

ADOPTED
MONTEREY COUNTY WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MINUTES
May 16, 2012; 8:00am
Shoreline Workforce Development Services
249 10th Street, Marina, CA

MEMBERS PRESENT: Anthony Aniello, Diana Carrillo, Erik Cushman, Cesar Lara, Mary Ann Leffel, Dave Potter and Joanne Webster.

MEMBERS ABSENT: None

STAFF PRESENT: Joyce Aldrich, Jim Cook, Marleen Esquerra and Flor Galvan

OTHERS PRESENT: Kay Reimann, Wil Moore and Rosie Chavez

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:03am and called for introductions. A quorum was established.

CHANGES TO AGENDA: None

PUBLIC COMMENT: Mr. Cook informed the Committee of the Capital One closure and the 850+ affected employees. He stated Assemblyman Luis Alejo and Congressman Sam Farr have done a phenomenal job and worked diligently to support a grant proposal, previously submitted by the WIB, to serve the workers impacted. A dislocated worker grant is also available that can be utilized to assist with the efforts. Both grants combined equal an estimated \$2 million dollars that can supplement the \$1.6 million dollars the City of Salinas received from Capital One. The WIB has created an internal Rapid Response Team headed by Joyce Aldrich along with Marleen Esquerra and staff from OET and EDD. Staff has been meeting with Supervisor Simon Salinas' Office and Mayor Donahue to develop a collaborative coordinated response. The layoffs will begin in September 2012 and end in June 2013. This is a very significant loss of living wage jobs that impacts many families in our community. Therefore, we need to use this as an opportunity to rebuild a much more aggressive Rapid Response Team because it will take a community-wide response. The WIB staff is working with the Business Council for job placement opportunities in growth industries. Ms. Leffel stated that she spoke with representatives from CGI and informed them of the skilled, trained workforce that will be available and can work for CGI. She also spoke with the Vice-Chancellor of the community colleges that is adopting WorkKeys in all 112 community colleges. Mr. Cook stated there are three other businesses that have issued WARN notices and so our intent is to develop a model that we can use with the other businesses as well.

CONSENT CALENDAR:

C-1 Action: Approval of minutes from April 18, 2012.

C-2 Action: Concur with the March 15, 2012 Youth Council action to approve the program Year 2010-11 Final Monitoring Report of the Office for Employment Training (OET) Youth Program.

C-3 Action: Concur with the May 10, 2012 Oversight Committee action to approve the extension of the WIA Title I Adult subcontracts with Shoreline and Turning Point and decrease their total contract budgets by 10%, for a total contract allocation of \$567,000 and require each subcontractor to expend a minimum of 25% of their contract funds on training for PY 2012-13.

Motion: Ms. Leffel motioned to accept the consent calendar as stated.

Second: Mr. Potter

Motion passed unanimously

BUSINESS MEETING CALENDAR: *The Chair requested a change to the agenda to move action items 2 and 5 after the consent calendar.*

2. **Action: Review and approve revised WIB policy #2005-09-Selective Service Registration.** Ms. Aldrich stated the new State Directive required amendments to the existing WIB Selective Service Registration Policy to include requirements for participation in WIA funded services. The policy contains model questions for staff to determine whether failure to register by a current or potential WIA participant was knowing and willful.

Motion: Mr. Lara motioned to approve action as stated.

Second: Ms. Leffel

Motion passed unanimously

5. **Action: Direct staff to negotiate with Geographic Solutions on the Virtual One-Stop (VOS) add-on features of the local portal, WorkKeys module, and Scan Card automated service tracking system.**

Ms. Aldrich stated that as we transition into the CWSN system, we need to work with Geographic Solutions to assure that we receive all the necessary information. Ms. Aldrich explained that Monterey County requires its own portal to administer the WorkKeys module. The WIB is considering the purchase of the scan card system which will provide our local area greater opportunity to show return on investment by tracking all individuals visiting and utilizing services at the One-Stop.

Motion: Mr. Lara motioned to approve action as stated.

Second: Mr. Potter

Motion Passed Unanimously

The meeting proceeded with information items 1, 3, 4 and 6 as follows:

1. **Information: Review of WIB member composition and vacancies.** Ms. Aldrich stated that we are required to track what our WIB membership compositions are and to provide the information to the State on a quarterly basis. As of the full WIB meeting scheduled for June 2012, it's anticipated that we'll have 4 business member vacancies. Ms. Aldrich stated that she's received information from WIB members on possible membership representing the agricultural and healthcare industries. Ms. Webster informed the committee that she plans to nominate a possible candidate before her vacancy. Ms. Leffel stated she will look for a representative from the banking industry. Mr. Potter stated that he will ask the Agriculture Commissioner and speak to someone in the hospitality industry for potential WIB member nominations. Ms. Leffel stated that the HR Director from Green Mountain Coffee Roasting in Gilroy might be interested and that she plans to meet with Ms. Aldrich to discuss other potential members.
3. **Information: Review and discuss the WIB Strategic Plan for PY 2012013.** Ms. Aldrich stated that the Executive Committee requested to review the Strategic Plan in draft form after the Oversight and Youth Council workshops. The WIB strategic plan priorities include: system effectiveness and efficiency, labor market intelligence, connection with the business community and career path ladders. Ms. Aldrich stated that we need to focus on building our organizational capacity, internally and externally. We also have to look at the capacity of our management information systems and how we are going to manage the VOS upgrade. We also need to implement a performance measurement strategy by completing an annual evaluation of our One-Stop system, which may be potentially done through a third party system. Mr. Cushman requested adding a new column to the plan titled "Who/When" for accountability purposes. Mr. Cushman stated that he believes the plan addresses the issues and he doesn't think a third-party consultant is needed. However, if there is resistance, it may be best to bring in a neutral third party to evaluate the system. Ms. Aldrich stated that WIB staff plan to provide quarterly updates of the Strategic Plan to the committee.
4. **Information: Receive an update on the WIB Budget for PY 2012-13.** Ms. Aldrich is waiting to receive the latest budget from OET's fiscal office. She stated initially, the local workforce investment area had a \$2.4 million dollar funding gap for PY 2011-12. However, OET's fiscal office has brought it down significantly to \$1.3 million by making adjustments, reductions and moving staff into other divisions within the department. The WIB is requesting an additional \$238,000 to restore its budget back to its historical allocation as well as place the WIB in a position to manage additional responsibility and increased workload. The areas of responsibility that will be transferred from OET to the WIB include MIS and fiscal. The WIB will need additional funds to manage this change. Mr. Cook asked the WIB Executive Committee to put together a budget workgroup to discuss the analysis. He stated the WIB is also seeking opportunities to bring in additional grant dollars.
6. **Information: Review and discuss the DRAFT WIB Agenda.** The members reviewed the draft WIB agenda for the meeting scheduled for June 6, 2012. Ms. Aldrich informed the committee of Ms. Riemann's 20-minute presentation on the Form 700 and Ethics training requirement. Ms. Webster suggested that all action items be placed at the beginning of the agenda.

Adjournment: Mr. Cushman adjourned meeting at 9:11am

Motion: Mr. Lara motioned to adjourn the meeting.

Second: Ms. Webster