

ADOPTED
Monterey County Workforce Investment Board
Executive Committee
Shoreline Workforce Development
Wednesday, January 15, 2014

Members Present: Diana Carrillo, Erik Cushman (Chair), Cesar Lara and Mary Ann Leffel and Dr. Willard Lewallen

Members Absent: Anthony Aniello and Dave Potter

Staff Present: Joyce Aldrich, Marleen Esquerra and Flor Galvan

Others Present: Rebecca Cenicerros and Rosie Chavez

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:06 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: Ms. Aldrich reported that she would be providing handouts for business items #4 and #7. Aldrich requested that a business membership item be added to the agenda. According to the Brown Act, we can add an item to the Agenda if the local WIB was notified of the Agenda exception after the agenda had already been posted and that it constitutes immediate action. WIB staff received a membership application after the Agenda was released and the urgency to make an exception to the Agenda is to meet the local board composition requirements in accordance with the WIA and Local Plan.

Motion: Ms. Leffel motioned to add Paula Calvetti's membership application as action item #3 to the agenda, under appointments.

Second: Mr. Lara

Motion Passed Unanimously

Public Comment: None

Subcommittee Chair Reports:

Oversight: Ms. Leffel reported on the Oversight Committee meeting held on January 9th. She stated the members are pleased with the reporting of the mid-year budget and she thanked the new fiscal manger Ms. Kristen Aldrich for her efforts. The members also discussed ways to support the upcoming Summer Youth Employment Program and funding opportunities concerning the Employment Training Panel.

Youth Council: Ms. Carrillo reported on the Youth Council meeting held on January 14th, where they welcomed a new member representing in-school youth. She highlighted a presentation given by the Director of Mission Trails Regional Occupation Program. She was pleased to report that all youth providers are meeting their performance goals and requirements. She stated a discussion was held concerning the Youth Request for Proposals, which is scheduled for release in February 2014.

Consent Calendar:

1. Approve minutes from November 20, 2013.

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

Second: Ms. Carrillo

Abstention: Ms. Leffel

Motion Passed Unanimously

Appointments:

1. Action: consider and approve the appointment of Kathleen "Kathy" Eckerson representing Business, to the WIB for a three year term.

Ms. Leffel recommended that the committee take an in-depth look at business applicants that are seeking appointment on the WIB. She stated the applicants should represent employers with employees and not sole proprietors. Ms. Leffel stated that if the WIB is going to be active in the community it needs to have HR Directors, and business owners who can utilize our services, understand what we do and provide employment opportunities and referrals to our participants. Mr.

Lara agreed and recommended that all applicants come before the committee before their appointment is considered. Ms. Carrillo stated that Ms. Eckerson has extensive background serving on WIB's and feels that she might have new suggestions and best practice ideas to share.

Motion: Ms. Leffel motioned to postpone the action indefinitely.

Second: Mr. Lara

Motion Passed Unanimously

2. Action: consider and approve the appointment of Daniel McCormick, representing Business, to the WIB for a three year term.

The members discussed the appointment of Mr. McCormick and decided that it was best to postpone the action indefinitely to give the member's time to review and discuss his application.

Motion: Ms. Leffel motioned to postpone the action indefinitely.

Second: Mr. Lara

Motion Passed Unanimously

3. Action: consider and approve the appointment of Paula Calvetti, representing Business, to the WIB for a three year term. Mr. Cushman reported that Ms. Calvetti is the HR Director for one of the largest hospitality employers in Monterey County, which represents one of our key industry sectors.

She is connected in the community and has vast knowledge of employee retention and promotions.

Motion: Ms. Leffel motioned to approve the action as stated.

