

ADOPTED
Monterey County Workforce Investment Board (WIB)
EXECUTIVE COMMITTEE
Wednesday, September 19, 2012; 8:00 am
Shoreline Workforce Development
249 10th Street, Marina, CA

MEMBERS PRESENT: Anthony Aniello, Diana Carrillo, Erik Cushman (Chair) and Cesar Lara

MEMBERS ABSENT: Mary Ann Leffel (Excused) and Dave Potter (Excused)

STAFF PRESENT: Joyce Aldrich, Marleen Esquerra and Flor Galvan

OTHERS PRESENT: Rosie Chavez, Wil Moore, Kay Reimann and Gene Rogers

CALL TO ORDER/INTRODUCTIONS: Mr. Cushman called the meeting to order at 8:04 am and asked for introductions. A quorum was established.

CHANGES TO THE AGENDA: Mr. Cushman requested to add information item #6 regarding an update on the reorganization plans of the Economic Development Department and information item #7 regarding a report on the Meeting of the Minds Conference.

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

Second: Mr. Lara

Motion Passed Unanimously

PUBLIC COMMENT: None

CONSENT CALENDAR:

Mr. Cushman proposed a motion to pull Action Item #C-9 for further review.

Motion: Mr. Lara motioned to pull Action Item #C-9 for further discussion.

Second: Mr. Aniello

Motion Passed Unanimously

C-9 Action: Concur with the September 13, 2012 Oversight Committee action to approve the final On-the-Job Training National Emergency Grant monitoring report for the Office for Employment Training and Shoreline Workforce Development Services for Program Years 2010-12. Ms. Aldrich referenced the staff report and stated the recommendation should be changed from Program Year 2011-12 to Program Years 2010-12.

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

Second: Mr. Lara

Motion Passed Unanimously

C-1 Action: Approve minutes from August 15, 2012.

C-2 Action: Concur with the September 11, 2012 Youth Council action to accept the resignations of Randy Bangs and Ann Kilty, both representing Education, effective upon approval.

C-3. Action: Concur with the September 11, 2012 Youth Council action to approve the appointment of Alan Crawford and Todd Farr, both representing Education, for approval by the full WIB.

C-4. Action: Concur with the September 11, 2012 Youth Council action to approve the appointment of Samantha Harrison and Joanne Webster, both representing an Organization with Experience in Youth Activities, for approval by the full WIB.

C-5. Action: Concur with the September 11, 2012 Youth Council action to approve the PY 2011-12 Final Youth Monitoring Report for the Office for Employment Training.

C-6. Action: Concur with the September 11, 2012 Youth Council action to approve the amended WIB Policy #2012-02 Serious Barriers to Employment.

C-7. Action: Concur with the September 11, 2012 Youth Council and September 13, 2012 Oversight Committee action to approve the amended WIB Policy #2005-10 Grievance and Complaint Procedures.

C-8. Action: Concur with the September 13, 2012 Oversight Committee action to approve the final monitoring report for the Office for Employment Training's Adult, Dislocated Worker and Rapid Response programs for Program Year 2011-12.

Mr. Cushman proposed a motion to combine Action Items #C-1 through C-8 for approval.

Motion: Ms. Carrillo motioned to approve Action Items #C-1 through C-8 for approval.

Second: Mr. Aniello

Motion Passed Unanimously

BUSINESS MEETING CALENDAR:

- 1. Action: Review and recommend appointment of Dr. Willard Clark Lewallen, President, Hartnell Community College, representing Education commencing October, 2012 to the Workforce Investment Board.** Ms. Aldrich stated that she met with Dr. Lewallen who plans to represent education on the WIB, resuming the former Hartnell President's term. He has substantial knowledge and background in education and feels that community colleges and workforce need to work hand-in-hand.

Motion: Mr. Lara motioned to accept the action item as stated.

Second: Ms. Carrillo

Motion Passed Unanimously
- 2. Action: Review and recommend appointment of Wendy Crawford, Director, Human Resources, Community Hospital of Monterey Peninsula (CHOMP), representing Business commencing October, 2012 to the Workforce Investment Board.** Ms. Aldrich stated that she met with Ms. Crawford who plans to represent business, replacing the former CHOMP HR Director's position on the WIB. Ms. Crawford is excited to work with the WIB. With the changes impacting the workforce system; she hopes to provide a better understanding of healthcare needs. Ms. Aldrich stated that the WIB is looking to expand and reengage the Healthcare Advisory Roundtable (HART) and Ms. Crawford has shown interest to serve as chair.

