

Jamil Dada
WDB Chairperson

Carrie Harmon
WDB Executive Director



Juan De Lara
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Executive Committee: Minutes April 18, 2018

WDB Chairperson Jamil Dada called the meeting to order at 10:45 a.m.

Members in Attendance

Diane Strand	Francisca Hernandez	Jamil Dada	Juan De Lara
Layne Arthur	Mary Jo Ramirez	Morris Myers	

Members Absent

Laurie Stalnaker	Rosibel Ochoa	Sonia Nuñez	
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Guests

Larry Salas	Russel Best		
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Staff

Carrie Harmon	Leslie Trainor	Carolina Garcia	Jasmine Guerrero
Hilario Bercilla	Rilla Jacobs	Gloria Perez	Retha Smith
Janet McFall	Wendy Frederick	Thi Pham	Sharon Espejo
Charlene Henderson	Lisa Allen	Russell Best	Jessica Enriquez
David Cline			

Administrative Item: 1.1 Approve the February 21, 2018 Executive Minutes

Motion: That the WDB Executive Committee approve the February 21, 2018, meeting minutes.

Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved					
Discussion	None					

Administrative Item: 1.2 Approve the Funding Recommendation for Business Process Improvement Services Program year 2018/2019.

Motion: That the WDB Executive Committee approve the funding recommendation for Business Process Improvement Services Program Year 2018/2019 in the amount not to exceed \$50,000.

Moved by	Juan De Lara	Second by	Diane Strand	Abstain	None									
Vote	Aye	7	No	0	Abstain	0								
Status	Approved													
Discussion	<p>In support of the WDB's Strategic Plan, the Economic Development Agency/Workforce Development Division released a Request for Proposal (RFP) for Business Process Improvement Services for a three (3) year renewable contract. The purpose of the procurement is to reduce Rapid Response Services by helping struggling businesses remain competitive and retaining jobs at those businesses. These Business Process Improvement Services would not be otherwise provided without Rapid Response Funding.</p> <p>Instructional Access Inc. / Rapid 3D MFG Inc. won the award for 2016/17 procurement and is recommended to the WDB for PY 2018/19 award based on PY 2016/17 performance and funding availability. In 2016/17 Instructional Access Inc. / Rapid 3D MFG Inc. assisted five (5) non-manufacturing priority sector employers and saved/retained 57 jobs. Instructional Access / Rapid 3D Manufacturing has met performance requirements for 2016/17.</p> <p>Instructional Access / Rapid 3D MFG Inc. is recommended for renewal for the period of July 1, 2018 through June 30, 2019 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Consultant</td> <td style="width: 40%;">Target Business Sector</td> <td style="width: 30%;">Total</td> </tr> <tr> <td>Instructional Access / Rapid 3D MFG Inc.</td> <td>Non-Manufacturing-Serve minimum Five businesses and retain at a minimum 50 jobs.</td> <td>\$50,000</td> </tr> <tr> <td colspan="2">TOTAL AMOUNT NOT TO EXCEED</td> <td>\$50,000</td> </tr> </table>					Consultant	Target Business Sector	Total	Instructional Access / Rapid 3D MFG Inc.	Non-Manufacturing-Serve minimum Five businesses and retain at a minimum 50 jobs.	\$50,000	TOTAL AMOUNT NOT TO EXCEED		\$50,000
Consultant	Target Business Sector	Total												
Instructional Access / Rapid 3D MFG Inc.	Non-Manufacturing-Serve minimum Five businesses and retain at a minimum 50 jobs.	\$50,000												
TOTAL AMOUNT NOT TO EXCEED		\$50,000												

Administrative Item: 1.3 Approve the America's Job Centers of California (AJCC) Certification

Motion: That the WDB Executive Committee approve the America's Job Centers of California Certification for its Riverside and Indio centers.

Moved by	Francisca Hernandez	Second by	Layne Arthur	Abstain	None
	Aye	7	No	0	Abstain
					0

Status Approved

Discussion	<p>The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCCs. An objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas was developed. The WIOA Joint Final Rule outlines three key requirements for AJCC certification: effectiveness of the AJCC, physical and programmatic accessibility for individuals with disabilities, and continuous improvement.</p> <p>The first of the process was the Baseline. It required that a Memorandum of Understanding (MOU), and the hiring of an AJCC Operator be complete by December 2017. The second process is the Hallmark. A group had to go out to the AJCCs to evaluate: the center, staff, the AJCC operator and create a matrix from the comments and information they acquired. They ranked the following Hallmarks of Excellence with a score of 1-5.</p> <ol style="list-style-type: none"> 1. The AJCC physical location enhances the customer experience. 2. The AJCC ensures universal access, with an emphasis on individuals with barriers to employment. 3. The AJCC actively supports the One-Stop system through effective partnerships. 4. The AJCC provides integrated, customer-centered services. 5. The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways. 6. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs. 7. The AJCC has high-quality, well-informed, and cross-trained staff. 8. The AJCC achieves business results through data-driven continuous improvement <p>The completed matrix is available for viewing on the workforce website.</p> <p>Members asked if they were approving the findings of the matrix. Staff responded yes, and then the evaluation will be submitted to the State. Members asked for results of the surveys to be provided to them at a later date.</p>
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Discussion Item: 2.1 Member Initiatives

Discussion

Layne Arthur	Juan and I discussed how we have 5 targeted industries and 2 key industries in our area. We want to have 1 and ideally 2 representatives from each of these industries start to attend our meetings. Do the Bylaws have a restriction to the regional committee members? The response was no
Jamil Dada	The next Executive Committee meeting is scheduled for June 20, 2018. We have an action item that needs Supervisor approval on June 19, 2018. We will need to meet at an earlier date to approve the item for submittal. We will provide a final date for reschedule, but currently it is looking like June 13, 2018.

Reports :

Federal and State Report

	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting
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Regional Committee Reports

West	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting
East	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting
Southwest	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting

Chairperson's Report

	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting
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Executive Director's Report

	Tabled to 11:30 a.m. 4/18/2018 Workforce Development Board meeting
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Adjourned: 11:07 a.m.