

ADOPTED
Monterey County Workforce Development Board
Executive Committee
MBEST, 3180 Imjin Road, Conference Room B, Marina, CA
Wednesday, March 7, 2018

Members Present: Erik Cushman (Chair), Paula Calvetti, Mary Ann Leffel, and Dr. Willard Lewallen

Members Absent: Cesar Lara

Staff Present: Chris Donnelly, Flor Galvan, Reva Bear, Javier Vanga, Elizabeth Kaylor, and Susan Marscellas

Call to Order/Introductions: Mr. Cushman called the meeting to order at 8:41 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Public Comment/Testimonial: None

Director's Report: The committee received the Director's Report regarding the updates on One-Stop Operator 90-day Plan, WIOA AJCC/One-Stop Partner's Meeting, and Regional WDB Director/Chair Meeting.

Consent Calendar:

1. Action: Approve the minutes from January 17, 2018 meeting.

A motion was made by Mary Ann Leffel to approve the minutes from January 17, 2018, seconded by Paula Calvetti. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. Action: Review list of future local and regional procurements and approvals needed to enter into resulting contracts.

A motion was made by Mary Ann Leffel to consider and approve the list of future local and regional procurements and approvals needed to enter into resulting contracts, seconded by Paula Calvetti. ALL AYES

2. Action: Consider making a recommendation to the full Workforce Development Board that it authorize the Executive Director to sign future WIOA and Non-WIOA-funded contracts with specific types of vendors, limited to \$45,000 or less for a term of one year, plus up to 3 one-year extensions to a maximum of four (4) years total.

Item was pulled for additional County Counsel review.

3. Action: Consider making a recommendation to the full Workforce Development Board that it adopt the following New and Revised WDB Policies:

- #2018-01: Nondiscrimination & Equal Opportunity Procedures
- #2018-02: Reasonable accommodation and modification for individuals with disabilities
- #2018-03: Limited English Proficiency Policy and Guidance
- #2018-04: Selective Service Registration Policy and Guidance
- #2018-05: Supportive Service Policy and Guidance

A motion was made by Mary Ann Leffel to recommend approval of the New and Revised WDB Policies to the full Workforce Development Board, seconded by Dr. Willard Lewallen. ALL AYES

4. Action: Consider making a recommendation to the full Workforce Development Board that it approve the Request for Proposal (RFP) Selection Committee's recommendation of Council for Adult and Experiential Learning (CAEL) as the Coastal Region Healthcare Sector Partnership Plan (HSPP) contractor and forward the selection and proposed agreement with CAEL to the Chief Elected Official, the Monterey County Board of Supervisors, for approval.

A motion was made by Mary Ann Leffel to recommend approval of the RFP Selection Committee's recommendation of Council for Adult and Experiential Learning as the Coastal Region Healthcare

Sector Partnership Plan contract to the full Workforce Development Board, seconded by Dr. Willard Lewallen. ALL AYES

5. 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 second round allocation for program year 2017-18.
A motion was made by Dr. Willard Lewallen to approve submission of a request to transfer \$200,000 in WIOA Title I formula funds from Dislocated Worker to Adult Programs from second round allocation for program year 2017-18, seconded by Mary Ann Leffel. ALL AYES
6. Report on regional and local labor market data.
The committee received a report on regional and local labor market data.
7. Update on WIOA Adult, Dislocated Worker and Youth Program Performance, through January 31, 2018.
The committee received an update on the WIOA Adult, Dislocated Worker and Youth Program Performance through January 31, 2018.
8. Review and discuss the DRAFT WDB Agenda in preparation for the full Workforce Development Board April 4, 2018 meeting.
The committee reviewed and discussed the DRAFT WDB Agenda for the full Workforce Development Board April 4, 2018 meeting.

Adjournment: Mr. Cushman adjourned the meeting at 10:28 a.m.