

**ADOPTED**  
Monterey County Workforce Investment Board  
**Executive Committee**  
Shoreline Workforce Development, 249 10<sup>th</sup> Street, Marina, CA  
**Wednesday, January 21, 2015**

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

**Members Absent:** Anthony Aniello

**Staff Present:** Joyce Aldrich, Marleen Bush and Flor Galvan

**Others Present:** Ruben Trujillo

**Call to Order/Introductions:** Mr. Cushman called the meeting to order at 8:08 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** Ms. Aldrich reported the WIB staff received a late membership application from Karen Wong, Chief Human Resources Officer of Mee Memorial Hospital. She requested to add the item to the agenda for consideration and approval.

**Motion:** Mr. Potter motioned to approve the modification of the agenda to include Ms. Wong's application for consideration and approval.

**Second:** Dr. Lewallen

**Approved unanimously by those in attendance**

**Public Comment:** None

**Subcommittee Chair Reports:**

Oversight Committee: Mr. Lara stated the retrieving and reporting of program enrollment information continues to be an issue for Office of Employment Training. He reported the Oversight Committee requested this issue be resolved by the March meeting.

Business Services: Mr. Cushman reported the Business Services Committee meeting was cancelled.

Youth Council: Ms. Aldrich reported the Youth Council meeting will be held on January 26, 2015.

**Consent Calendar:**

1. **Action: Approve the minutes from November 19, 2014.**
2. **Action: Concur with the January 8, 2015 Oversight Committee action to approve the revised WIB policy #2003-09 "Unlikely to Return".**

**Motion:** Mr. Potter motioned to accept the Consent Calendar action items.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**Discussion/Review of Business Calendar Action Items:**

1. **Action: Consider and approve the resignation of Andrea Zeller-Nield, representing CSUMB Small Business Development Center, from the Workforce Investment Board.** Mr. Cushman reported Ms. Zeller-Nield is moving out of the county and therefore has submitted her resignation.

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

**Second:** Mr. Potter.

**Approved unanimously by those in attendance**

*Ms. Carrillo arrived at 8:13 a.m.*

**1.5. Action: Consider and approve the appointment of Karen Wong representing Mee Memorial Hospital to the Workforce Investment Board.** Ms. Aldrich reported that Ms. Wong is the Chief Human Resources Officer of Mee Memorial Hospital and understands the needs of healthcare and will be a great asset as a representative for South County on the WIB.

**Motion:** Mr. Potter motioned to approve the action as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**2. Action: Consider and approve the transfer of \$389,003 in WIA Title I Formula Funds from Dislocated Worker to Adult Programs for Fiscal Year 2014-15 and submit the request to the State Employment Development Department.** Ms. Aldrich reported the local area is severely under expended in the Dislocated Worker formula allocation. Monterey County has experienced a significant increase in individual training accounts (or classroom training) and on-the-job training opportunities under the Adult allocation and thereby needs to request approval for the transfer of funds from the Dislocated Worker allocation to Adult to continue to work and assist participants in the Adult Program.

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

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

*Ms. Leffel arrived at 8:33 a.m.*

**3. Action: Consider and approve the Memorandums of Understanding and Letters of Support to Hartnell and Monterey Peninsula Colleges in support of their Career Pathways Trust Fund grant applications.** Ms. Aldrich reported the colleges approached the WIB to support their second round application for the Career Pathways Trust Fund grant. She reported that Hartnell and Monterey Peninsula Colleges are submitting separate applications for the second round grant application and will be offering services with a smaller industry focus.

**Motion:** Ms. Leffel motioned to accept the action as stated.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**

**4. Receive a quarterly summary report on the status of Workforce Investment Act programs in Monterey County for PY 2014-15.** Ms. Bush reported as of December 31, 2014 Monterey County enrolled 30% of its planned Adult participants, 20% of its planned Dislocated Worker participants and 57% of its planned Youth participants. As of the second quarter period Monterey County exceeded 100% of its local Common Performance goals, with the exception of the youth entered employment and education rate at 94%.

**5. Update on the Local Workforce Investment Area budget for Monterey County for PY 2014-15.** Mr. Trujillo reported that Monterey County expended 37% of its Adult allocation and he anticipates this will increase due to several training contracts that have yet to be processed. The Dislocated Worker allocation expended 27%, Youth 49%; Workforce Accelerator Fund 41%; Rapid Response 42%; Rapid Response layoff aversion 23.9%; and Dislocated Worker Additional Assistance 24%. For non-WIA programs, AB109 expended 49%; Youth Employment and Leadership Development (YELD) 42%; and Silver Star 48%. The Silver Star program expended 94% of its training line-item and he requested that funds be transferred from staff salaries to training to continue assisting the existing participants. The Long Term Unemployment grant expended 0.3%; and Prop 39 37%. The members requested the training expenditure and obligation amounts be separated on the budget.

**6. Discuss the Workforce Innovation Fund Grant Third-Party Evaluation Services – Request for Proposals Multi Year 2015-19.** Ms. Aldrich reported that the RFP is out and will close on February 6, 2015. She also reported that the contract award letter of intent is scheduled to be released on February 18, 2015 and the contract will be awarded on March 15, 2015.

**7. Update on the WIB's Strategic Initiatives for PY 2014-15.** Ms. Aldrich reported the Oversight Committee members requested changes to the initiatives which have been completed. She also reported the use of WIN and WorkKeys assessments have been placed on hold pending the State's decision on which assessment tool will be used under the new Workforce Innovation and Opportunity

Act (WIOA). The Business Services plan was completed and will be updated as required. The WIB is doing a great job of bringing forward new members to fulfill the composition requirements. There could possibly be a change in the name of the America's Job Center of California (formerly One-Stop Career Center) therefore rebranding has been placed on hold.

- 8. Update on the Workforce Innovation and Opportunity Act (WIOA).** Ms. Aldrich stated the Department of Labor initially reported that draft guidelines would be released by January 18, 2015. However, the guidelines are now anticipated to be released in spring. She reported that one of the guidelines will pertain to the One-Stop system. She recently received the draft local area designation regulations from the State that will have to go before the full WIB at its meeting in February 2015 and then forwarded to the Board of Supervisors for approval. She reported that although the draft WIOA regulations will not come out until spring there are local requirements that must occur prior to receiving the draft DOL regulations. It states that local areas must be designated by March 31, 2015.
- 9. Review and discuss the DRAFT WIB Agenda in preparation for the February 4, 2015 meeting.** The Executive Committee reviewed the draft agenda and made changes and additions for the next meeting.

**Announcement of Events:** Ms. Aldrich announced the National Association for Workforce Boards Conference will be held in March 2015. She also announced the Day at the Capitol that will be held in March 2015. Ms. Leffel reported that the Regional Economic Forum will be held on January 29, 2015 at the Embassy Suites in Seaside. She also announced that Monterey Technology was awarded a \$40 million dollar NASA grant through PTAC. Ms. Aldrich stated the WIB Retreat is anticipated to be held in mid April 2015.

**Adjournment:** Mr. Cushman requested to adjourn the meeting.

**Motion:** Mr. Potter motioned to adjourn the meeting at 9:30 a.m.

**Second:** Mr. Lara

**Approved unanimously by those in attendance**