

ADOPTED
Monterey County Workforce Development Board
Executive Committee
MBEST, 3180 Imjin Road, Conference Room A, Marina, Ca
Wednesday, September 21, 2016

Members Present: Erik Cushman (Chair), Paula Calvetti, Cesar Lara, and Dr. Willard Lewallen

Members Absent: Mary Ann Leffel and Dave Potter

Staff Present: Joyce Aldrich, Marleen Bush, Flor Galvan and Ruben Trujillo

Others Present: Nick Chiulos

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:12 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: Ms. Aldrich reported that an additional item came in after the agenda was sent out and asked that it be added to the Business Calendar Action items as #8, Request to transfer \$200,000 in WIOA Title I Formula Funds from Dislocated Worker to Adult Programs.

Motion: Mr. Lara motioned to add item to Agenda.

Second: Ms. Calvetti

Approved unanimously by those in attendance

Public Comment/Testimonial: None.

Consent Calendar:

1. Action: Approve minutes from July 20, 2016 meeting.

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

Second: Ms. Calvetti

Approved unanimously by those in attendance

Discussion or Review of Business Calendar Actions Items:

1. ACTION: Consider and approve supporting Hartnell College's Measure T, Facilities Bond Measures. Dr. Lewallen reported that Measure T would allow completion of projects that would be beneficial to students throughout the County. The Measure would also decrease overcrowding in classes in various programs.

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

Second: Ms. Calvetti

Abstention: Dr. Lewallen

Approved by those in attendance

2. ACTION: Review and recommend an amendment to WDB and Program Services Budget for FY 2016-17 and forward to full board for approval prior to submitting to Board of Supervisors. Mrs. Aldrich reported that the action was brought before the full Board in June and approved however as the WDB continues to make the transition into WIOA and away from program service operations it is necessary that management information as a system needs to be solid and strong. The position of Sr. DISC was previously placed under OET however with technology and MIS being more critical under the new legislation and as the WDB has additional regional partners, the WDB needs to confirm that the system has the support and ability to handle all the additional work. Assigning the Sr. DISC to the WDB will help to address the needs of the system overall.

Motion: Dr. Lewallen motioned to approve the action item as stated.

Second: Mr. Lara

Approved unanimously by those in attendance

3. ACTION: Review and consider amendments to the Bylaws related to Workforce Innovation and Opportunity Act (WIOA) regulations, and forward to the Board of Supervisors for final approval. Mrs. Aldrich reported that on August 29, 2016 the WIOA Final Rule was released. The

Final Rule did have a few changes from the original statute and Notice of Proposed Rule released earlier in the year. The proposed amendments to the Bylaws before you include updated citations, changing requirements of Standing Youth Committee to Ad-hoc committee and designating responsibility of youth initiatives and strategies to other committees.

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

Second: Ms. Calvetti

Approved unanimously by those in attendance

- 4. ACTION: Review and recommend staff to solicit for a consultant to offer Technical Assistance to develop Scope of Work for One Stop Operator RFP and Youth Program Services RFP and submit to CAO's office to contract with entity for such Technical Assistance.** Mr. Chiulos reported that under new federal regulations, the One-Stop Operator and Youth Program services must be competitively solicited. This request would authorize the CAO's office to seek a qualified entity or individual to assist the Contracts and Purchasing Department with the RFP process and to complete the scope of work. He reported that County Counsel has been assisting with the clarification of the regulations and this process.

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

Second: Ms. Calvetti

Approved unanimously by those in attendance

- 5. Discuss Workforce Development Board's Retreat on October 19, 2016.** Mrs. Aldrich reported that the location of the Retreat will be held at Tanimura & Antle Administration Building. A tour of T&A's new employee apartments will be held at the conclusion of the Retreat. She reported that she will be facilitating the retreat along with the assistant director of Work to Future. She also reported the focus will be on what the WDB needs to do as a local entity given the new WIOA requirements as well as future projects. Mr. Cushman asked that people/providers who are connected to out of school youth be brought in to provide presentations.

- 6. Review and discuss the DRAFT WDB Agenda for the October 5, 2016.** Mrs. Aldrich reported that BW Research will provide an Asset Mapping presentation. She also reported that discussion will be held on the Annual Report along with WDB member composition. Dr. Lewallen asked that discussion be held on the Strong Workforce Initiative for Community Colleges.

7. DIRECTOR'S REPORT

- *CWA Meeting of the Minds Conference update.* Mr. Cushman reported that the presentation of "Code for America" was very informative and fascinating. He asked that we ask that they provide a presentation to the Board.
- *WIOA Final Regulations.* Mrs. Aldrich provided information on the newest update of the Final Regulations.

- 8. Action: Consider and approve submission of a request to transfer \$200,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs from First Allocation for fiscal year 2016-17 to the State Employment Development Department for approval.** Mrs. Aldrich reported that this request occurs during the round 2 allocation however the WDB is requesting it be completed during round 1 as well as round 2. She reported that staff continue to be challenged when assessing if individuals coming in should be placed in the dislocated worker or adult allocation. She reported that most times the individuals are placed in the adult allocation which causes the adult allocation to be charged heavily in case management and training opportunities.

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

Second: Ms. Calvetti

Approved unanimously by those in attendance

Adjournment: Mr. Cushman adjourned the meeting at 9:35 a.m.