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

Second: Mr. Aniello

Motion Passed Unanimously
- 3. Action: Review the completed initiatives to the WIB's Strategic Plan for PY 2012-13 and approve the revisions.** Ms. Aldrich reviewed the WIB's 1st quarter strategic plan and status of priorities. She stated that although the WIB has a request for qualifications (RFQ) prepared to hire a consultant to do a system wide evaluation; the WIB has not released the RFQ since we are going through a transition period. As for the launch of the "New CalJOBS" system, it is experiencing delays due to reporting and data conversion issues according to the State. Therefore, WIB staff is requesting that items related to the "New CalJOBS" be moved to the 3rd quarter period so that it's closely aligned with the system launch. Thus far, WIB staff has developed in-house capacity to train people once the "New CalJOBS" system is launched. Ms. Aldrich plans to provide an update to the full WIB at the meeting on October 3, 2012 on the strategic plan accomplishments along with information on the Rapid Response and Business Services Committee. Ms. Aldrich reported on the Rapid Response Team comprised of OET, Employment Development Department (EDD), WIB and Shoreline representatives. The team has met frequently and the main focus has been on Capital One and how best to respond to and assist employers impacted by layoffs. Ms. Aldrich is planning to meet next week with a regional HR banking professional who has banking jobs available in the area, with the opportunity for training. Ms. Aldrich stated that the WIB has participated in chamber surveys; however the WIB recently learned that the survey will not be released until January 2013. As part of a Career Path Ladders effort, Ms. Aldrich stated the WIB's Youth Council is heading up a speakers bureau led by Alan Crawford, Principal of Marina High School, and pending Youth Council member.

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

Second: Mr. Aniello

Motion Passed Unanimously
- 4. Information: Update on WIB membership and composition.** Ms. Aldrich stated the WIB recently received an application from a representative to fill Ms. Webster's business vacancy and an education representative to fill Ms. Helm's vacancy; however the WIB continues to have four vacancies in Business. Mr. Cushman reported that he spoke to the owner of Midas and a Senior VP with Earthbound Farms who might be interested. Mr. Lara spoke to the HR Director at NewStar Fresh Foods about the WIB and will provide him with a membership application.

5. **Information: Review and discuss the DRAFT WIB Agenda.** For the upcoming WIB meeting, Ms. Aldrich stated that she plans to discuss the possible budget cuts under sequestration that may commence in January 2013. Should the sequestration occur, the WIB may be looking at a 7.6% reduction in program allocations for the current year.
6. **Information: Update on the reorganizational plans of the Economic Development Department.** Ms. Aldrich stated that she's currently working on developing a staff report related to the reorganization of the Economic Development Department set to go before the Board of Supervisors at their meeting scheduled on October 2nd or October 16th, depending on the review and approval process. The report includes the transition of fiscal and MIS responsibilities under the WIB and the staff of the Office for Employment Training to move under the Economic Development Department. The primary change will have no impact on staff. WIB staff may have to move back to the Salinas One Stop. The Management Analyst and Program Manager will report to the WIB Director. Mr. Rogers reported that the recruitment for the Economic Development Director has been released and he hopes that candidate interviews will conclude and a selection will be made by the end of the year. Mr. Rogers has also met with Union representatives to advise them that no additional staff will be impacted by the OET transition.
7. **Information: Report on Meeting of the Minds Conference.** Ms. Aldrich briefly highlighted the conference and its overall theme relating to collaborative impacts and regional workforce initiatives. She plans to provide a more detailed report update at the full WIB meeting in October.

SUBCOMMITTEE REPORTS:

Youth Council: Ms. Carrillo stated most of the items were on the consent agenda at today's meeting. The most interesting discussion held at the Youth Council concerned the speakers bureau initiative. The Youth Council is looking for representatives from the business community to speak at different high schools. They're hoping that once the program is established, the representatives can also speak at middle schools. She stated there's much enthusiasm in the Central, West and North County areas; however they realize there's a need to focus in the South County area as well. Mr. Cushman reported that Ellen Martin, Executive Director of First Night Monterey has been actively involved in the community of Greenfield.

Oversight: Ms. Aldrich reported that the WIB received additional WARN announcements from General Vineyard Services and La Hacienda Farms. The majority of workers are general laborers. Ms. Aldrich forwarded the information to our WIB member Larry Silva for possible job opportunities and to broadcast the information to his constituents that have job opportunities. She stated that 16 participants have been enrolled with the NEG Multi-Sector Grant, of those 8 have entered employment. The average hourly rate for the participants is \$17.48 an hour. The WIB is continuing to obtain information needed to apply for the Employment Training Panel grant opportunity. Ms. Carrillo advised that CET received a Dislocated Worker Farm Laborer Grant that may assist laid-off employees from General Vineyard Services and La Hacienda Farms.

Budget Ad-Hoc Workgroup: Ms. Aldrich stated the first Budget Ad-hoc Workgroup meeting was held and was very beneficial and informative. The second meeting is scheduled for October 3rd, immediately following the WIB meeting. She also advised that the Finance Manager of the Office for Employment Training has returned for three weeks to assist with the budget close out of the fiscal year and to provide a better understanding of the WIA fiscal system to other fiscal employees.

ANNOUNCEMENTS OF EVENTS: Mr. Cushman stated that Monterey Peninsula College is recruiting for a new president and Cal State Monterey Bay has also hired a new interim president. Mr. Moore advised that Shoreline is working with the Salinas Libraries to provide a Job Seekers conference every six weeks.

ADJOURNMENT: Mr. Cushman proposed a motion to adjourn the meeting at 9:32 am.

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

Second: Mr. Aniello

Motion Passed Unanimously