreline |
| Bertha Gonzalez | OET |
| Harry Gamotan | OET |
| Rod Powell | OET |
| Jim Cook | Redevelopment Department |
| Rita Elkins | Department of Labor |
| Linda Metchikoff-Hooker | Department of Labor |
| Manley Bush | WIB Staff |
| Marleen Esquerra | WIB Staff |
| Stephanie Shonley | WIB Staff |
| Gloria Torrez | WIB Staff |

CALL TO ORDER/INTRODUCTIONS: Ms. Webster called the meeting to order at 8:43am. She welcomed those in attendance and called for introductions.

CHANGES TO THE AGENDA: Mr. Bush stated that the location of the meeting was changed.

PUBLIC COMMENT: None.

1.Action: Approve the minutes of the February 16, 2011, WIB Executive Committee meeting.

Motion: Mr. Aniello moved to accept the minutes, as stated.

Second: Ms. Leffel

Motion Passed Unanimously

2.Action: Consider and approve the appointment of Andrea Zeller-Nield, Associate Director of CSU, Monterey Bay - Small Business Development Center, representing Economic Development to the WIB for a three year term ending in 2014.

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

Second: Mr. Lara

Motion Passed Unanimously

3.Action: Consider and approve the appointment of Neal Heckman, Vice President of Palace Office Interiors, representing business to the WIB for a three year term ending in 2014.

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

Second: Mr. Lara

Motion Passed Unanimously

4. Information: Review current WIB composition and vacancies.

Ms. Webster reviewed the composition and the vacancies. She added that there are business vacancies. She noted that Mr. Hunter Harvath will be representing both Economic Development and business. She added that because MST is an employer he could fill a business vacancy.

5. Action: Approve the utilization of the 2007-08 and 2008-09 Exemplary Performance award funds from the State of California Employment Development Department in the amount of \$21,271.

Ms. Esquerra stated that the Monterey County WIB has been awarded funds that that will be used for professional development and training.

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

Second: Ms. Carrillo

Motion Passed Unanimously

6.Action: Review and approve the Monterey County WIB and Department of Social and Employment Service – Office for Employment Training (OET) Memorandum of Understanding.

Mr. Bush reviewed the MOU as provided in the packet. He stated that the MOU was a recommendation of the Office of the Inspector General. He continued to say that the MOU was reviewed by County Counsel. Ms. Leffel recommended the MOU state that the King City and Seaside locations are satellite One-Stops. Mr. Powell stated that budget reductions have affected staffing in these locations. He added that staff meets with clients at both locations.

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

Second: Ms. Webster

Motion Passed Unanimously

7.Action: Review and approve the Monterey County WIB amended bylaws.

Mr. Bush reviewed the bylaws, as provided in the packet. He added that the bylaws were also reviewed by County Counsel. He continued to say that Ms. Anderson worked with several board members to make the amendments.

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

Second: Ms. Webster

Motion Passed Unanimously

8.Action: Review and approve Unity Care Group's Final Monitoring Report for PY 2010-11.

Ms. Shonley stated that WIB staff monitored Unity Care for fiscal and program compliance. She added that there were some observations but no findings. She stated that WIB staff identified that Unity Care was not utilizing the Virtual One Stop case management system to the extent necessary. Another recommendation was to improve the communication between OET and Unity Care. Ms. Carrillo noted that youth subcontractors felt limited in funds for supportive services since the limit is currently \$250 which can easily be exceed when purchasing textbooks. She added that the current Request for Proposals have a limit \$500.00 before permission is required to exceed this amount. This change was in response to input from Unity Care.

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

Second: Ms. Carrillo

Motion Passed Unanimously

9. Action: Consider and approve the Monterey County Committee for the Employment of People with Disabilities (MCCEPD) request for funds for their representative to attend the California Governor's Committee on Disability meeting

Ms. Shonley reviewed the request. She added that the attendee would report back to the WIB. The Committee stated that if the WIB would be paying for someone to attend the Governor's committee it should be a WIB member. The committee did not approve this action item.

10. Information: Update on the On-the-Job Training National Emergency Grant (NEG).

Ms. Shonley reviewed the report as provided in the packet. The committee requested a plan to actual budget and expenditure report on the grant be provided at the next Executive Committee meeting.

11. Information: Discussion and update on grants.

Ms. Esquerra reviewed the report, as provided in the packet.

12. Information: Discussion and update on the proposed WIA budget reduction.

Ms. Flinn stated that the County is preparing for an estimated 30% reduction in WIA funding. She added that the reduction would affect staffing, One-Stop services, participant costs and sub-contracts.

13. Information: Discussion on the draft Monterey County WIB meeting agenda.

Ms. Flinn reviewed the agenda as provided in the packet. She added that a Hartnell College representative will make a presentation on the new grants that they have been awarded. The committee asked that the meeting focus on the outcomes of NAWB.

14. Information: Review and discussion of the year to date WIB Budget

Ms. Torrez reviewed the budget as provided in the packet. She added that the WIB will share the recruitment cost of the new WIB/Economic Development director.

15. Information: Small Business Partnerships Toolkit Project.

Ms. Esquerra stated that the DOL had chosen Monterey County for a field test of the project. Department of Labor (DOL) Representatives, Ms. Rita Elkins and Ms. Linda Metchikoff-Hooker introduced themselves to the committee. Ms. Elkins added that the project is designed to help staff recognize entrepreneurs among their clients. She stated that she asked staff at the training to provide them with suggestions for the toolkit. She stressed the importance of helping small business entrepreneurs. She encouraged board members to provide her with feedback since they are the experts in Monterey County. She added that they will be using the data collected to synthesize action plans. Ms. Flinn stated that Ms. Esquerra is the project manager.

16. Information: Discussion on the WIB Strategic Plan

Ms. Flinn reviewed the plan as provided in the packet.

17. Information: Discussion and update on NAWB Conference

Ms. Flinn commented that based on the recommendation of the Executive Committee, this item will be a discussion item at the full Board meeting.

18. Information: Discussion and update on the results of Monterey County LWIA Performance for PY2009-10

Ms. Esquerra stated that all performance goals were met or exceeded. She continued to say that the performance outcomes will be forward to the Board of Supervisors for their review.

ANNOUNCEMENTS: Ms. Flinn introduced Mr. Cook, the transition manager for the new Economic Development Department. Mr. Cook stated that he is learning about WIA and the role of the WIB. He added that he looks forward to working with the WIB to find those partnerships that are vital to the success of both the WIB and Economic Development. Ms. Leffel announced that the Best Places to Work campaign is underway and that the Monterey County Business Council is working on a regional economic forum.

ADJOURNMENT:

Motion: Mr. Lara moved to adjourn the meeting.

Second: Ms. Webster

Motion Passed Unanimously

Mr. Cushman adjourned the meeting at 9:22am