Second: Mr. Lara

Motion Passed Unanimously

Discussion/Review of Business Calendar Action Items:

- 1. Review the WIB membership composition.** Ms. Aldrich reported that as of January 15, 2014, there are three vacancies on the full WIB, with two representing business and one labor. She reported that she expects the labor vacancy to be filled shortly and also anticipates that with Ms. Calvetti's membership, the vacancy in business will be down to two. She thanked the members for their hard work in providing potential membership candidates for the WIB to consider.
- 2. Receive a report on the Request for Proposals for WIA Title I Adult and Youth Programs subcontracts to begin in PY 2014-15.** Ms. Aldrich reported that she continues to work on the Adult and Youth RFP's. She will forward the information to the Monterey County Contracts and Purchasing Department by January 15, 2014 to begin the process. The new RFP's will place a priority on academic and vocational skills development for promotion of career pathways in hi-demand and high wage occupations and also support more of a collaborative and regional effort.
- 3. Report on the State's new Performance goals for Local Workforce Investment Area (LWIA).** Ms. Aldrich reported that the WIB recently negotiated the new performance goals with the State. She stated that although the goals were increased in the Dislocated Worker average earnings and Youth literacy and numeracy gains; the service providers have been able to adjust accordingly. She anticipates that Monterey County will exceed the performance goals set for this year.
- 4. Update on the WIB budget for PY 2013-14.** Ms. Aldrich reported that the handout provides a clear picture of the budget as of November 30, 2013. She reported that the participant training allocation for the adult program was minimally spent because the contracts were not awarded until October 2013. She reported the Dislocated Worker funding allocation has been expended by \$319,000. As for the Youth allocation, the funds are primarily used for the Summer Youth Employment Program and she expects this funding stream will be fully expended by the end of the year. The Business Services staff has been actively providing outreach to employers and so she expects the expenditures for the Rapid Response allocation to significantly increase. Ms. Aldrich reported that she is currently working with the State on the request for funding for Dislocated Worker Additional Assistance.
- 5. Update on the WIB's Strategic Local Plan goals.** Ms. Aldrich reported on the latest Local Plan strategies and actions. Ms. Aldrich reported that many of the action items are either on target based on the dates or in progress. WIB staff continues to work on the use of WorkKeys as career readiness assessments. She anticipates that the WIB training policy will be revised to provide a more robust

and region-wide emphasis on the WorkKeys certification. To fulfill the WIB's membership composition requirements representing our major industries, Ms. Aldrich stated that members are actively providing potential membership applications for consideration to the WIB. She added that the Department of Rehabilitation would like to work closely with the staff in the America's Job Centers of California to provide services to diverse populations.

6. **Director's Report.** Ms. Aldrich reported that the National Association of Workforce Boards conference is being held on March 29 – April 1, 2014 in Washington, DC. She reported that she and Ms. Leffel will be attending. She asked if any additional members would like to attend. She also reported that she continues to work with the State on the 2nd round of Dislocated Worker Additional Assistance request for funding. She reported that the Monterey County Board of Supervisors approved the California Department of Corrections and Rehabilitation (CDCR) grant, which should commence soon.
7. **Review and Discuss the DRAFT WIB Agenda in preparation for the meeting scheduled for February 5, 2014.** Ms. Aldrich reported on the draft WIB agenda for the meeting scheduled on February 5, 2014. The agenda will contain four action items. The intent is for the business meeting will adjourn at 8:30 am, with the WIB retreat scheduled to immediately follow. She has been working with the facilitator on the WIB retreat agenda and anticipates the meeting will end at approximately 12:30pm.

Announcements of Events: Ms. Leffel announced the Regional Economic Forum will take place on March 6, 2014 at Embassy Suites. The forum will feature success stories in agriculture, technology and green sustainability and higher education industry sectors. She also announced that the "Ideas of March" will be held on March 15, 2014. The ribbon-cutting event for the airport will be held on January 24th at 3:00 pm. Mr. Cushman announced the Startup Weekend at CSUMB will be held on January 24-26, 2014. Dr. Lewallen announced the ribbon cutting and grand opening of Hartnell's Technical Training Building on January 30, 2014. He also announced a concert on January 24, 2014 will be held at Hartnell at 6:00 pm.

Adjournment: Mr. Cushman adjourned the meeting at 9:52 am.

Motion: Ms. Carrillo motioned to accept the adjournment

Second: Ms. Leffel

Motion Passed Unanimously